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Our Ref: DS
Your Ref:

Date: 22 February 2017

Dear Councillor,

Environmental and Development Services Committee

A Meeting of the **Environmental and Development Services Committee** will be held in the **Council Chamber**, on **Thursday, 02 March 2017 at 18:00**. You are requested to attend.

Yours faithfully,



Chief Executive

To:- **Conservative Group**
Councillor Watson (Chairman), Councillor Muller (Vice-Chairman) and Councillors Mrs Brown, Coe, Ford, Mrs Hall, Mrs Patten, Roberts and Stanton.

Labour Group
Councillors Chahal, Shepherd, Taylor and Tilley.

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 Meetings held on 17th November 2016 and 5th January 2017.
Environmental and Development Services Committee 17th November 2016 Open Minutes **4 - 8**
Environmental and Development Services Committee 5th January 2017 Open Minutes **9 - 12**
- 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** PROPOSED GARDEN VILLAGE **13 - 36**
- 8** CORPORATE PLAN 2016-21 PERFORMANCE REPORT **37 - 77**
- 9** KEY PERFORMANCE INDICATORS – LICENSING DEPARTMENT **78 - 79**
- 10** QUARTERLY ENFORCEMENT AND COMPLIANCE REPORT **80 - 85**
- 11** SPEAKING AT PLANNING COMMITTEE **86 - 90**

Exclusion of the Public and Press:

13 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.

14 To receive the Exempt Minutes of the Meeting held on 17th November 2016.

Environmental and Development Services Committee 17th November 2016 Exempt Minutes

15 To receive any Exempt questions by Members of the Council pursuant to Council procedure Rule No. 11.

16 STAFFING AMENDMENTS – COMMUNITY AND PLANNING
DIRECTORATE

17 THE FUTURE OF BUILDING CONTROL IN SOUTH DERBYSHIRE

ENVIRONMENTAL AND DEVELOPMENT SERVICES COMMITTEE

17th November 2016

PRESENT:-

Conservative Group

Councillor Muller (Vice-Chairman), Councillors Mrs Brown, Mrs Coyle (substituting for Councillor Mrs Patten), Ford, Hall, Harrison (substituting for Councillor Watson), Hewlett (substituting for Councillor Coe) Roberts and Wheeler (substituting for Councillor Stanton).

Labour Group

Councillors Shepherd, Taylor and Tilley

In attendance

Councillor Atkin (Conservative Group)

EDS/47 BRITISH CONSTRUCTION INDUSTRY AWARDS

The Vice-Chairman notified the Committee of Councillor Watson's letter to Keystone Group UK and joined in congratulating them on winning the Product and Design Innovation Award at this year's British Construction Industry Award.

EDS/48 APOLOGIES

Apologies for absence from the meeting were received from Councillors Coe, Mrs Patten, Stanton, Watson (Conservative Group) and Chahal (Labour Group).

EDS/49 MINUTES

The Open Minutes of the Meeting held on 29th September 2016 were noted, approved as a true record and signed by the Chairman.

EDS/50 DECLARATIONS OF INTEREST

Councillor Roberts declared a personal interest in item 8 on the agenda by the way of being a Private Hire Driver licensed with SDDC under the Licensing Act 2003.

EDS/51 QUESTIONS FROM MEMBERS OF THE PUBLIC UNDER COUNCIL PROCEDURE RULE NO 10

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

EDS/52 QUESTIONS BY MEMBERS OF THE COUNCIL UNDER COUNCIL PROCEDURE RULE NO 11

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

EDS/53 REPORTS OF THE OVERVIEW & SCRUTINY COMMITTEE

The Committee was informed that there were no Overview & Scrutiny Committee reports for it to consider.

MATTERS DELEGATED TO COMMITTEE**EDS/54 CORPORATE PLAN 2016-21: PERFORMANCE MANAGEMENT (1 JULY – 30 SEPTEMBER 2016)**

The Director of Housing and Environmental Services presented the report to inform Members of the progress made during the period 1 July to 30 September 2016 highlighting action being taken to address those areas not currently on target.

Councillor Tilley, as local Ward Member for Swadlincote, whilst acknowledging the redevelopment of the Delph, addressed the Committee regarding plans for refurbishment for the remainder of the town. The Chief Executive responded advising that plans for refurbishment are in place, but the allocation of funding from Section 106 Agreements has delayed the process.

Councillor Harrison queried the number of noise complaints and asked for clarification on the types of noise the complaints related to. The Environmental Health Manager responded that the majority of complaints related to domestic noise.

RESOLVED:

Members noted progress against the performance targets.

EDS/55 KEY PERFORMANCE INDICATORS – LICENSING DEPARTMENT

The Chief Executive provided Members with an update on the Licensing Department Key Performance Indicators.

RESOLVED:

Members noted the performance of the Licensing Department in relation to the Key Performance Indicators.

EDS/56 VEHICLE MANAGEMENT STRATEGY AND VEHICLE REPLACEMENT PLAN

The Direct Services Manager presented the report highlighting key areas identified relating to the procurement, maintenance and disposal of vehicles.

Councillors raised their concerns regarding cost implications of bulk replacement, the outright purchase of new and/or used vehicles, contract hire, and sought clarification on the seven year replacement programme.

The Direct Services Manager addressed these issues explaining that a large number of the vehicles currently owned were over seven years old, so replacement would be preferential, however, the performance of each vehicle would be assessed individually. The Direct Services Manager advised that the management strategy and replacement programme would involve monitoring mileage and consequent effective distribution of vehicles.

RESOLVED:

Members approved the Vehicle Management Strategy and the Vehicle Replacement Plan.

EDS/57 DRIVING AT WORK POLICY

The Direct Services Manager presented the report.

RESOLVED:

Members approved the draft 'Driving at Work Policy' for consultation with service areas and employees, through the Council's Health & Safety Committee.

EDS/58 CORPORATE ENFORCEMENT POLICY

The Environmental Health Manager presented the report highlighting that this combined regulatory policy would cover all of the regulatory functions of licensing, environmental health, planning enforcement and building control. Section 8.7 of the Corporate Enforcement Policy document was noted, in particular, where the policy commits that the Council would not automatically trigger enforcement action where those who are regulated showed a willingness to resolve non-compliance.

Councillor Mrs Coyle queried the reasons for this report being on both the agenda for this committee as well as the Housing and Community Services Committee and furthermore asked what the implications would be if one committee were to approve and the other reject. The Environmental Health Manager explained that due to the wide scope of the document, both committees needed to be consulted, but any changes would be incorporated and then re-submitted.

RESOLVED:

Members approved a new Corporate Enforcement Policy.

EDS/59 QUARTERLY ENFORCEMENT POLICY

The Environmental Health Manager presented the report on how enforcement would be monitored and the status of regulatory work undertaken. Feedback on the content, format and analysis was welcomed.

Councillor Mrs Brown, alluding to a case recently in the media queried how many cases have been taken to court. The Environmental Health Manager referred to the data in the report illustrating that three prosecutions had been made.

Whilst commending the work of the 'clean team', Councillors raised their concerns regarding fly tipping and to feedback from residents regarding the location of recycling facilities in / outside the District. Suggestions were made regarding collaboration with other neighbouring authorities. The Director of Housing and Environmental Services advised that this issue was being addressed and is also being reviewed by the Overview and Scrutiny Committee.

RESOLVED:

Members were satisfied that on the basis of the report the Council is using its regulatory powers in a way proportionate to the demands for regulatory services.

EDS/60 PUBLIC SPACES PROTECTION ORDERS UNDER THE ANTI-SOCIAL BEHAVIOUR, CRIME AND POLICING ACT 2014

The Environmental Health Manager presented the report explaining that feedback to the proposal to prohibit dogs from the cemetery had shown strong opposition; therefore the consensus was to keep existing enforcement to keep dogs on a lead. The same enforcement action was proposed for Melbourne Sporting Partnership which was welcomed by Members.

RESOLVED:

Members noted the performance of the Licensing Department in relation to the Key Performance Indicators.

EDS/61 WORK PROGRAMME 2016/17

Making reference to a recent Planning Committee, Councillor Tilley queried the guidance supplied to those registering to speak at Planning Committee meetings. The Director of Housing and Environmental Services advised that this matter would be referred to the Director of Planning and Community Services.

RESOLVED:

That the Committee considered and approved the updated work programme for 2016/17.

EDS/62 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 would be 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 the on 29th September 2016 were received.

EXEMPT QUESTIONS FROM MEMBERS OF THE COUNCIL UNDER COUNCIL PROCEDURE RULE NO 11

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

A REVIEW OF THE LAND CHARGES UNIT (Paragraph 1)

Members approved the recommendations contained in the report.

The meeting terminated at 7.20pm.

COUNCILLOR D MULLER

VICE-CHAIRMAN

ENVIRONMENTAL AND DEVELOPMENT SERVICES COMMITTEE:
SPECIAL - BUDGET

5th January 2017

PRESENT:-

Conservative Group

Councillor Watson (Chairman), Councillor Muller (Vice-Chairman) and Councillors Atkin (substituting for Councillor Mrs Patten), Mrs Brown, Ford, Hall, Roberts and Stanton.

Labour Group

Councillors Chahal, Shepherd, Taylor and Tilley

EDS/66 **APOLOGIES**

Apologies for absence from the meeting were received from Councillors Coe and Mrs Patten (Conservative Group).

EDS/67 **DECLARATIONS OF INTEREST**

Councillor Atkin declared a pecuniary interest when the Infinity Garden Village was raised in relation to Item 7 Local Plan Part 2 Submission, by virtue of his family owning farm land in the area, leaving the Chamber whilst the item was debated.

EDS/68 **QUESTIONS FROM MEMBERS OF THE PUBLIC UNDER COUNCIL PROCEDURE RULE NO 10**

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

EDS/69 **QUESTIONS BY MEMBERS OF THE COUNCIL UNDER COUNCIL PROCEDURE RULE NO 11**

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

EDS/70 **26th JANUARY 2017 COMMITTEE MEETING**

The Chairman announced that due to there being no reports to present, the next Meeting of the Committee had been cancelled.

MATTERS DELEGATED TO COMMITTEE

EDS/71 SERVICE BASE BUDGETS 2017 / 2018

The Director of Finance and Corporate Services presented the report to Committee, drawing attention to elements from the report, including the reduction in income from Building Control fees, the increase in recycling costs, the increase in the car parks maintenance budget to address essential works and the proposed reduction in the fuel budget. The Director also highlighted risk areas, as in income via Planning and Licensing, as well as consequences of the growth in development, as in increased refuse collection costs. Within the fees and charges, it was proposed that the charges made for land and property searches and for food export certificates be increased.

Members raised queries relating to the Licensing deficit, to differences in certain charges, to the recharge for vehicles and to the capacity for the growing number of searches, all addressed by the Director.

RESOLVED:

1.1 That the proposed revenue income and expenditure for 2017/18 for the Committee's Services, as detailed in Appendix 1 to the Report, were considered and referred to the Finance and Management Committee for approval.

1.2 That the proposed fees and charges for 2017/18, as detailed in Appendix 3 to the Report, were considered and approved.

EDS/72 LOCAL PLAN - LOCAL DEVELOPMENT SCHEME

The Planning Policy Manager presented the report to Committee.

Councillor Taylor raised his concerns relating to the production of the Affordable Housing supplementary planning document due to need for Strategic Housing input. The Councillor asked how this would be addressed given the recent staff departures in that area and the impact this may have on the document's progress. The Chairman expressed his view that this was a matter for the Housing and Community Services Committee. The Director of Community and Planning Services recognised this loss of input to the process, but referred to the pending Housing restructure. The Chairman noted the comments made, that officers were aware and that the matter was to be addressed in due course.

Councillor Mrs Brown referred to the nature of, and issues identified by, responses made to the Local Green Spaces through the Local Plan consultation. The Planning Policy Manager outlined the methodology that will be applied to producing the Local Green Spaces supplementary planning document.

Councillor Atkin, in noting the Neighbourhood Plans agreed by Melbourne and Repton, queried the level of interest amongst other parishes. The Director of Community and Planning Services confirmed that assistance was available to parish council's expressing an interest and that a briefing

was due to held in the Spring to again brief Members and parish council's on the process and the assistance available.

RESOLVED:

Members endorsed the Local Development Scheme for publication.

EDS/73 **LOCAL PLAN PART 2 SUBMISSION**

The Planning Policy Manager presented the report to Committee.

Councillor Shepherd, as local Ward Member for Stenson, referred to the recent announcement regarding the Infinity Garden Village funding award.

Councillor Atkin made his declaration and left the Chamber at 6.40pm.

Councillor Shepherd raised his concerns on behalf of himself and fellow Ward Member Councillor Chahal, expressing disappointment at the lack of notice given to the local Members and the omission of any discussion with Members in general. The Chairman made reference to the unfortunate timing of the national announcement, made on the Bank Holiday Monday and the Planning Policy Manager confirmed that despite its new title of Infinity Garden Village the area covered consisted of existing housing and employment allocations within the District and City plus an area for potential growth at Lowes Farm that currently has no planning status.

The Director of Community and Planning commented that whilst there is usually a news embargo period to allow for information to be relayed, it had not happened in this case, as Officers had not been informed prior to the press release. The Planning Policy Manager commented that following the information being released, the Homes and Communities Agency had apologised to not being able to give advance warning.

Councillor Mrs Brown commended the bid and its successful outcome.

Councillor Taylor expressed his sympathy for the local Ward Members, gave his views on how the matter had been dealt with nationally, as well as locally, and his assessment of the impact on the democratic process on this occasion.

RESOLVED:

1.1 Members noted the content of the report regarding the Regulation 19 consultation.

1.2 Members endorsed the continuation of the Local Plan Part 2 to progress towards submission of the Plan to the Secretary of State. This decision would also involve approval by Full Council in due course.

Abstentions: Councillors Chahal, Shepherd, Taylor and Tilley.

Councillor Atkin returned to the Chamber at 6.50pm.

EDS/74 **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 would be 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.

EXEMPT QUESTIONS FROM MEMBERS OF THE COUNCIL UNDER COUNCIL PROCEDURE RULE NO 11

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

The meeting terminated at 6.55pm.

COUNCILLOR P WATSON

CHAIRMAN

REPORT TO:	ENVIRONMENTAL AND DEVELOPMENT SERVICES COMMITTEE	AGENDA ITEM: 7
DATE OF MEETING:	2nd MARCH 2017	CATEGORY: DELEGATED/
REPORT FROM:	DIRECTOR OF COMMUNITY AND PLANNING SERVICES	OPEN PARAGRAPH NO:
MEMBERS' CONTACT POINT:	NICOLA SWOROWSKI ext5893 nicola.sworowski@south-derbys.gov.uk	DOC:
SUBJECT:	PROPOSED GARDEN VILLAGE	REF:
WARD(S) AFFECTED:	ASTON AND STENSON	TERMS OF REFERENCE: EDS03

1.0 Recommendations

- 1.1 Members accept support and funding from the Homes and Community Agency regarding the Garden Village

2.0 Purpose of Report

- 2.1 The report is submitted to Members to explain the process undertaken for the submission of an Expression Of Interest to the Locally-Led Garden Villages, Towns and Cities initiative and to explain the area submitted and the status.

3.0 Detail

- 3.1 The Department for Communities and Local Government sought expressions of interest for the Locally-Led Garden Villages, Towns and Cities initiative in order to encourage and support smaller scale (below 10,000 dwellings) developments to come forward with an on-going process of delivering developments of over 10,000.
- 3.2 An announcement was made on the 2nd January as to which expressions had been shortlisted and would be offered support to develop the Garden Village project. Across the country there are 14 new garden villages to receive support and have access to a £6 million fund over the next 2 financial years.
- 3.3 An expression of interest (EOI) was submitted (Appendix A) on behalf of both South Derbyshire and Derby City on 31st July 2016 for 'Infinity Garden Village' following several discussions with the Homes and Community Agency (HCA), the lead agency on this Government scheme who initially suggested an expression should be submitted. The site size was over 180 hectares with 2,000 homes proposed and a potential further 1,000 possible with 4.7million square foot of employment space as an extension to Infinity Park in Derby and a further 30 hectares of employment land in South Derbyshire.

- 3.4 The area put forward within the EOI for consideration comprises two Local Plan Part 1 allocations within South Derbyshire of Wragley Way for 1,950 dwellings as set out in Policy H15 of the Local Plan Part 1 and also Land at Sinfin Moor for around 30 hectares of employment land set out in policy E4 of the Local Plan Part 1. Further land to the east of the employment allocation some of which is known as Lowes Farm was also included within the proposed village boundary though only as a potential future growth area. Lowes Farm has been promoted to the District Council through the SHLAA and was discussed at the Local Plan Part 1 examination. The SHLAA assessment forms (S/100 and S/100a) considered that the whole site was capable of providing around 1,087 dwellings. The site was not allocated and no planning application has been received. Consideration of this site through the 'village' badge does not preclude it from the statutory planning process and therefore no other status can be conferred on it.
- 3.5 Within Derby City, the area included within the Village includes the small part of the wider Wragley Way site which has recently been granted permission for 180 dwellings and also Infinity Park, which is a large employment site that has a mix of existing businesses, recently built business, areas with planning permission and also areas still to seek planning permission. The full area is shown on the map at Appendix B.
- 3.6 With a development of this size, there are significant infrastructure requirements. The largest of these is the introduction of the South Derby Integrated Transport Link (SDITL) that will connect the Wragley Way housing site to Infinity Park and the recently opened new road, Infinity Park Way. The SDITL is a requirement of the Wragley Way housing policy H15 (full policy can be seen at Appendix C) as mitigation for the site's transport impact. Also being considered is the introduction of an A50 junction that would directly link to the SDITL. Policy H15 also states that development of the housing site "should not prejudice the construction of a potential junction connecting to the A50, which may potentially be needed following the completion of the SDITL". A further phase (phase 2 within policy INF4 of the Local Plan Part 1) of the SDITL is proposed that would link the Wragley Way housing site to Rykneld Road (to the west of the site) though this is not within the area of the proposed garden village nor is it a requirement of any allocation within the Local Plan Part 1, it is a future consideration as the Local Plan delivery progresses.
- 3.7 Following the submission of the EOI, the District was asked for further information on the affordable housing element and whether Starter Homes would be included. It was explained that an affordable housing policy had been recently adopted that set that requirements for affordable housing and with regard to Starter Homes that they would be considered should they become part of the affordable housing definition. No further application was requested of either the District or the City.
- 3.8 The EOI outlined that the "The Project will create a new sustainable community in the form of a garden village to the south of the City of Derby, which will provide homes, jobs and community facilities in a self-contained settlement that will be distinctive for its high quality of environment."
- 3.9 A confidential email was sent to Derby City Council stating the EOI had been shortlisted on the 21st November 2016 and that an announcement would be made sometime shortly after that date but that we would be advised. The formal letter from the HCA telling us that the EOI had attracted support was on the 4th January – 2 days after the Government's press release announcing the location of the 14 villages.

- 3.10 The Council's press release mentioned around £400,000 as the funding offer because at the point it was written, no information had been received as to the level of support being offered so the proposed amount of money taken from the Government's press release was divided equally to give an estimate. The letter received afterwards and a further clarifying email from the HCA confirms that the offer for each Garden Village is an equal share of the £3m pot this year (2016/17), which is approximately £200k and that an opportunity for all the villages will exist to bid for further funding next year (2017/18).
- 3.11 The village area re-packages the commitments plus potential future growth land in a different way in order to assist the delivery of the site and in particular the SDITL. These allocations and policy criteria have been subject to numerous consultations and a Local Plan examination. The EOI also proposed a Liaison Group to be set up which would include neighbouring residents, businesses, developers and all Local Authorities for them to consider further proposals (beyond those already allocated) and masterplan across the village.
- 3.12 It is on the basis of the SDITL that a partnership group has been meeting since March 2016 to discuss the delivery of the wider site including the road and the possible new A50 junction. This meeting is attended by District Planning Officers, City Regeneration, Planning and Transport Officers, County Transport Officers and developers and agents for the area. Also in attendance are Highways England and the Homes and Community Agency and on occasions the LEP. These meetings will continue as the delivery of this area is pursued.
- 3.13 A sub-group of the strategic SDITL meetings is currently considering the work that is required to present a strategic case to Highways England for a new junction onto the A50. This work includes building on the existing transport modelling undertaken as part of the Local Plan development for the Derby Housing Market Area and assessing the impact that a new junction will have on the wider transport network through further transport modelling. Further sub-groups may be required to consider master planning of the site for example.
- 3.14 The letter (Appendix D) received from the Homes and Community Agency on the 4th January to "confirm that DCLG Ministers have announced that Infinity Garden Village will receive support from the Garden Villages, Towns and Cities Programme." The letter goes on further to state that the level of support will include funding in the region of £200,000 and support from ATLS and the HCA's land and local teams. A follow up email with an Officer at the HCA has suggested that for this financial year, the agency will ensure funding is received by the Council(s) by the end of March 2017 and that someone from the HCA will be in contact shortly with the Council. At the time of writing no further official information has been received but a verbal update on the night of Committee will be offered should further information be received.
- 3.15 If as suggested in paragraph 3.10 additional funding is made available to bid for in the financial year 2017/18 then a report will be brought to this Committee to consider the request.

4.0 Financial Implications

- 4.1 The Council has not received any definitive information on the level of funding being offered other than it will be in the region of £200,000. If all or any of the funding is awarded directly to the Council, it will be spent in accordance with the associated criteria and will be accounted for in accordance with the Council's Financial

Regulations. It is not anticipated that any additional expenditure will be incurred by the Council.

- 4.2 No additional costs were incurred by the Council in formulating and submitting the Expression of Interest.

5.0 Corporate Implications

- 5.1 The successful expression will allow for the delivery of the planned housing and employment allocations made within the adopted Local Plan Part 1 in a timely manner in a joined approach with Derby City.

6.0 Community Implications

- 6.1 The elements of the Garden Village that have been allocated within the Local Plan Part 1 have been consulted on several times and have also been through a thorough examination process.
- 6.2 The expression proposed a Liaison Group to be set up which would include neighbouring residents, businesses, developers and all Local Authorities for them to consider further proposals (beyond those already allocated) and masterplan across the village.

7.0 Background Papers

- 7.1 Adopted Local Plan Part 1 – can be viewed at: http://www.south-derbys.gov.uk/planning_and_building_control/planning_policy/local_plan/local_plan_part1/default.asp

Appendices

Appendix A – Expression of Interest submitted to the Locally-Led Garden Villages, Towns and Cities initiative

Appendix B – Map

Appendix C – H15 policy

Appendix D – Letter from the Homes and Community Agency

Expression of Interest for Garden Villages

The expression is made by South Derbyshire District Council and Derby City Council.

Infinity Garden Village

Project Objectives, Scale and Planning Status

1.

The Project will create a new sustainable community in the form of a garden village to the south of the City of Derby, which will provide homes, jobs and community facilities in a self-contained settlement that will be distinctive for its high quality of environment.

Three main areas of the village though these are split into different character areas. The three areas are currently referred to as the Wragley Way housing site, Infinity Park Derby employment site and Lowes Farm, a future housing site.

The Garden Village will be a comprehensive development that encompasses the existing Enterprise Zone site designated to the south of Derby at Infinity Park. Infinity Park is part of the 'Nottingham and Derby Enterprise Zone' which aims to create a focus for the further development of advanced manufacturing and related services, especially transport engineering supply chains. The first building in the Enterprise Zone, an innovation centre known as iHub, along with key site access infrastructure including a new road (known as T12) linking into the site from the A50/A514 junction, which was opened in July 2016. The garden village will provide attractive homes with a variety of tenures within walking or cycling distance for workers relocating to the new employment opportunities created at Infinity Park which is Derby's flagship regeneration project. It will also provide additional employment land to enable the ongoing development of the Zone as businesses established in the innovation centre expand and seek to build their own premises. The land is ideally suited to modern business needs with the capability to provide large, flat plots with good access to the A50, East Midlands Airport, the national road network and high speed broadband, plus proximity to global businesses, all in an attractive planned landscape.

Garden cities were intended to be planned, self-contained communities surrounded by 'greenbelt', containing proportionate areas of residences, industry, and agriculture. The area planned for this and the surrounding area will have residences, industry and agriculture and introducing a garden village will help to balance development in the area.

	<p>The village will have different character areas not just through the split of housing and employment areas but with areas of character evident through the housing schemes as the site lends itself to areas through the green and blue infrastructure that already exists on site and can be enhanced further. The village will deliver at least 2,000 homes with the potential growth option for a further 1,200 homes. Alongside that will be the continued delivery of Infinity Park Derby (already a £31 million scheme as it stands) which currently includes Rolls Royce Aerospace HQ with an additional 4.7 million sq. ft. of employment space created with upwards of 4,500 jobs generated in the process. The site will deliver large amounts of infrastructure including a South Derby Integrated Transport Link (SDITL) and possible new junction on the A50 which runs east to west adjacent to the south connecting to the M6 and M1.</p> <p>The New Towns Act 1981, which allows new towns to be designated and built, provides the policy background. We understand that there are proposals to update this to support the delivery of new garden cities, towns and villages for the 21st Century and we are keen to be part of this. Without significant public sector intervention, this development will not proceed as a whole and one of this Government's stated policy objectives is to reduce red tape and barriers to housing growth.</p> <p>This area specifically has unique issues to address. Derby is experiencing rapid growth, as a result of the expansion of the transport equipment manufacturing sector and the supply of housing is not currently able to keep up with this demand and infrastructure requirements.</p> <p>Derby is an internationally renowned centre for advanced transport manufacturing, home to the world's second largest aero-engine manufacturer, Rolls-Royce, and Derby Litchurch Lane Works, the UK's only train manufacturer. Toyota Manufacturing UK's automobile headquarters is south west of the city at Burnaston in South Derbyshire. As a result of its engineering base, Derby has the highest average wage levels outside the South East. Rolls-Royce is planning an investment in the region of £150-200m in its new Aerospace Campus. Bombardier and Rolls-Royce continue to win major orders. As a result of this growth, there will also be significant population growth and South Derbyshire is forecast to achieve some of the highest population growth in the country.</p> <p>Relative to Derbyshire, the East Midlands and England as a whole the population of South Derbyshire is expected to rise by 23% in forecasts from a 2005 population of 88,000 to a 2025 population of 108,600. No other district in Derbyshire is expected to grow at even half this rate. The figures for the East Midlands as whole over this time range is 10.5%. Derby is forecast to grow by only 6%.</p>	
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The market failure in the provision of housing is shown below:

There is a shortfall of housing across the two authorities. In the period 2011 to 2016 in South Derbyshire, there were 1,684 dwelling shortfall and in the same period for Derby City there was a 1,237 dwelling shortfall against the housing targets recently set through the Local Plan examination. It is essential that we begin to catch this up. The overall requirement is for Derby City and South Derbyshire is to provide almost 26,000 dwellings across the two authorities of Derby City and South Derbyshire. Derby City is capacity capped and unable to provide for all of its own needs within its boundary with its unmet need (5,388 dwellings) being met by South Derbyshire and Amber Valley.

A Savills report on the Derby Housing Zone 2016 identified 'Derby has been under delivering on the number of new homes. Compared with comparable local authorities, new homes completed as a proportion of total stock represent only 0.31%. It is reasonable to expect Derby to achieve between 0.53% and 0.59% of total stock.'

It is clear that if the population grows as expected and Derby continues to under-deliver on new homes, this will put an increasing strain on housing supply and resources in general. One of the reasons for Derby's inability to deliver has been that some of the new housing developments will require significant infrastructure to unlock them and our project is designed to address this.

As a result of this growth in both employment and population, Derby City Council, South Derbyshire District Council and Derbyshire County Council, in its role as Highways Authority, have been working together for some time to mitigate the impact and ensure there is sufficient land available.

The Strategic Economic Plan (SEP) for D2N2 (Derby, Derbyshire, Nottingham and Nottinghamshire LEP) contains an aspiration for 55,000 new jobs and 77,000 new homes across the area. One of the priorities within the Midland Engine pitch book was the delivery of Infinity Park which will contribute to D2N2's targets. Further details on the SEP can be found at:

http://www.d2n2lep.org/write/Documents/D2N2_SEP_March_31st.pdf.

The entire village except for the potential further housing growth site is allocated in either South Derbyshire's or Derby City's Local Plans. The additional housing area was not considered further through the South Derbyshire Plan as it was not required to help meet housing need at this stage.

	<p>Information on the Local Plans can be found at: http://www.south-derbys.gov.uk/planning_and_building_control/planning_policy/local_plan/local_plan_part1/default.asp for South Derbyshire and http://www.derby.gov.uk/environment-and-planning/planning/localplanpart1corestrategyexamination/ for Derby City. For the Derby Housing Market Area (HMA) which also includes Amber Valley there is a requirement to deliver 33,388 dwellings and 276 hectares (gross) of employment land by end the end the plan period which is 2028.</p> <p>Further strategies within the local area include the Derbyshire Economic Strategy Statement which can be viewed at: http://www.derbyshireeconomicpartnership.org.uk/websitefiles/DESS_A4_medres_artwork3.pdf. The South Zone within the statement aligns with the Derby HMA within which the village falls. One of the strategic objectives is to ensure that there is investment into infrastructure to improve connectivity, increase accessibility and create the conditions for economic growth, whilst the key infrastructure projects includes the SDITL.</p>	
<p>2.</p>	<p>The village is a cross boundary site between SDDC and DCC. The attractive and well-designed village will predominantly offer housing, employment and a new integrated transport link. Around 2,000 homes will be provided on a recently allocated site within South Derbyshire together with a small site within the City that is set to be allocated shortly. Employment opportunities already exist within the village but through allocations this area will grow significantly both within the City and in South Derbyshire to over 70 hectares of high quality employment space, targeted at the transport equipment manufacturing and aerospace industries located between Rolls-Royce aerospace HQ at Sinfin and the A50. The village also includes the potential for further housing expansion to the east.</p> <p>The services and facilities within the village will enable it to be freestanding in terms of its impacts on surrounding services. These will include a new 'South Derby integrated transport link', green space including green wedges, doctor, village hall, school, place of worship, cycle links and consideration of a new junction onto the A50 and also a rail station.</p> <p>The 'South Derby integrated transport link' will be provided within the village but the longer term plan is that phase 2 of the road will run to the west of the village to allow for further development and create better links into Derby City and towards the M1 and A38 allowing for free movement of traffic.</p> <p>The garden village will feature a neighbourhood centre and a range of community facilities, capable of</p>	

	<p>satisfying the day-to-day needs of residents. This will include a school, retail outlets and doctors surgery.</p> <p>The new garden village will be served by local bus routes linking in to the main bus station in Derby, and land will be safeguarded for the creation of a new railway station at Stenson on the Burton-Derby line. Residents moving to the village will be provided with a bus pass to promote the use of public transport for longer journeys. Within the village walking and cycling will be promoted with safe routes and cycle storage at destinations.</p> <p>Summary:</p> <p>Site size: over 180 hectares Proposed number of homes – 2,000 and a further potential 1,000. Schools – 1 primary school with the possibility of a new secondary school on Lowes Farm Employment space – 4.7m sq. ft. extension of Infinity Park Derby in Derby and a further 30 hectares in South Derbyshire. Green space area to be determined.</p>	
<p>3.</p>	<p>A location plan of the village can be seen in the appendix A. The village is free standing in terms of its functionality and the services and facilities to be provided on the site particularly the mix of housing and employment will allow for a reduced need to travel or if required options for more sustainable modes of transport will be possible. It will act like a satellite village to Derby as was part of the initial garden city movement.</p>	
<p>4.</p>	<p>The planning status across the village is varied (B, C, D and E) though all is allocated in the Local Plans of SDDC (adopted - June 2016) and Derby (Modifications consultation stage - August 2016) has some status except for the potential housing site at Lowes Farm.</p> <p>Wragley Way</p> <ul style="list-style-type: none"> • 130 dwellings with planning permission in Derby City • 50 dwellings application pending in Derby City • Remainder is allocated with SDDC Local Plan for 1,950 homes. <p>Infinity Park</p> <ul style="list-style-type: none"> • 1.4 million square foot has planning permission granted • Remainder is allocated in either SDDC Local Plan or Derby City's Local Plan. <p>Lowes Farm</p>	

	<ul style="list-style-type: none"> • Has been promoted and identified in SDDC's SHLAA for housing development 	
<p>5.</p>	<p>Nearby Sinfin is one of the most deprived areas of Derby and is regularly in the bottom 20% of wards in the Index of Multiple Deprivation. The following is taken from the Sinfin Neighbourhood Profile 2011-12:</p> <p>The 2011 Census identified that Sinfin consists of just fewer than 45 % owner occupied properties, 17% lower than the city average. The proportion of Derby Homes properties in the area is over double the city average.</p> <p>In terms of crime statistics, Sinfin is among the 20% most deprived in the country and is ranked the fifth most deprived of all Derby wards,</p> <p>Sinfin has a higher number of serious collisions, slight collisions and collisions involving children compared to the Derby average. The Neighbourhood Profile points out that 'There are no (public transport) routes operating through the core of the Osmaston area, only along the peripheral routes.' Clearly then, in an area which is growing quickly in economic and housing terms, there are a need for improved and safer transport needs.</p> <p>The village offers housing and employment together that is accessible with some employment existing. The site will also offer a considerable amount of green and blue infrastructure across the site including the continuation of the green wedge policy from Derby City through the rest of the site into South Derbyshire. The Village coming forward together will allow sustainable transport links with the delivery of the South Derby Integrated Transport link that will allow for better access into the village by car, bus, cycling and walking within the village but will also offer great links to existing areas within both authorities. Further consideration will also be given to the establishment of a railways station on the railway line that runs west of the site. This has a policy status within South Derbyshire's Local Plan.</p> <p>There will be an overall vision for the garden village in terms of the location and nature of green spaces, common landscape features, and planting guidelines. The Masterplan will integrate the new settlement with adjacent countryside and existing green spaces in neighbouring areas (e.g. Sinfin Golf Course). It will encompass landscape buffers to uses such as main roads (e.g. A50) and between residential and commercial areas, with the aim of reducing noise, dust and visual intrusion. The chosen site is of relatively limited countryside or habitat value; however existing features such as hedgerows and brooks will be integrated into the Plan. The aim will be to create a network of green spaces based upon segregated footways and cycle ways that link residential and commercial areas with the neighbourhood</p>	

	<p>centre and out into the adjacent countryside and the existing Sustrans routes. Community facilities such as sports pitches, play areas and allotments will be a key element of the Masterplan.</p> <p>We took a look at the design principles one of the early garden cities, Letchworth and it was clear from their guide that good design principles are embedded in order to maintain the garden village character; therefore, we will aim to do the same with any development and infrastructure that impacts on the area.</p> <p>There will be a need for additional schooling in the area. This will be built in to Section 106 agreements with developers for the creation of a new primary school an initially contributions towards the extension of an existing secondary school with future consideration to be given to a site for a new secondary school on the Lowes Farm site.</p> <p>It is our intention to create a Business Improvement District (BID) for businesses that are located at Infinity Park. Derby has good experience of this – Derby’s Cathedral Quarter BID was recently voted best in the country.</p> <p>One of the main aims of the BID would be to improve the environment of the area for the benefit of residents, businesses, developers, DCC and others, which mirrors the main aim of the Cathedral Quarter BID.</p> <p>We will develop a number of objectives with the bid, which might include:</p> <ol style="list-style-type: none">1. Community safety.2. Corporate Social Responsibility.3. Health and Well-Being.4. Parking.5. Business/Resident groups. <p>More formal street trees will be used to demark main routes through the new village, whilst planting will be more informal elsewhere. The design will be informed by the local authority’s experience of developing The National Forest in an area of historically low woodland cover and of enhancing the habitat value of the Trent Valley following aggregate extraction. The Masterplan will also be inspired by</p>	
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	the international links that exist between Derby & Derbyshire and Toyota City in Japan, with the inclusion of, for example, flowering blossom and maple trees.	
Governance Proposals		
6.	<p>The key project partners are:</p> <ul style="list-style-type: none"> • Local Planning Authorities – SDDC and DCC. The village helps address South Derbyshire and also Derby City housing need alongside further development, regeneration and employment growth area to the south of Derby City. • Derbyshire County Council – responsible for transport and education across much of the site. This represents a significant growth area in the County. • D2N2 LEP – IPD is a priority action of the D2N2 SEP and it has been involved with ongoing discussion to bring forward the wider development aims. • Government Agencies - ATLAS have been involved in the housing site, at Wragley Way and Highways England are currently involved in discussions for the SDITL and the potential for a new A50 junction. There has also been involvement from BIS involvement in IPD. • Landowners – fully on board with development across the village • Developers – keen to be involved in partnership with the Local Authorities. • The diagram below shows the current thinking of the governance arrangement for the project. The steering group is already meeting to bring forward the project which includes representation from the HCA and D2N2. <p>A plan is shown at Appendix B of the possible structure.</p>	
7.	The site is in full control of the project partners. No part of the site is owned by either Local Authority though Derby City is a partner in part of IPD. The site does not include any brownfield land but is low grade agricultural land. There is a collaboration agreement between the landowners and developers for the Wragley Way area and the part of Infinity Park that lies within SDDC. There is a partnership agreement (Infinity Park Derby LLP) in place for the delivery of infrastructure on Infinity Park that is between the City Council and developers of the site.	
8.	There have been numerous public consultations through the Local Plans of both South Derbyshire and Derby City regarding the allocations at Wragley Way and Infinity Park. Also, a large part of Infinity Park has been subjected to a planning application process that also involves consultation. Through the Local Plan consultations concerns was raised that new infrastructure would be required in order to provide the quantum of development suggested which is what the garden village will deliver through a cross boundary approach.	

	<p>A Liaison Group including neighbouring residents, businesses, developers and all Local Authorities would be established to consider further proposals and masterplan across the village. In terms of political support then the SDDC Local Plan including the allocations has been adopted by Members and the DCC Plan is currently waiting to undertake a modifications consultation on a plan approved to be submitted to the Inspectorate by Members. Applications have also been approved in the City to allow for development on IPD and also on the first phase of housing on Wragley Way.</p> <p>A Management Company would be established to oversee the development of the village. This would initially bring together the local authorities, land owners and developers to co-ordinate the creation of the village and engagement with government agencies and the local community. As development of the village progressed, representatives from the community and local business would be sought to be involved in the management. Ultimately, the resident and business representatives would take a leading role in the management company. The company would have an ongoing role in overseeing the collection of the management fee and the implementation of maintenance works to the environment, together with associated community activities and events.</p>	
9.	A Management Company would be proposed to manage the proposals for the village.	
Delivery		
10.	The preferred project delivery mechanism is a Public Private Joint Venture which has already been successful in bringing forward the first part of IPD. A Public Private steering group has already been put in place to consider the village concentrating on the SDITL. This may be similar to the partnership established for Infinity Park – Infinity Park Derby Limited Liability Partnership (LLP), which involves Derby City Council, landowners and developer partners.	
11.	<p>The existing land Values – information on Stenson Fields Farm? In the viability report it suggests £500,000 per hectare for residential and £400,000 per hectare for industrial as set out in the Plan Wide Viability Review undertaken for South Derbyshire Local Plan examination.</p> <p>Housing demand within the area is significant as between South Derbyshire and Derby City a requirement of 25,993 dwellings has been established. Derby’s housing need is 16,388 dwellings of which 5,388 dwellings cannot be accommodated within the City boundary. Of this 5,388 dwellings shortfall, South Derbyshire has agreed to accommodate 3,013 dwellings within the District. The village will help provide nearly 65% of that additional housing in South Derbyshire. Prior to 2014 there had</p>	

	<p>been essentially no housing growth in the area (in SDDC) so there is pent up demand which has been shown through the sales of surrounding sites as there are high levels of shortfalls to meet. Derby has the highest average wage levels outside of the South East and with the employment opportunities set to grow within the area, this can further develop Derby's status.</p> <p>Across both SDDC and DCC a 30% affordable housing rate is being sought across all sites (subject to viability). There is a requirement across the Derby HMA to provide 1,723 affordable homes each year. A combination of housing will be provided across the site to help deliver market and also much needed affordable homes with a variety of tenures.</p>	
<p>12.</p>	<p>The planning and delivery of the site has started and parts of the employment area and associated areas are already in place. Housing is expected to start on site from 2017 on the small site granted permission within the City with the bulk of the site starting in late 2018/2019. A village of this size will require several years (15 – 20 years) to fully complete and considerable amounts of infrastructure also to be provided.</p>	
<p>13.</p>	<p>Our funding package is expected to include the following:</p> <ul style="list-style-type: none"> a. Private sector contributions to feasibility work – this work is already started. We expect this to be in the region of £0.5m-£1m. b. Local Transport Majors Fund seed funding – DCC and SDDC have applied for £3.75m seed funding to support feasibility work for projects including this. Our share will be around £1.25m. c. Local Transport Majors Fund capital funding – subject to detailed cost plans, we expect the capital cost to be over £50m - to support essential infrastructure, including the Southern Derby Integrated Transport Link (SDITL) - £37.5m, additional A50 junction - £9m, associated costs, including fees £5m. d. Private sector contributions to capital funding – all landowners are on board. One of the partners is leading on putting together a mechanism to calculate contributions from each of the landowners, based on land share and value. We used this approach successfully for Infinity Park Derby (IPD). e. Recycled business rates. As an Enterprise Zone, Infinity Park Derby (IPD) offers discretionary rate relief to occupiers. We are currently exploring ways of recycling business rates into other infrastructure, for discussion with D2N2 Local Enterprise Partnership (LEP). <p>Our partnership has an excellent track record of attracting public and private sector investment to the</p>	

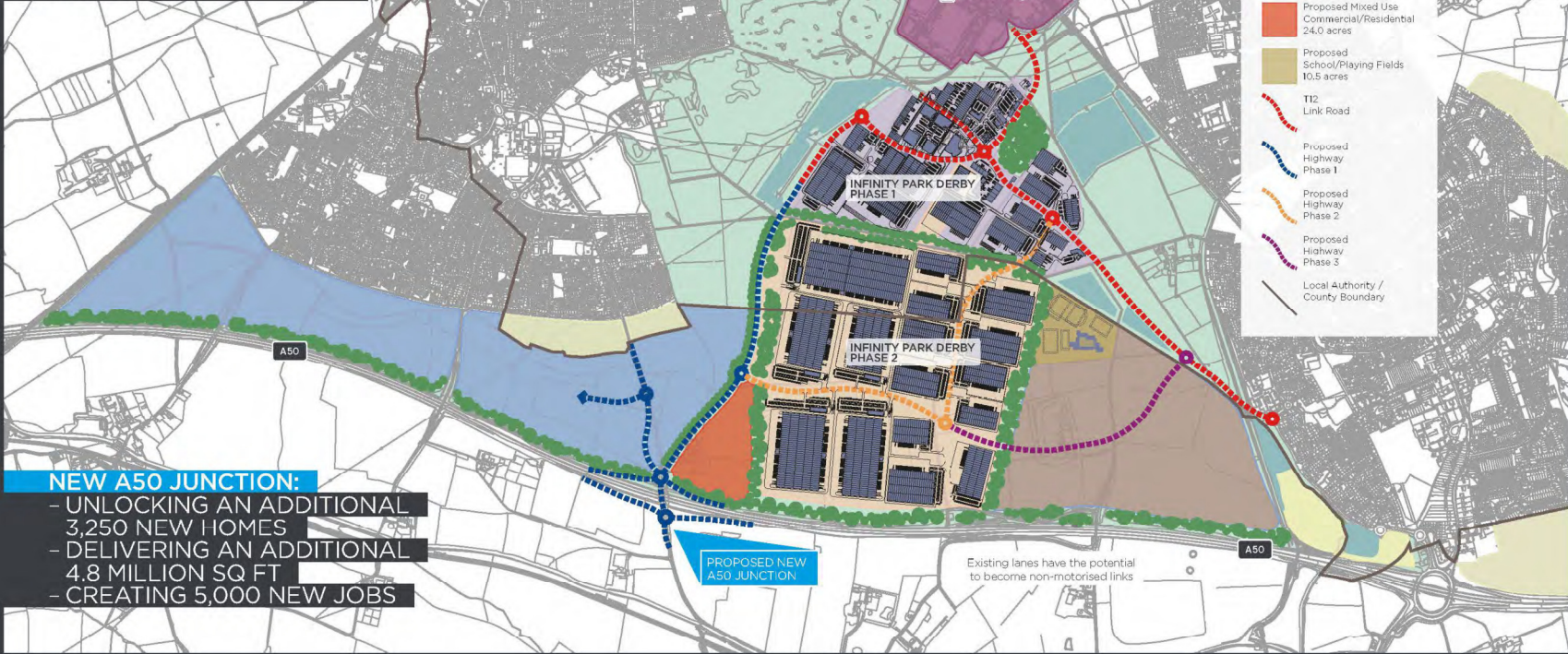
	area; Local Growth Fund (LGF) - £13 million and Developer Funding £4.6m and growing.	
14.	<p>Homeowners and businesses located in the garden village will be obliged to pay a small annual fee towards the upkeep of the environment in public areas within the village. This will follow the well-established model adopted in locations such as Bournville in Birmingham. Links will be developed with local educational institutions to create opportunities for the development of horticultural skills (e.g. apprenticeships). Meanwhile residents will be encouraged to grow their own produce in their gardens or by taking allotments.</p> <p>Housebuilders contributing to the garden village will be obliged to pro-actively contribute to the development of the local construction sector, through a pledge to use a percentage of local procurement and to develop construction skills amongst young people from the wider area (e.g. apprenticeships). High environmental standards will be set for the homes constructed on the site and opportunities will be made available for those wanting to self-build with plots 'ready to go'.</p> <p>The Travel Plan for the village will offer all residents and businesses the information on the ways in which they can travel more sustainably and offer incentives such as free bus passes, ensuring there is sufficient cycle parking and electric charging points. Whilst wanting to reduce car usage, it must be accepted that it will only be a reduction so ensuring that parking is considered and designed into the village by integrating parking within the street scene and not allowing large parking courts.</p>	
15.	<p>Support is required in the following areas:</p> <ol style="list-style-type: none"> a. Feasibility, survey and design work with further support from ATLAS. b. Sustainable transport links are key to this project being a success. c. Access to government funding streams for housing and transport 	

Appendix

SOUTH DERBY GROWTH ZONE [A50 LINK ROAD]

THE NEXT MAJOR DEVELOPMENT OPPORTUNITY

PROPOSED LAND USE



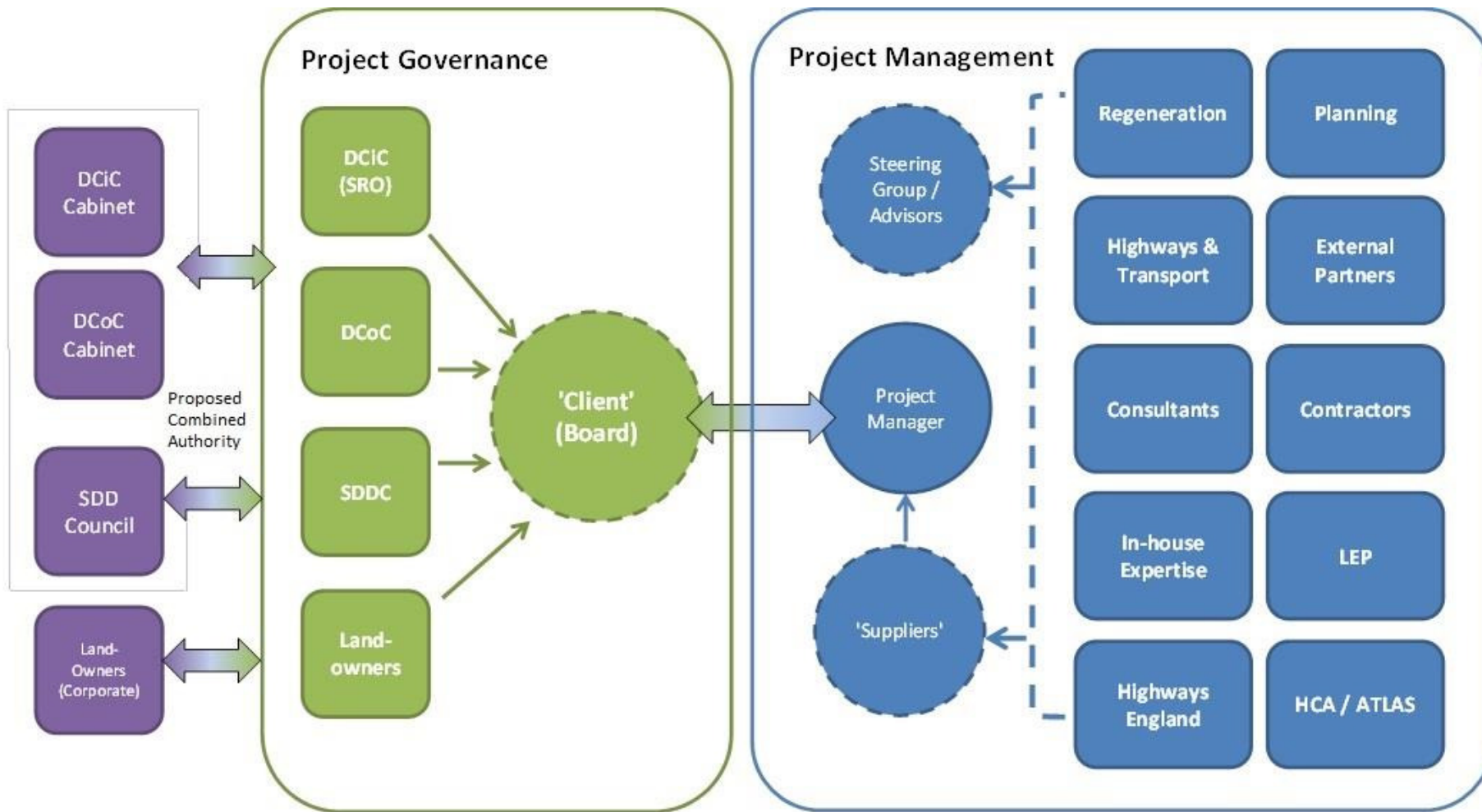
NEW A50 JUNCTION:

- UNLOCKING AN ADDITIONAL 3,250 NEW HOMES
- DELIVERING AN ADDITIONAL 4.8 MILLION SQ FT
- CREATING 5,000 NEW JOBS

Legend:

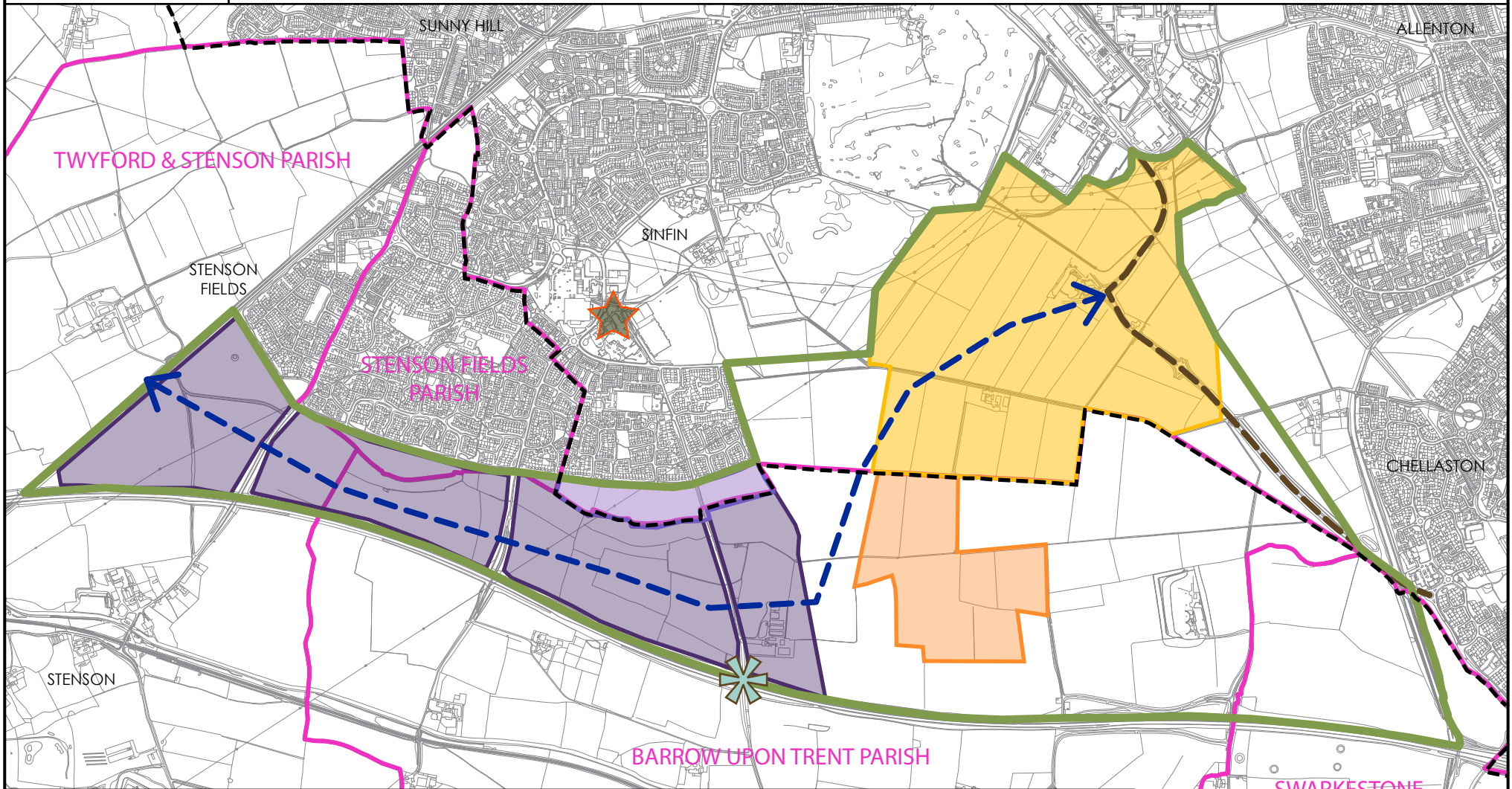
- Existing Employment
- Consented Employment C 1,900,000 ft²
- Allocated Employment C 4,800,000 ft²
- Consented Residential C 1,000 homes
- Allocated Residential C 2,000 homes
- Proposed Residential C 1,250 homes
- Proposed Mixed Use Commercial/Residential 24.0 acres
- Proposed School/Playing Fields 10.5 acres
- T12 Link Road
- Proposed Highway Phase 1
- Proposed Highway Phase 2
- Proposed Highway Phase 3
- Local Authority / County Boundary

Existing lanes have the potential to become non-motorised links





Suggested Boundary for Infinity Garden Village



--- South Derbyshire District Boundary

Infinity Garden Village

Indicative alignment of South Derbyshire Integrated Transport Link

Infinity Park Way

Potential A50 junction

Infinity Park (Derby City Allocation AC15)

Wragley Way (Derby City Allocation AC18)

Wragley Way (Housing Policy H15)

Sinfin Moor (Employment Policy E4)

Sinfin District Centre



Policy H15: Wragley Way (South of Derby)

- 5.63 Land at Wragley Way is a cross boundary location. The majority of the site is within South Derbyshire with a part at the eastern end of the site within Derby City. The site will provide a sustainable urban extension to Derby City.
- 5.64 The site lies on the southern edge of the built up area of Derby, extending southwards from the Stenson Fields estate to the A50. The Derby to Birmingham railway line runs to the west of the site with Sinfin Moor to the east.
- 5.65 Land at Wragley Way is expected to provide around 1,300 dwellings over the lifetime of the Plan. Though the whole site offers a further 700 dwellings when the site is completed. The part within the City will deliver around 180 dwellings.
- 5.66 The site is in a good location in relation to access to services and facilities, with close proximity to public transport and the Sinfin District Centre.
- 5.67 This cross boundary site will be a phased development. It is crucial that a comprehensive approach to the delivery of the site is undertaken to ensure that infrastructure is delivered at the appropriate time for the sustainability of the site to be met.

POLICY:

A Residential development on Land at Wragley Way will provide for around 1,950 dwellings within South Derbyshire.

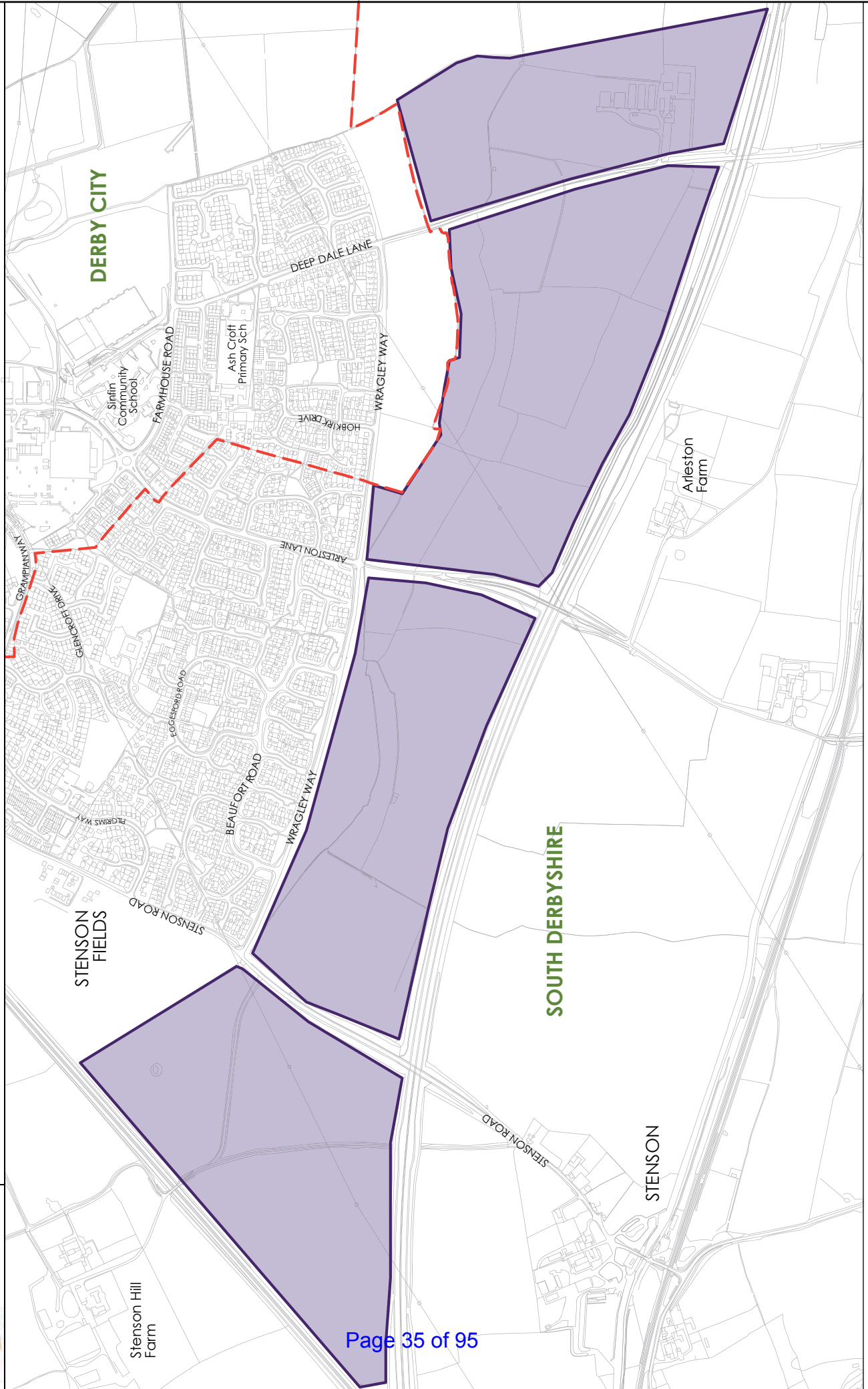
B The Council will require the below listed site specifics and accordance with other Local Plan policies:

- i) New highway infrastructure to mitigate the transport impact on the local and strategic road networks of the whole site. This will include the provision of and/or contributions to the construction of the South Derby Integrated Transport link;**
- ii) Developer contributions are to be made towards improvements to the A50/A514 and A50/A38 junctions to safeguard the operation of the Strategic Road Network;**
- iii) Any development should not prejudice the construction of a potential junction connecting the site to the A50, which may potentially be needed following the completion of the South Derby Integrated Transport Link;**

- iv) The provision of sufficient new primary school provision on site for the development as a whole;**
- v) High quality pedestrian and cycle links should be provided across the site and to the nearby residential, retail, and employment developments together with recreational areas;**
- vi) The number of homes to be occupied before completion of the South Derby Integrated Transport Link shall be agreed with the Council;**
- vii) A new on-site local shopping centre shall be provided which should be commensurate in size to the needs of the community, taking into account the surrounding retail provision available. The location of the centre should be the focal point at the heart of the new community;**
- viii) The east, south and west of the site will require a green buffer and landscaping from the railway line and the A50 and enhancements to a defensible boundary along Sinfin Moor;**
- ix) Improvements to existing green infrastructure shall be made, along with the provision of new green infrastructure on site.**



Housing Policy 15: Wragley Way (South of Derby)





Homes &
Communities
Agency

Ms Nicola Sworowski Legg
South Derbyshire District Council
Civic Offices, Civic Way
Swadlincote
DE11 0AH

Delivered by email: Nicola.Sworowski@south-derbys.gov.uk

Date: 4th January 2017

Email: Garden.villages@hca.gsi.gov.uk

Dear Ms Sworowski

Re: Infinity Garden Village Expression of Interest

Thank you for submitting your expression of interest in response to the Garden Villages, Towns and Cities Prospectus issued by DCLG. The assessment panel were impressed by your submission and the genuine Garden Village potential that your project demonstrates. I'm delighted to confirm that DCLG Ministers have announced that Infinity Garden Village will receive support from the Garden Villages, Towns and Cities Programme.

The HCA are responsible for delivering the Garden Villages Programme and we are grateful for the additional information you have shared with our teams and DCLG during the assessment phase. In terms of the support you can expect from the programme, this will include delivery enabling funding in the region of £200k; support from HCA's planning team ATLAS and support from delivery specialists in HCA's Land Team and our local teams. The HCA will contact you shortly for a discussion about what you would like to spend your funding allocation on. We will also set out the process for transferring funding to you and how we can support your project into delivery.

Congratulations on being selected as one of the first 14 projects to be supported by the Garden Villages, Towns and Cities Programme. We anticipate that the new Garden Villages will become exemplar high quality new communities and we look forward to working with you.

Kind Regards

Louise Wyman
Garden Villages, Towns and Cities Team

REPORT TO:	ENVIRONMENTAL AND DEVELOPMENT SERVICES	AGENDA ITEM: 8
DATE OF MEETING:	2nd MARCH 2017	CATEGORY: DELEGATED
REPORT FROM:	CORPORATE MANAGEMENT TEAM	OPEN DOC:
MEMBERS' CONTACT POINT:	FRANK McARDLE (EXT. 5702) STUART BATCHELOR (EXT. 5820)	
SUBJECT:	CORPORATE PLAN 2016-21: PERFORMANCE REPORT (1 OCT – 31 DEC 2016)	
WARD (S) AFFECTED:	ALL	TERMS OF REFERENCE: G

1.0 Recommendations

1.1 That progress against performance targets is considered.

2.0 Purpose of Report

2.1 To report progress against the Corporate Plan for the period 1 October to 31 December 2016 under the themes of People, Place, Progress and Outcomes.

3.0 Detail

3.1 The Corporate Plan 2016 – 2021 was approved following extensive consultation into South Derbyshire's needs, categorising them under four key themes: People, Place, Progress and Outcomes. The Corporate Plan is central to our work – it sets out our values and vision for South Derbyshire and defines our priorities for delivering high-quality services.

3.2 This Committee is responsible for overseeing the delivery of the following key aims:

People

- *Use existing tools and powers and take appropriate enforcement action*
- *Reduce the amount of waste sent to landfill*
- *Develop the workforce of South Derbyshire to support growth*

Place

- *Facilitate and deliver integrated and sustainable housing and community infrastructure*
- *Enhance understanding of the planning process*
- *Help maintain low crime and anti social behaviour levels in the District*
- *Connect with our communities, helping them feel safe and secure*
- *Deliver services that keep the District clean and healthy*

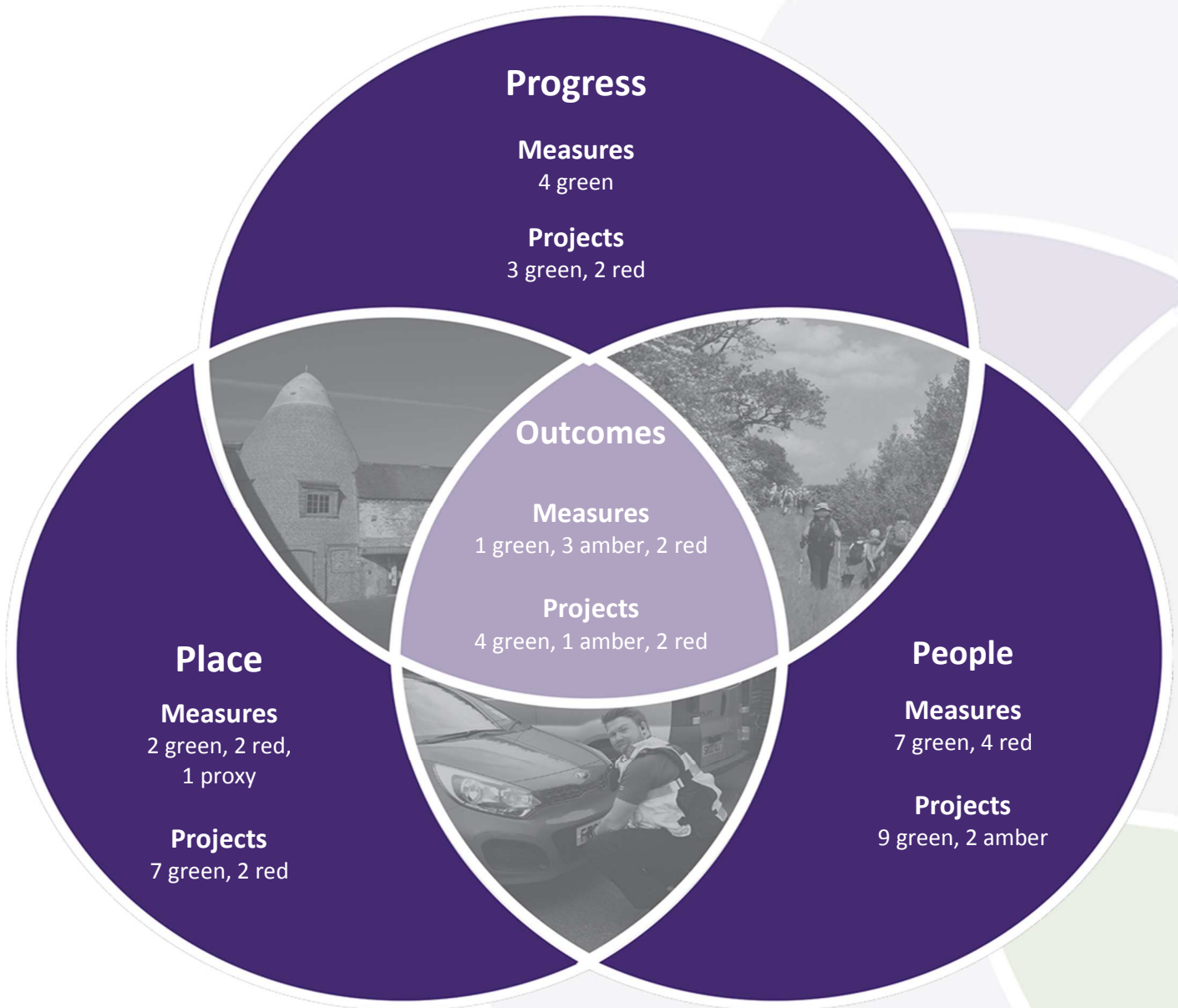
Progress

- *Work to attract further inward investment*
- *Unlock development potential and ensure the continuing growth of vibrant town centres*
- *Work to maximise the employment, training and leisure uses of The National Forest by residents and increase the visitor spend by tourists*
- *Help to influence and develop the infrastructure for economic growth*
- *Provide business support and promote innovation and access to finance*

3.3 These aims are underpinned by outcomes including financial health, improved customer focus, good governance, enhanced environmental standards and maintaining a skilled workforce. Of the 24 measures and projects under the jurisdiction of the Environmental and Development Services Committee, 15 are showing green and eight are red. One is a proxy measure.

3.4 More information can be found in the Performance Board in **Appendix A**. A detailed breakdown of performance for Environmental and Development Services is available in the Success Areas and Performance Action Plan documents (**Appendices B and C respectively**), while associated risks are contained in the risk registers in **Appendices D, E and F**.

4.0 Overall Council performance – Quarter three (October 1 to December 31, 2016)



5.0 Financial and Corporate Implications

5.1 None directly.

6.0 Community Implications

6.1 The Council aspires to be an “excellent” Council in order to deliver the service expectations to local communities. This report demonstrates how priorities under the People, Place and Progress and Outcomes themes contribute to that aspiration.

7.0 **Appendices**

- Appendix A – Performance Board
- Appendix B – Environmental and Development Services: Success Areas
- Appendix C – Environmental and Development Services: Action Plan
- Appendix D – Chief Executive’s Risk Register
- Appendix E – Community and Planning Risk Register
- Appendix F – Housing and Environmental Services Risk Register

Appendix A – Performance Board

Quarter 3 (October 1 to December 31, 2016)

People Measures						
Action	Measure	Last quarter	Q3 target	Q3 actual	2016/17 target	Detail
PE1: Enable people to live independently						
Provide an efficient and well-targeted adaptation service	% of adapted properties allocated on a needs basis PE1.1	91.60% Target >90%	>90%	100%	>90%	16 adapted properties were allocated on a needs basis. H&CS
	% of residents very or fairly satisfied with the quality of their new home PE1.2	91% Target >88%	>88%	100%	>88%	30 residents responded to the survey, all of which were either very or fairly satisfied with the quality of their new home. H&CS
PE2: Protect and help support the most vulnerable, including those affected by financial challenges						
Maintain regular contact with tenants, with a focus on those identified as 'vulnerable'	Total number of tenancy audits completed PE2.1	500 Target 500	750 (Cumulative)	693	1,000	See Action Plan. H&CS
	% of successful introductory tenancies PE2.2	95.55% Target >85%	>85%	100%	>85%	31/31 Intro tenants were successfully transferred to secure tenancies. H&CS

Process Benefit claims efficiently	Average time for processing new Benefit claims PE2.3	17.59 days Target <18 days	<18 Days	22 Days	<18 days	See Action Plan. F&M
	Average time for processing notifications of changes in circumstances PE2.4	7.99 days Target <8 days	<8 days	11 Days	<8 days	See Action Plan. F&M

PE4: Increase levels of participation in sport, health, environmental and physical activities

Delivery of sport, health and physical and environmental activity opportunities	Number of sport, health, physical activity and play scheme participations PE4.1	13,394 Target 11,500	4,980	7,980	37,845	Thursday Night Project launched in Hilton and Netball in Melbourne with good attendance being maintained (launched late September) H&CS
	Number of Environmental Education participations PE4.2	2,523 Target 1,500	1,300	8,675	5,250	Over 6,400 are through grant-funded Sainsbury's outreach work in primary schools H&CS
	Number of Parklife opportunities PE4.3	1,650 Target 150	150	382	500	Well-attended sessions included a weekly buggy walk, over 50s tennis group and outdoor table tennis coaching. Events at Swadlincote Woodlands included a macro photography workshop. H&CS

PE5: Reduce the amount of waste sent to landfill

Minimise waste sent to landfill	Household waste collected per head of population PE5.1	120kgs Target <125kgs	<130kgs	94.3kgs	<510 kg	Continues to remain better than target. E&DS
	% of all collected waste recycled and composted PE5.2	53.70% Target >52%	>48%	43.4%	>50%	See Action Plan. E&DS

People Projects

Action	Last quarter	Q3 target	Q3 actual	2016/17 target	Detail
PE1: Enable people to live independently					
Support the voluntary and community sector to enable people to maintain living independently	Support offered to Goseley Festival and the Hatton Centre.	Support promotion of voluntary and community sector to Elected Members.	On track. See Detail Column.	Maintain SDDC grant funding to the voluntary and community sector. PE1.3	New SDDC Volunteer Policy and development plan approved at committee. Plan drawn up with CVS and includes actions to develop volunteer management within the Council and to celebrate volunteering in the community. F&M
Continue to contribute to the county wide review of Disabled Facilities Grants (DFGs)	SDDC allocated £336,000 for the DFGs.	Implementation of appropriate recommendations.	No Actions for Q3.	All recommendations implemented by April 1, 2017. PE1.4	No Actions for Q3. H&CS
Expand the use of Telecare services to increase independence	The Supported Housing Service was under review with external support.	Achieve accreditation from TSA.	See Detail Column.	Provide a value for money Supported Housing product. PE1.5	There is a 6-month wait for TSA accreditation visits owing to a new Telecare standard being introduced. SDDC's order has been placed but wait time prevented accreditation visit. H&CS

PE2: Protect and help support the most vulnerable, including those affected by financial challenges

<p>Approval and implementation of South Derbyshire as a Dementia friendly District</p>	<p>71 SDDC Staff/Elected Members became 'Dementia Friends'.</p>	<p>Deliver Elected Member and staff dementia awareness sessions.</p>	<p>On track. See Detail Column.</p>	<p>Work progressed towards Dementia Friendly Community status. PE2.5</p>	<p>113 SDDC Staff/Elected members have become 'Dementia Friends' to date. More sessions planned for Quarter 4. H&CS</p>
<p>Provide a service for homeless applicants which is nationally recognised as delivering 'best practice'</p>	<p>Good practice identified and implemented, including advice leaflets being issued.</p>	<p>Prepare submission for accreditation.</p>	<p>On track. See Detail Column.</p>	<p>To attain NPSS Standard for Homelessness PE2.6</p>	<p>Submission has been prepared H&CS</p>
<p>Develop a Community Champion Scheme through volunteer development</p>	<p>Initial scheme plan drawn up.</p>	<p>Develop volunteering scheme and consult with partners.</p>	<p>On track. See Detail Column.</p>	<p>Scheme to be approved. PE2.7</p>	<p>Scope of Community Champion Scheme agreed with CVS. South Derbyshire Day will have an increased focus on nominated volunteers to celebrate their contribution. H&CS</p>

PE3: Use existing tools and powers to take appropriate enforcement action

<p>Publish and annually review a single Enforcement Policy covering all SDDC regulatory activity</p>	<p>A final draft of the policy was produced following consultation.</p>	<p>Committee item seeking endorsement of the final draft Enforcement Policy.</p>	<p>On track. See Detail Column.</p>	<p>Develop and publish a Corporate Enforcement Policy. PE3.1</p>	<p>Approved by E&DS on Nov 17 and H&CS on Nov 24 H&CS/ E&DS</p>
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PE4: Increase levels of participation in sport, health, environmental and physical activities

<p>Develop a Healthy Communities approach for SD</p>	<p>Family 'Parklife' activities in development to support priority physical activity area.</p>	<p>Work with partners to deliver healthy communities plan.</p>	<p>On track. See Detail Column.</p>	<p>Work towards Healthy Communities Accreditation. PE4.4</p>	<p>Work started to support development of BNE1 Healthy Lifestyle section of the Supplementary Planning Document (SPD) of the Local Plan. Supports Urban Planning priority.</p> <p>H&CS</p>
<p>Develop a Sport, Health and Physical Activity Strategy</p>	<p>Research and data gathering undertaken.</p>	<p>Complete draft strategy.</p>	<p>On track. See Detail Column.</p>	<p>Strategy developed and implemented. PE4.5</p>	<p>Draft strategy completed and being reviewed by strategic partners. Area profiles underway to support strategy</p> <p>H&CS</p>

PE6: Develop the workforce of South Derbyshire to support growth

<p>Stage a careers fair for young people and jobseekers</p>	<p>Work underway on planning for 2017 event.</p>	<p>Start planning 2017 event.</p>	<p>On track. See Detail Column.</p>	<p>Deliver event, review and plan for 2017 fair. PE6.1</p>	<p>Planning is underway and the date set for the Jobs & Skills Fair - 6 April 2017</p> <p>E&DS</p>
<p>Increasing school engagement to raise aspirations</p>	<p>Raising Aspirations project update delivered at the July South Derbyshire Partnership Board.</p>	<p>Review SDDC involvement with Raising Aspirations Project.</p>	<p>On track. See Detail Column.</p>	<p>Schools agree to work with SDDC. PE6.2</p>	<p>SDDC supporting strategic and operational working groups. Raising Aspirations work now a priority for the Locality Children's Partnership Action Plan 2016/17.</p> <p>H&CS</p>

Place Measures

Action	Measure	Last quarter	Q3 target	Q3 actual	2016/17 target	Detail
PL1: Facilitate and deliver a range of integrated and sustainable housing and community infrastructure						
Increase the supply and range for all affordable housing provision	Increased supply of affordable homes. PL1.1	Homes delivered by Trent & Dove in Rose Hill, Woodville.	Proxy	11	Proxy	11 properties in Rowley Court, Swadlincote (including 1 DFG property) delivered by SDDC. 34 properties (including Stenson Fields and Boulton Moor) have been delivered by Derwent Living and Trent and Dove. We are still awaiting more information from some external organisations and will provide a final number for 16/17 at year end. H&CS/E&DS
Deliver Housing Asset Management Strategy	Deliver against targets set out in the Asset Management Strategy Action Plan. PL1.2	Asset Management Strategy approved by Committee.	Following review, no measures were developed. We will continue to monitor actions that emanate from the strategy.	All actions delivered	Targets to be finalised once strategy is adopted.	Asset data for the HRA Business plan published and the 5-year capital improvements programme produced. A self-help video to reduce mould was published and an external advisor appointed to facilitate new build and

						regeneration opportunities. An appraisal of all land in HRA and General Fund ownership for potential development opportunity or sale has been produced. H&CS
PL3: Help maintain low crime and anti-social behaviour levels in the District						
Deliver a programme of proactive interventions to reduce environmental crime	Downward trend in fly-tipping incidents. PL3.1	349 Target <338 (cumulative)	507 (cumulative)	536 (cumulative)	<676	See Action Plan. E&DS
PL4: Connect with our communities, helping them to feel safe and secure						
Reduce number of noise complaints	Reduce number of noise complaints. PL4.1	7.1 Target <5.5 complaints per 1,000 people.	<4.8 complaints per 1,000 people.	6.1	Q4 <4.6	See Action Plan. E&DS
PL6: Deliver services that keep the District clean and healthy						
Reduce contaminated risk rating of land	Number of contaminated land assessments. PL6.1	1 Target 1	One completed	1	Four contaminated land assessments completed.	Site assessed was Hunts View, Netherseal. This highlighted no significant constraints with regard to contaminated land and concluded the site is suitable for residential use without further investigatory action. E&DS

Place Projects

Action	Last quarter	Q3 target	Q3 actual	2016/17 target	Detail
PL1: Facilitate and deliver integrated and sustainable housing and community infrastructure					
Deliver an adopted South Derbyshire Local Plan, Parts 1 and 2	Draft consultation took place from June to August 2016.	Regulation 19 consultation of submission version of Local Plan Part 2.	On track. See Detail Column.	Plan adopted. PL1.3	Regulation 19 consultation undertaken in Quarter 3. E&DS
Increase the supply and range of affordable housing provision	Draft prepared, awaiting consultation alongside another Supplementary Planning Document (SPD).	Approval and consultation for SPD.	See Action Plan.	Framework to review rural housing needs developed. Develop affordable housing SPD. PL1.4	See Action Plan. H&CS
Consider the introduction of a Community Infrastructure Levy (CIL)	The drafting of the report was put on hold as Government announcements were awaited.	Conclusion of final report and submission to E&DS Committee.	See Action Plan.	Informed decision made. PL1.5	See Action Plan. E&DS/F&M
PL2: Enhance understanding of the planning process					
Support the development of Neighbourhood Plans	Grants Panel held on October 18. On track to meet annual target.	Provide support to interested parties.	On track. See Detail Column.	Level of support provided to interested parties. PL2.1	The screening report for the Repton Neighbourhood Plan in respect of the Habitats Regulations and Strategic Environmental Assessment consulted upon and responses received. The opinion will be published in Q4. No further update for Melbourne. E&DS

PL3: Help maintain low crime and anti-social behaviour levels

<p>Review, publish and deliver the Safer South Derbyshire Community Safety Partnership Plan</p>	<p>Summer Scheme diversionary activities funded in urban core. Public Space Protection Order (PSPO) on Swadlincote Town Centre went live.</p>	<p>Deliver the actions and objectives within the partnership plan.</p>	<p>On track. See Detail Column.</p>	<p>Plan published. Actions within the plan delivered. PL3.2</p>	<p>Actions delivered against all six priority themes. Education sessions held for parents and students on Child Sexual Exploitation and Drugs and Sexting. Other successes include domestic violence campaigns to promote local services and White Ribbon Day, the Safer Homes Scheme being extended to include domestic violence victims and tool marking operations being held.</p> <p>H&CS</p>
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PL5: Support provision of cultural facilities and activities

<p>Introduce and progress the Sport, Recreation and Open Space Facility Strategy</p>	<p>Project list in production and site plans being identified.</p>	<p>Commission site plans.</p>	<p>On track. See Detail Column.</p>	<p>Number of facilities enhanced. PL5.1</p>	<p>Initiation of Cockshut Lane site development plan for future pitch and facility developments in liaison with MSP and Hillside Recreation Ground, Findern (in partnership with Findern PC).</p> <p>H&CS</p>
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<p>Implement and manage the leisure facility capital build programme</p>	<p>Newhall Park Memorial Garden and Melbourne Sports Park officially opened.</p>	<p>Complete Cockshut Lane Recreation Ground Phase II.</p>	<p>On track. See Detail Column.</p>	<p>Facilities completed. External investment and grants brought to District. PL5.2</p>	<p>Building and site operational, supporting member clubs and new activities H&CS/F&M</p>
<p>Introduce and progress the District Cycle Plan, including an annual cycle event</p>	<p>Stakeholders identified and included. Plan adopted at Committee identifies five-year activity programme.</p>	<p>Trial community cycle event.</p>	<p>On track. See Detail Column.</p>	<p>Develop and implement action plan. Number of opportunities offered PL5.3</p>	<p>Findern, Linton and Belmont Primary Schools held Early Rider sessions. Format for community event trialled. Sustrans and Community Sports Trust committed to 'Cycle Sunday' events in new year. H&CS</p>
<p>PL6: Deliver services that keep the District clean and healthy</p>					
<p>Ensure that food, water, housing, land and air all meet designated standards for human health</p>	<p>Review of existing monitoring locations completed.</p>	<p>Publish a report for the Derbyshire Health Protection Board.</p>	<p>On track. See Detail Column.</p>	<p>Air Quality meets Directive 2008/50/EC and the Air Quality Strategy standard. PL6.2</p>	<p>Report taken to the Health Protection Board on Oct 10, 2016. E&DS</p>

Progress Measures

Action	Measure	Last quarter	Q3 target	Q3 actual	2016/17 target	Detail
PR2: Unlock development potential and ensure the continuing growth of vibrant town centres						
Delivery of Swadlincote Townscape project	Number of target buildings offered grants. PR2.1	0 Target 0	1	3	2	Grants Panel awarded three grants on October 24. E&DS
PR3: Work to maximise the employment, training and leisure uses of The National Forest by residents and increase the visitor spend to tourists						
Support the development of the tourism sector	Tourist centre enquiries handled. PR3.1	12,622 Target >5,000	>5,000	9,027	>20,000	9,027 enquiries handled in Q3. Autumn and Winter edition of 'What's On' Guide published. National Forest & Beyond 'Attractions Guide 2017' published. E&DS
PR5: Provide business support and promote innovation and access to finance, including in rural areas						
Maximise the prosperity of businesses in South Derbyshire through the delivery of the Better Business Regulation Partnership action plan	Number of food businesses which have a Food Hygiene Rating score of 5. PR5.1	82.80 Target >75%	>75%	83.9%	>75%	Solid upward trajectory. SDDC ranked in the top 20 in the country in terms of performance. Positive publicity received during the quarter. E&DS
	Number of registered food businesses active in the District PR5.2	805 Target >790	>790	837	>790	Reflects support provided to local food sector. This includes helping new businesses to understand requirements. E&DS

Progress Projects

Action	Last quarter	Q3 target	Q3 actual	2016/17 target	Detail
PR1: Work to attract further inward investment					
Launch new Economic Development Strategy	Strategy for period 2016-2021 adopted.	Adopt Strategy.	On track. See Detail Column.	New five-year strategy launched and actions from it delivered. PR1.1	The new Strategy was adopted by E&DS on 29 Sept and launched at a well-attended event at the Odeon Cinema on 17 Nov 2016. E&DS
PR2: Unlock development potential and ensure the continuing growth of vibrant town centres					
Delivery of Swadlincote Townscape Project	Consultation completed on Heritage Trail.	Engage with schools via at least three different education providers and deliver activities for Building Maintenance week.	On track. See Detail Column.	Delivery of Activity Plan. PR2.2	Two Townscape TV Sessions delivered to schools with Environmental Education Project Team and Burton TV. Two School Decision Days delivered by Environmental Studies Team DCC. E&DS
	Landscape architects appointed for Diana Memorial Garden.	Start enhancement works.	See Action Plan.	Enhancement of Diana Memorial Garden. PR2.2	See Action Plan. E&DS
Organise and/or support town centre events	Events held included Scarecrow Hunt and a Shopping Day.	Deliver environmental activities as part of Food Festival.	On track. See Detail Column.	Events delivered and/or supported. PR2.3	Events included Christmas Lights, International Food and Drink Festival and Xmas Mega Market E&DS

PR4: Help to influence and develop the infrastructure for economic growth

Review and update the Infrastructure Delivery Plan	Timetable amended in line with the submission of the Local Plan.	Publish plan.	See Action Plan.	Plan published. PR4.1	See Action Plan. E&DS
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Outcomes Measures

Action	Measure	Last quarter	Q3 target	Q3 actual	2016/17 target	Detail
O1: Maintain financial health						
Deliver a balanced general fund	5-year General Fund reserve balance is a minimum of £1m by 2021. O1.1	Annual target.	Annual target.	Annual target.	General Fund Reserve Balance at £6.2m as at 31 st March 2017.	Target as per the Financial Strategy. The longer-term target will be regularly monitored as part of the MTFP. F&M
	A balanced General Fund budget by 2018/19. O1.2	Annual target.	Annual target.	Annual target.	A strategy and savings plan agreed by the Council.	Target as per the Financial Strategy. The longer-term target will be regularly monitored as part of the MTFP. F&M
Maximising income	Generate income from New Homes Bonus, Business Rates and sweating of assets. O1.3	Annual target.	Annual target.	Annual target.	Income from Business Rates/New Homes Bonus is £6m at March 2017.	Target included in the MTFP. F&M
Maximise rental income to help the Council do more with less	Rent collected from current and former tenants as % rent due (excluding arrears b/f). O1.4	100.96% Target 99.9%	99.9%	100.06%	99.9%	Whilst still exceeding target, December's performance has dropped when compared to November. This is not unusual for the Christmas period and plans are underway to complete a week of action in January 2017. Rent and service charges due YTD £9,324,774.

						Total rent and service charges collected from current and former tenants, including housing benefit overpayments, YTD £9,330,356. H&CS/F&M
O3: Enhance environmental standards						
Strive to be more energy efficient.	Annual improvements in the energy consumption of public buildings. O3.1	2.78% increase Target 3%	3% reduction	4.27% increase	3% reduction	See Action Plan. E&DS
O4: Maintain a skilled workforce						
To strengthen measures and support employees to reduce absence due to sickness/ill-health and to promote a healthy workforce.	The average working days lost per employee is less than 8 days per year (2 days per quarter). O4.1	2.78 days Target <2 days	<2 days	2.59 days	<8 days	See Action Plan F&M

Outcomes Projects

Action	Last quarter	Q3 target	Q3 actual	2016/17 target	Details
O1: Maintain financial health					
Keep under review priorities into which available funds may be invested in communities	Annual target	Annual target	Annual target	Key priority areas evaluated and agreed by F&M. To be considered as part of 2017/18 Budget round. O1.5	To be considered as part of 2017/18 Budget Round in Q4. F&M
Explore potential commercialisation opportunities and identify areas for competing with the private sector	Draft timetable completed. Officer appointed and project office established.	Deliver reviews.	On track. See Detail Column.	Deliver process reviews O1.6	Charging conservation advice to other organisations progressed and Building Control services promoted through Business Breakfast to architectural firms to increase market share. All Committees
O2: Achieve proper corporate governance					
Maintain a proper Risk Management Framework	Updated registers shown as appendices to the Performance Board.	Update registers for next committee cycle.	On track. See Detail Column.	Strategic and service risk registers reviewed, updated and reported to Committees on a quarterly basis. O2.1	Updated registers shown as appendices to the Performance Board. All Committees
O3: Enhance environmental standards					
Maintain ISO 14001 certification in environmental management	Senior management review completed on September 7, 2016.	Prepare for and deliver external ISO 14001 certification.	On track. See Detail Column.	Achieve ISO 14001 certification O3.2	External surveillance audit due 23-25 January 2017. E&DS

O4: Maintain a skilled workforce					
Maintain a skilled workforce	N/A	Job competencies to be reviewed during Q2 and Q3 following review of current training and development programme.	See Action Plan.	Investors in People standard for staff development maintained. O4.2	See Action Plan. F&M
O5: Maintain customer focus					
Design and deliver a new website that allows customers to search and find information easily and quickly	Web Labs appointed as supplier.	Sign off design templates and hold briefings with staff and Elected Members. Work to start on preparing content, structure and online forms.	On track. See Detail column.	New website launched. O5.1	Design templates signed off. Icons also produced. More than 10 briefings held with staff from all departments. Content, structure and online forms progressing well. F&M
O6: Be aware of and plan for financial, legal and environmental risks					
Improve resilience to the local impacts of climate change and emergency responses.	A programme of climate change adaptation activity under development.	Produce and circulate for consultation a draft climate change mitigation and adaptation plan.	See Action Plan.	Deliver campaigns to mitigate and aid adaptation of climate change and flooding. O6.1	See Action Plan. E&DS

Measures and projects outlined in green are on track.

Measures and projects outlined in grey have a single, annual target and are not measured on a quarterly basis.

Measures and projects outlined in purple are proxy.

Actions being taken on indicators currently not on target (coloured in red and amber) are outlined in the Action Plan in Appendix C.

Environmental and Development Services Strategic and Service Success Areas Quarter 3, 2017



Appendix B



Restaurants

Target >790

805 restaurants are registered in the District, reflecting the support given to the sector.



Waste

<130kg target

94.3kg of waste collected per head of population.



Air quality

Report

Air Quality report taken to the Derbyshire Health Protection Board.



Townscape

Target = 1

Three Swadlincote Townscape grants awarded.

E+DS Performance Overview



Hygiene

75% target

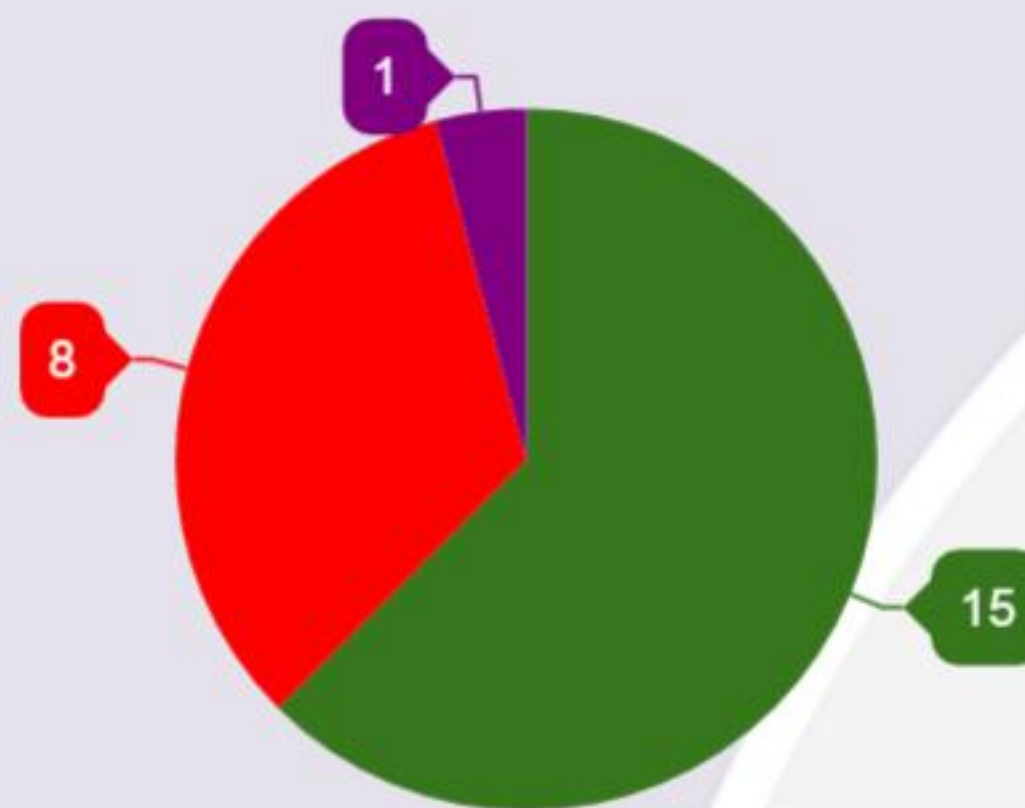
83.9% of food businesses have a hygiene score of 5 - the highest possible rating.



Homes

Restoration

11 Council homes delivered in Rowley Court, Swadlincote



Green (62.50%) Red (33.33%) Proxy (4.17%)



Policy

Enforcement

New Corporate Enforcement Policy has been developed and approved.



Tourists

Target >5,000

9,027 tourism enquiries were handled during quarter three.



Events

Town Centre

Thousands flocked to the Christmas Mega Market, Lights Switch On and International Food and Drink Festival in Swadlincote.



Strategy

Launched

Economic Development Strategy launched at the Odeon cinema.

Appendix C



536

Reduce the
amount of fly
tipping

Target <507

Theme - Place. Action – PL3.1 Reduce the amount of fly tipping

Target: Fewer than 507 recorded incidents of fly tipping from the start of quarter 1 to the end of quarter 3. Performance: 536 recorded incidents.

Trend (compared to last quarter) – Until September the general trend was downward. Since September there has been a general increase in recorded fly-tipping incidents. Whilst the year to date performance is not decreasing as defined by the methodology (i.e. 5% reduction compared to last year) the number of incidents is lower (559). The Clean Team has not identified any specific increase in particular types of waste.

Key actions underway –

- The proactive activity of South Derbyshire featured in a BBC East Midlands Inside Out programme in October 2016.
- In order to achieve efficiencies in fly-tip investigations, Clean Team staff have been trained in how to collect and retain evidence to a criminal investigation standard.
- Recycling centres, particularly in Hatton, seem to act as areas where large quantities of household waste are dumped. Safer Neighbourhood Wardens are now routinely issuing littering fines to individuals caught leaving household waste at recycling centres. From 2013-15 inclusive the Wardens issued 11 littering fixed penalty notices. In 2016 they gave out 43, with a further 14 issued in January 2017 alone.
- Safer Neighbourhood Wardens are investing more time into fly-tip investigations than ever before. Eleven people were interviewed under caution in 2016.
- We have invested in additional motion capture surveillance equipment to monitor for potential offences at known fly-tipping hot-spots.

Opportunities: Enhanced co-operation between separate departments. Opportunity to show that we are well ahead of other local authorities in our use of relevant powers and interventions. We are considering opportunities to re-invest the income from the fixed penalty notices back into providing more support and expertise for the team.

Risks: Fly-tipping investigations are time-consuming and therefore the more time officers spend investigating these offences the less time we have to spend on other matters such as dog control and noise nuisance. Performance may slip in these areas.

Our high press profile in this area could give the incorrect perception that South Derbyshire has a significant fly tipping problem.



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Review and
update the
Infrastructure
Delivery Plan

Target 1

Theme - Progress. Action – Review and update the Infrastructure Delivery Plan (IDP)

Performance: An initial review has been completed, but changes to sites following the draft consultation on the Local Plan Part 2 mean further review work needs to be undertaken. Draft still being considered.

Trend (compared to last quarter) – Quarter one was achieved, but unforeseen changes have influenced the outcomes of quarters two and three.

Key actions underway – The review is continuing as the Local Plan Part 2 progresses. However, the submission date has moved forward one quarter and linked to this will be the publishing of the IDP. Due to this timetable change the target for quarter three, which is to publish the plan, will not be met.

Due to the relatively small levels of infrastructure required in order to deliver the Local Plan Part 2 sites, there has been a delay in reviewing the IDP. This will now only be updated should the Local Plan Inspector require the information. If not, the review will take place after the adoption of the Plan and will be included in next year's monitoring.

Risks: Will be required by the Local Plan Inspector.



6.1

Noise
complaints per
1,000 people

Target 4.8

Theme - Place. Action – PL4.1 Reduce the number of noise complaints

Target: 4.8 complaints per 1,000 heads of population. Performance: 6.1 complaints per head of population. Despite the increase in complaints over the monitoring period, noise complaints in South Derbyshire are still roughly 25% below the national average.

Trend (compared to last quarter) – Noise complaints are very seasonal, therefore it is more appropriate to compare the figures to the same period last year.

The number of people who complained about noise up to Q3 in 2016/17 is 462 compared to a profiled target of 349. We are therefore already nearly above the profiled annual number of complaints of 465.

There is no single underlying cause. The increases have been seen in complaints about construction noise, music from domestic properties, barking dogs, noise from pubs and clubs and noise from sports and leisure activities.

Other local authorities have anecdotally told us that they too have observed increasing numbers of noise complaints.

The biggest single underlying factor is that since early 2016 noise complaints from SDDC tenants are now received by and investigated by the Environmental Health team. This category of complaint was not recorded prior to 2016 and has accounted for 37 (8% of total) complaints so far this year.

Based on anecdotal evidence from investigating officers, the increase in complaints about construction noise seems to be at least partially motivated by the complainant's discontent with the outcome of planning approvals, rather than due to the impact of noise from construction per se. Complaining about noise from the development seems to be a means of objectors continuing to express their objection to a planning approval.

We also suspect that the increase in complaints could be due to the higher accessibility and visibility of the service rather than an increase in noise. We intend to investigate this further by analysing how many of these allegations result in objective evidence of confirmed noise nuisance and provide a briefing report.

Key actions underway –

Construction Noise - We suspect that increased profile about reporting construction noise as a result of publicity could have led to an increased understanding of how to complain and contributed to the overall increase.

SDDC Tenant Noise – New tenancy conditions have been introduced which will provide officers with a more robust process for addressing noise problems. An article on noise control has been produced for the Housing News.

Dog Noise – 30% of noise complaints relate to noise from dogs. We have published a comprehensive self-help guide, which is sent to dog owners who have been complained about. We will make this more widely available to dog owners through vets, kennels and pet shops in an attempt to raise the awareness of the problem.

Opportunities/risks - This is the first year that this performance indicator has been introduced, meaning the evidence base is small. Until there is more clarity about trends and underlying causes we do not consider that it is appropriate to implement significant change. We will continue to monitor trends to determine other appropriate intervention methods as the volume of data increases.

SDDC tenant noise complaints generate disproportionate amounts of work for the investigating officers because they are now dealt with as criminal investigations, whereas they were previously treated on a more informal basis by Housing Officers as tenancy breaches.

We have initiated a countywide work stream through the Derbyshire Environmental Protection Group to identify aspects of best practice, both in Derbyshire and beyond, for reducing noise exposure.



4.27% increase

Annual improvements in the energy consumption of public buildings

Target 3% reduction

Theme – Outcomes. Action – Annual improvements in the energy consumption of public buildings

Target vs performance – Target: 3% reduction. Actual: 4.27% increase.

Failure to meet target influenced by outlying gas consumption at Green Bank Leisure Centre; a 25% increase on quarter three in 2015/16. Contributory factors are currently being investigated, but are likely to be a result of additional heat demand from the recently opened Apex Climbing Centre and operational issues with the swimming pool. It should be noted that a milder quarter three in 2015 resulted in a lower benchmark for this year. We have also experienced a 10% increase in visitors over the period.

* Provisional performance data from Rosliston Forestry Centre remains unverified. This is likely to impact the outcome as a result of heating methods and fuel types at the site changing over quarter three.

Trend (compared to last quarter) – Q2 Target: 3% reduction. Actual: 2.78% increase.

Background – Long-term trends indicate a steady reduction in energy consumption from the Council’s operational buildings, evident from quarter four 2013/14 - an approximate 8.8% decrease from the now 4.8k MWh/year estate. Gas consumption is down 30% at the Green Bank since 2013. These numbers are affected by several external factors; the weather, usage/participation, etc. Analysis indicates the reduction in electricity at the Civic Offices has been significant (8.5%), a result of lighting scheme upgrades and IT hardware changes to more energy efficiency products.

The most significant activity affecting energy reductions has been as a result of the refurbishment work at both leisure centre sites. Green Bank and Etwall Leisure Centres have undergone significant improvement work, which has included the replacement of large energy intensive equipment, gym equipment and building fabric improvements to deliver better thermal performance.

Key actions underway – Complete investigations into gas increase at the Green Bank and respond accordingly. Any corrective actions will be reported and managed via the Active Nation contract management framework. We will continue to develop energy efficient improvement activities across the operational buildings. The current focus at Green Bank Leisure Centre is feasibility work into combined heat and power technology to recover heat from onsite electrical energy, potentially realising savings.

Opportunities/risks: As the decarbonisation of the electricity market continues, subsidies for green/renewable energy continue to be passed on to consumers. As a result we are likely to see energy prices continue to rise. Climate change projections highlight likely increases in cooling demand for public buildings.

Despite positive performance in quarter one, trends of service delivery/participation and energy consumption associated make it likely that the 3% annual reduction target will not be achieved. Reflecting this and other relevant process changes into 2017/18 energy management targets allows the performance indicator to more effectively support energy efficiency activity.



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Consider the introduction of a Community Infrastructure Levy

Target 1

Theme - Place. Action – Consider the introduction of a Community Infrastructure Levy

Target vs performance - Target: Conclusion of final report and submission to E&DS Committee. Performance: Delayed as we are awaiting a Government white paper which could change policy on developer contributions and planning obligations.

Trend (compared to last quarter) – Quarter one was achieved, but unforeseen changes have influenced the outcomes of quarter two and three.

Key actions underway – The drafting of the report has been put on hold whilst Government announcements are awaited.

Risks: The risks are unknown without the information about Government policy.



43.4%

Reduce the amount of waste sent to landfill

Target >48%

Theme – People. Action – Reduce the amount of waste sent to landfill

Target vs performance – Target: >48%. Performance: 43.4%

Trend (compared to last quarter) – Quarter two outturn was 53.70% - above target. Quarter three figure is estimated and based on last year's performance. Whilst cumulative is on track, quarter three is significantly under target. If we meet our quarter four target, annual outturn will be 49% - below the 50% target.

Key actions underway – We have explored with our recycling contractor the possibility of extending the range of materials collected. However, this is not financially viable. We are currently analysing data and tonnage trends both locally and nationally to better inform any potential actions. Typically it takes around six months for any direct actions to deliver improved performance figures. Plans will be developed to improve performance on compost waste collections and behaviours of new residents.

Opportunities/risks - National trends are showing a reduction in materials being recycled and composted. The recycling market is depressed and material processing companies are becoming increasingly reluctant to accept any levels of contamination due to the volume of high quality material available.



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Produce and circulate for consultation a draft climate change mitigation and adaptation plan.

Target 1

Theme – Outcomes. Action – Improve resilience to the local impacts of climate change and emergency responses

Target vs performance – Target: Produce and circulate for consultation a draft climate change mitigation and adaptation plan. Performance: A draft climate change adaptation strategy (climate ready) has been produced based on a comprehensive climate change risk assessment specific to the services and operations of the Council. However the consultation and development of this strategy document has been deferred due to operational demands until February.

Trend (compared to last quarter) – Q2 Target: A programme of flood risk management mitigation and adaptation activities across at-risk communities in the District was under development, achieving the target.

Background – The action/strategy development reflects the significant and progressive Corporate Plan commitment to climate change through the aim 'be aware of and plan for financial, legal and environmental risks'. It is building upon a long history of managing the environmental impact of SDDC and aspects of the environment we can influence.

The aim of climate change adaptation strategy 'Climate Ready' is to critically assess how projected climate change will impact on the activities and public service provision of SDDC, then simply provide the framework and strategic direction for improving resilience and reducing the climate risk. This has been achieved with a comprehensive climate change risk assessment specific to SDDC services and activities; utilising our established risk management framework and historic Defra national indicator NI188 adaptation risk assessment methodology.

Key actions underway – Role out consultation process and develop draft strategy accordingly. Prepare committee report for consideration and approval for quarter four.

Opportunities/risks – The successful implementation of a focused and effective climate change adaptation strategy builds resilience and reduces liability to key climate risks. Establishing an SDDC wide policy position with regards to climate change adaptation not only supports the authority in mitigating the meteorological impacts of climate change (a warmer, wetter, more unpredictable South Derbyshire) but also takes into account a changing regulatory landscape and the UK policy response to climate change. As the decarbonisation of the electricity market continues, subsidies for green/renewable energy continue to be passed on to consumers. This means we are likely to see energy prices continue to rise.



0

Start
enhancement of
Diana Memorial
Garden

Target 1

Theme - Progress

Action – Enhancement of Diana Memorial Garden, in Swadlincote.

Target: Start enhancement works.

Performance: Work on the plans continues, with some changes needed. Tenders from contractors to undertake work have been received but a further board meeting is required to seek approval for the changes required to the scheme.

Risks: Unable to get board agreement for the changes.

There are eight actions for Environmental and Development Services

Chief Executive's Risk Register

Theme/aim	Risk description	Likelihood	Impact	Risk Treatment	Mitigating action	Responsible officer
Outcomes/ Delivery of Service	Failure to meet statutory deadlines in relation to the licensing function, unable to process licences, leading to individuals unable to trade, legal issues, complaints	Low	Medium	Treat	<ul style="list-style-type: none"> Processes and procedures are in place to ensure all matters are processed within statutory time-frame Staff trained and aware of Authority's duties Keep under review 	Ardip Kaur
Outcomes/ Delivery of service	Failure to meet statutory deadlines and/or statutory functions during litigation, contractual matters, land sales/purchases, enforcement matters	Low	High	Treat	<ul style="list-style-type: none"> Qualified officers with professional training and experience Processes and procedures are in place to ensure compliance Case management reviews Keep under review 	Ardip Kaur
Outcomes/ Delivery of service	Non-performance of local government statutory duties at Committee and Council meetings	Low	Medium	Treat	<ul style="list-style-type: none"> Compliance with Council's Constitution Processes and procedures in place Strict adherence to timetable 	Ardip Kaur

Outcomes/ Delivery of service	Failure to meet statutory deadlines for the canvass and in compiling and publishing the Register	Low	High	Treat	<ul style="list-style-type: none"> Processes and procedures in place Experienced officers carry out process Close Monitoring 	Ardip Kaur
Outcomes/ Delivery of service	Failure to meet statutory responsibilities, denying right of franchise at Election/ Referendum time	Low	High	Treat	<ul style="list-style-type: none"> Processes and procedures in place Strict adherence to statutory timetable Assistance from Electoral Commission available, when needed Support staff employed to assist Close monitoring 	Ardip Kaur
Progress/ Work to maximise the employment, training and leisure uses of The National Forest by residents and increase the visitor spend by tourists	Failure of National Forest & Beyond tourism partnership leading to an adverse impact on businesses in local visitor economy	Low	Medium	Treat	<ul style="list-style-type: none"> Proactive engagement in partnership and with individual partners Commitment of Officer time and resources to partnership activities Monitoring of projects and performance 	Mike Roylance
Progress/ People/ Place	Failure of the South Derbyshire Partnership leading to non- delivery of the community's vision and priorities as set out in the Community Strategy and Action Plan	Low	Medium	Treat	<ul style="list-style-type: none"> Proactive support for partnership Commitment of Officer time and resources to Partnership facilitation Engagement of partners in policy making and project design and delivery 	Mike Roylance

<p>Progress/ Work to attract further inward investment</p>	<p>Downturn in the local economy leading to a loss of jobs, business failures, and a reduction in income to the Council (e.g. Business Rate income; Take-up of commercial properties, etc)</p>	<p>Medium</p>	<p>High</p>	<p>Treat</p>	<ul style="list-style-type: none"> • Monitoring of economic trends • Economic Development Strategy designed to increase robustness of local economy • Delivery of economic development activities including provision of South Derbyshire Business Advice Service 	<p>Mike Roylance</p>
<p>Progress/ Work to maximise the employment, training and leisure uses of The National Forest by residents and increase the visitor spend by tourists</p>	<p>Failure of Sharpe's Pottery Heritage & Arts Trust, leading to a loss of service to visitors and residents through the Tourist Information Centre</p>	<p>Medium</p>	<p>High</p>	<p>Treat</p>	<ul style="list-style-type: none"> • Officer advice and support available to Trust • Member involvement in Trust Board • Monitoring of services and performance 	<p>Mike Roylance</p>

Community and Planning Risk Register 2016-2017

Theme/aim	Risk description	Likelihood	Impact	Risk Treatment	Mitigating action	Responsible officer
Outcomes/ Maintain Financial Health	Reduced Planning Fees (DM1)	Low	High	Treat	Careful attention to forecasts/setting budgets and budget monitoring - Forecast for 2016/17 is continued high levels of income.	Tony Sylvester
Outcomes/ Maintain Financial Health	Judicial review of Planning decisions (DM2)	Low	High	Treat	Weekly case review with all case officers for early identification of high-risk cases, legal opinion sought when necessary. On-going review of new statutory procedures, continued advice from legal when required. New planning officer structure in place 1/7/15 provides better capacity to monitor cases.	Tony Sylvester
Outcomes/ Maintain Financial Health	Maladministration leading to injustice via LGO (DM3/BC4/PP2)	Low	Low	Treat	Some documented process of procedures Training in processes Close monitoring of report recommendations	Tony Sylvester

Outcomes/ Maintain Financial Health	Judicial Review of Building Control Decision (BC1)	Med	Med	Treat	Ongoing review of new statutory procedures, continued advice from counsel when required.	Tony Sylvester
Outcomes/ Maintain Financial Health	Loss of Market share below sustainable level (BC2)	Med	High	Treat	Frequent monitoring of market share, app numbers, fee income. Frequent marketing events /direct mail.	Tony Sylvester
Outcomes/ Maintain Financial Health	Negligence resulting in loss to personal property (BC3/DM4)	Low	High	Treat	Insurance Professional training Maintain sound procedures and act speedily to recover ground when mistakes are made.	Tony Sylvester
Outcomes/ Maintain Financial Health	Failure to collect financial contributions or to enforce the delivery of obligations within Section Agreements (DM5)	High	Very High	Treat	Committee approval to replace Section 106 monitoring software	Helen Frazer
Outcomes/ Maintain Financial Health	Appeal against refusal of major planning applications (DM6)	High	High	Treat	Careful consideration of all major application refusals. Legal opinions where necessary Members training Employ consultants	Tony Sylvester
Outcomes/ Maintain Financial Health	High volume of planning applications (DM7)	High	Med	Treat	New planning officer structure in place 1/7/15 provides better capacity to monitor cases =	Tony Sylvester

					optimum use of resources Closely monitor inward investment related applications	
Outcomes/ Maintain Financial Health	Loss of knowledge in department relating to specialist IT solutions, GIS and others (DM8)	High	Medium		Specialist GIS knowledge outside of service e.g. specialist knowledge within IT/Corporately	Tony Sylvester
Outcomes/ Maintain Financial Health	Loss of public access to PA on website (DM9)	High	Medium	Treat	Reduce reliance on single contractor Ensure Central IT can administer Seek alternative solution	Tony Sylvester
Place/ Facilitate and deliver a range of integrated and sustainable housing and community infrastructure	Technical and Legal problems/threats leading to delays in the adoption of the Local Plan Documents (PP1)	High	High	Treat	Early liaison with Planning Inspectorate Maintaining an up-to-date evidence base Maintaining cross boundary communication Taking legal advice On-going political engagement in process	Tony Sylvester
Place/Facilitate and deliver a range of integrated and sustainable housing and community infrastructure	Judicial review of any aspect of the Local Plan affecting adoption (PP3)	High	High	Treat	Up-to-date evidence base Continued cross boundary communication Obtain legal opinion when required	Tony Sylvester

<p>People/ Increase levels of participation in sport, health, environmental and physical activities</p>	<p>Reduction of council funding into Sport and Health Service Unable to source external funding to service Reserve fund being depleted for other sources other than the sport and health service delivery. (SP1)</p>	High	High	Treat	<p>Forward Budget Planning over a number of years.</p> <p>Lobby to maintain current funding contribution that the council makes towards the service and for an increased contribution if members want the current levels of service to be maintained.</p> <p>Continually seek external funding options</p>	Hannah Peate
<p>Place/ Support provision of cultural facilities and activities throughout the District</p>	<p>Managing large Capital projects (CS1)</p>	Med	V High	Treat	<p>Ongoing dialogue with funders</p> <p>Support from internal and external specialists re legal and financial issues</p> <p>Financial monitoring/attendance of CPAM meetings</p>	Malcolm Roseburgh
<p>Place/ Support provision of cultural facilities and activities throughout the District</p>	<p>Failure of Contracts e.g. leisure centres (CS2)</p>	Med	High	Treat	<p>Contracts in place or held over.</p> <p>Regular (monthly) contract monitoring meetings for main contracts</p>	Malcolm Roseburgh
<p>Place/ Support provision of cultural facilities and activities throughout the District</p>	<p>Memorial monuments falling causing injury (CS3)</p>	Low	Med	Treat	<p>Informal checks undertaken and programme of rolling checks reintroduced</p>	Malcolm Roseburgh

Outcomes/ Maintain Financial Health	Accidents at Play Areas (CS4)	Med	High	Treat	<p>Inspections carried out by dedicated member of staff.</p> <p>Insurance company inspect annually</p> <p>Park keepers on some sites</p> <p>New play areas are designed to meet current standards. Need to arrange further back-up cover for inspections when Inspector is absent.</p>	Malcolm Roseburgh
Place/ Support provision of cultural facilities and activities throughout the District	Dilapidation of Leisure/Community Facilities (CS5)	Med	High	Treat	Control measure in place: - securing internal and external funding, supporting VCS and parish councils with funding, improving planned preventative maintenance, transferring assets where possible, improved monitoring	Malcolm Roseburgh
Place/ Support provision of cultural facilities and activities throughout the District	Failure of Business Plan for Rosliston Forestry Centre (CS6)	High	High	Treat	<p>Monthly performance meetings</p> <p>Annual Review of Business Plan</p> <p>Development and implementation of new strategy</p> <p>Increase involvement of Forestry Commission in business planning</p>	Malcolm Roseburgh

Place/ Support provision of cultural facilities and activities throughout the District	Urban Core Cemetery Space running out (CS7)	V High	Med	Treat	Continued internal meetings with Planning and Property Services to identify land opportunities	Malcolm Roseburgh
Place/ Support provision of cultural facilities and activities throughout the District	Failing infrastructure at Rosliston Forestry Centre. (CS8)	V High	High	Treat	Complete condition survey Seek estimates for priority work. Alert senior management team Six monthly review of risk	Malcolm Roseburgh
People/Prote ct and help support the most vulnerable, including those affected by financial challenges	Sustainability of the voluntary sector (CM1)	V High	Med	Treat	Service Development proposal to continue community partnership scheme in future years. Continue partnership working with CVS and rest of VCS	Chris Smith
Place/ Support provision of cultural facilities and activities throughout the District	Failure of Sharpe's Pottery Museum (CM2)	Med	Med	Treat	Councillor representation on board Attendance on board meetings by Officers Support from Community Partnership Officer when required	Chris Smith

Housing and Environmental Services Risk Register

Risk Code	Theme/aim	Risk description	Likelihood	Impact	Risk Treatment	Mitigating action	Responsible officer
HES1	Maintain Financial Health	Loss of income to the Housing Revenue Account through 1% rent reduction for general needs tenancies	High	Major	Treat	<p>Restructure housing service to ensure resources deployed appropriately</p> <p>Revise all income policies and procedures to ensure they are fit for purpose</p> <p>Invest in I.T. solutions to maximise opportunities to collect income and support those in financial difficulty</p> <p>Review 'back office' functions to ensure frontline staff are able to work effectively</p>	Chris Holloway
HES2	To protect the most vulnerable including those affected by anti-social behaviour and domestic abuse.	Loss of income to the Housing Revenue Account through roll out of Universal Credit	High	Major	Treat	<p>Restructure housing service to ensure resources deployed appropriately</p> <p>Revise all income policies and procedures to ensure they are fit for purpose</p> <p>Invest in I.T. solutions to maximise opportunities to collect income and support those in financial difficulty</p> <p>Review 'back office' functions to ensure frontline staff are able to work effectively</p>	Chris Holloway

HES3	Keep residents happy, healthy and safe	Loss of Supporting People funding for the supported housing service	High	Severe	Treat	<p>Conduct full review of supported housing service to ensure financial viability</p> <p>Increase service delivery to private customers</p> <p>Explore new income streams working in collaboration with healthcare partners</p>	Chris Holloway
HES4	Enable people to live Independently	Loss of Supporting People funding for the sheltered housing service	High	Severe	Treat	<p>Conduct full review of supported housing service to ensure financial viability</p> <p>Increase service delivery to private customers</p> <p>Explore new income streams working in collaboration with healthcare partners</p>	Chris Holloway
HES5	To protect the most vulnerable including those affected by anti-social behaviour and domestic abuse.	Increase in homeless applications / presentations as Universal Credit rolls out	Low	Significant	Treat	<p>Restructure housing service to ensure resources deployed appropriately</p> <p>Attain National Practitioner Support Service (NPSS) standard for Homeless Service</p>	Chris Holloway
HES6	To protect the most vulnerable including those affected by anti-social behaviour and domestic abuse.	Failure to fulfil statutory homeless duty	Very Low	Significant	Tolerate	<p>Ensure policies and procedures are compliant with statute</p> <p>Ensure staff are well trained and briefed on changes to the Council's statutory obligations</p>	Chris Holloway
HES7	Maintain Financial Health	Failure to follow	Very Low	Significant	Tolerate	<p>Ensure procedures are reviewed regularly and staff are well trained</p>	Chris Holloway

		Council procedures / policies leading to Ombudsman finding of 'maladministration'					
HES8	Achieve proper Corporate Governance	Failure to fulfil Resident Scrutiny statutory duty	Very Low	Significant	Treat	Ensure Resident Scrutiny Panel in place and undertakes regular reviews of services	Martin Guest
HES9	Achieve proper Corporate Governance	Failure to meet statutory deadlines when reporting performance and statutory information to Government agencies	Very Low	Significant	Treat	Ensure deadlines are met and that ownership for each reporting deadline is identified and project managed	Martin Guest
HES10	Maintain a skilled workforce	Loss of IT Systems and lack of specialist IT knowledge in department	Very Low	Significant	Treat	Ensure IT disaster recovery plan is in place Have alternative options available with suppliers Restructure services to ensure required resources in place	Martin Guest
HES11	Maintain financial health	Failure to deliver the planned maintenance and new build programme	Medium	Significant	Treat	Ensure income team is suitably resourced to ensure maximum income. Continually review asset management data to target programme effectively.	Lee Carter
HES12	Maintain financial health	Increase in the cost of contracts	Medium	Severe	Treat	Ensure procurement of goods and services are as lucrative as possible to potential suppliers so they can see the longevity of potential contracts	Lee Carter
HES13	Maintain a skilled workforce	Failure to retain staff	Low	Significant	Treat	Ensure pay and grading review accurately remunerates staff and ensure training and development opportunities are maximised	DMT

HES14	Facilitate and deliver a range of integrated and sustainable housing and community infrastructure	Lack of funding for development and regeneration programme.	Medium	Significant	Treat	Investigate all avenues for funding new build and regeneration via differing routes to ensure stock levels are maintained or increased	Mike Haynes/Lee Carter
HES15	Facilitate and deliver a range of integrated and sustainable housing and community infrastructure	Insufficient supply of affordable homes Increase use in temporary accommodation/ increased homelessness/ loss of new homes bonus	High	Significant	Treat	Up-to-date housing needs data/ ensure maximise delivery through planning gain/ support Registered Providers with building new homes/ increase a supply through Council House building	Martin Guest/Tony Sylvester
HES16	Deliver services that keep the District clean and healthy	Major incident (disease outbreak, pollution, severe weather)	Low	Significant	Tolerate	Backfill the staff resources with agency staff	Matt Holford/ Adrian Lowery
HES17	Maintain financial health	Loss of revenue	Low	Severe	Tolerate	Main income streams are from export certificates. Volumes are entirely outside our control	Matt Holford
HES18	Achieve proper Corporate Governance	Legal challenge over statutory function	Medium	Significant	Treat	Effective governance and review of officer decisions	Matt Holford
HES19	Deliver services that keep the District clean and healthy	Failure to deliver minimum statutory service duties	Low	Minor	Tolerate	Continuously keep under review and deploy available resources based on areas of highest potential failure	Matt Holford
HES20	Deliver services that keep the District clean and healthy	Temporary loss of fuel supply at depot	Medium	Minor	Treat	Contingency suppliers in place	Adrian Lowery

HES21	Deliver services that keep the District clean and healthy	National loss of fuel supply	Low	Significant	Treat	Business continuity plan, comply with emergency planning guidance	Adrian Lowery
HES22	Deliver services that keep the District clean and healthy	Loss of vehicle fleet through theft or fire	Low	Significant	Treat	Local and national vehicle hire companies on list of suppliers	Adrian Lowery
HES23	Deliver services that keep the District clean and healthy	Loss of service delivery from contractors	Medium	Significant	Treat	Contingency plans in place to deliver service internally or back-up contractors available	Adrian Lowery
HES24	Maintain financial health	Loss of revenue	Low	Severe	Tolerate	Main income from commercial waste collections cannot compel customers to use our service	Adrian Lowery
HES25	Deliver services that keep the District clean and healthy	Loss of depot operating centre	Low	Significant	Treat	Temporary base for depot Build a new modern depot	Adrian Lowery

REPORT TO: ENVIRONMENTAL AND DEVELOPMENT SERVICES COMMITTEE
AGENDA ITEM: 9
DATE OF MEETING: 2nd MARCH 2017
CATEGORY: DELEGATED/RECOMMENDED
REPORT FROM: CHIEF EXECUTIVE
OPEN/EXEMPT PARAGRAPH NO:
MEMBERS' CONTACT POINT: ARDIP KAUR 01283 595 715
ardip.kaur@south-derbys.gov.uk
DOC:
SUBJECT: KEY PERFORMANCE INDICATORS – LICENSING DEPARTMENT
REF:
WARD(S) AFFECTED: ALL
TERMS OF REFERENCE:

1. Recommendations

1.1 That Members note the performance of the Licensing Department in relation to the Key Performance Indicators

2. Purpose of Report

2.1 To provide Members with an update on the Licensing Department and the Key Performance Indicators

3. Detail

3.1 As part of the audit of the Licensing Department held in 2014, service standards were put in place with regards to target times for the processing of complete applications and dealing with any complaints received by the Department.

3.4 The Licensing Department will provide a quarterly update as to the Department's performance against the service standards. The results for the previous quarter are:

Private Hire Licensing

Type of Licence Application	November 2016 to January 2017
Private Hire Vehicles (5 days)	100%
Private Hire Drivers (10 days)	100%
Private Hire Operators (5 days)	100%

Licensing Act 2003

Type of Licence Application	November 2016 to January 2017
Personal licence (10 days).	100%
Grant of premises licence (15 days after grant)	100%
Variation of designated (15 days after grant)	100%
Transfer of premises licence holder (15 days after grant)	100%
Variation of premises licence (15 days after grant)	100%
Minor variation of premises licence (15 days after grant)	100%
Temporary event notice (1 day)	100%

Enforcement

Type of Application	November 2016 to January 2017
Acknowledgement of complaint within 2 days	100%
Letter detailing works required within 10 days	100%
Notify complainant of outcome of investigation within 10 days	100%

4. Financial Implications

4.1 There are no financial implications to the Council.

5. Corporate Implications

5.1 The service standards demonstrate that we support local businesses whilst protecting local residents which contribute directly to the corporate vision to make South Derbyshire a better place to live, work, and visit, and to the theme of sustainable growth and opportunity and safety and security.

REPORT TO:	ENVIRONMENTAL AND DEVELOPMENT SERVICES COMMITTEE	AGENDA ITEM: 10
DATE OF MEETING:	2nd MARCH 2017	CATEGORY: RECOMMENDED
REPORT FROM:	DIRECTOR OF HOUSING AND ENVIRONMENTAL SERVICES	EXEMPT PARAGRAPH NO: Not Exempt
MEMBERS' CONTACT POINT:	MATT HOLFORD – ENVIRONMENTAL HEALTH MANAGER	DOC:
SUBJECT:	QUARTERLY ENFORCEMENT AND COMPLIANCE REPORT	REF:
WARD(S) AFFECTED:	ALL	TERMS OF REFERENCE: EDS14, HCS10

1. Recommendations

- 1.1 That Members satisfy themselves on the basis of the report that the Council is using its regulatory powers in a way proportionate to the demands for regulatory services.

2. Purpose of Report

- 2.1 To provide Members with details of the Councils use of its tools and powers to take appropriate enforcement action.

3. Background

- 3.1 One of the key objectives identified by Members under the 'People' theme of the 2016-21 Corporate Plan was that the Council would "*Use existing tools and powers to take appropriate enforcement action*".
- 3.2 The Council is authorised to use in excess of 100 different statutes to regulate and ensure compliance in areas of work as diverse as planning, food hygiene, licensing, pollution control, anti-social behaviour, building control, public health, waste and dog control.
- 3.3 The way in which the Council utilises these powers is governed by law, statutory guidance and previous legal precedent. Some services (notably many of the functions of Licensing and Environmental Health) also have a duty to have regard to the five governing principles of the Legislative and Regulatory Reform Act 2006, namely that all regulatory interventions are transparent, accountable, proportionate and consistent and should be targeted only at cases in which action is needed.
- 3.4 This report provides a high level summary of the regulatory action over the past quarter and provides a comparison against historical levels of regulatory action.

- 3.5 The demands for our services this year is illustrated by Figure 1 in the report appendix.
- 3.6 In the first 9 months of this financial year there has been a significant increase in demand for a number of regulatory investigation services. Overall there has been a 20% increase in requests for service compared to the same period last year.
- 3.7 Complaints about public health related matters have been dominated by complaints about waste on private land, overgrown gardens and concerns about filthy and verminous private land. The underlying cause of the increase is not entirely clear, however a significant contributing factor appears to be an increase in social isolation of vulnerable residents, some of whom are requiring intensive multi-agency interventions.
- 3.8 Complaints about abandoned vehicles are substantially greater than in previous years. There is a close correlation between abandoned vehicles and the price of scrap metal and therefore we anticipate that demand for this service will remain high as long as scrap value stays low.
- 3.9 Noise complaints are almost 30% higher than in previous years. More details of underlying reasons for this and the Councils response is contained in the progress report on Corporate Plan Measures.

Demands for Inspections of Businesses

- 3.10 Food hygiene and pollution control laws require that businesses are risk assessed and then inspected with a frequency based on national legal guidance. Figure 2 in the appendix to this report illustrates the number of inspections carried out.

Legal Interventions

- 3.11 The Council has published enforcement policies which explain how we will go about using our various tools and powers to help our business community and residents to meet the various laws we are tasked with regulating. When we are unable to ensure compliance through persuasion we may need to resort to use of more formal means. We have powers in the form of various compliance notices which can be issued requiring some form of action to be taken (or to be stopped) by the recipient in order to more formally require compliance than through advice and guidance.
- 3.12 Figure 3 in the appendix to this report illustrates the numbers of formal notices issued and in broad terms the nature of the problem which led to the notice being served.

Punitive Outcomes from Offences

- 3.13 In a small number of cases, the Council is required to resort to the courts or other forms of judicial punishment in order to seek restitution for confirmed offences. This restitution can be in one of three forms; Firstly, for a limited number of offences and where the offender admits to the offence, we can issue a fixed penalty notice. Where the offender admits the offence and there is no fixed penalty notice option available, but prosecution is not deemed to be proportionate then the offender may be given the option to sign a formal caution. Usually the most severe form of intervention is a prosecution.
- 3.14 Table 1 below summarises the recent numbers of each of these punitive outcomes compared to historical levels.

Table 1 – Summary of Punitive Outcomes following Offences

	2013-14	2014-15	2015-16	2016-17 Q1-3
Total Fixed Penalty Notices	3	6	34	59
Dog offences	0	1	23	8
Fly tipping & waste offences	1	1	0	3
Litter	2	4	8	38
Community Protection Notice / PSPO breach	0	0	3	10
Formal Cautions	0	3	3	1
Prosecutions	0	0	3	1

- 3.15 Overall the Council is making significantly greater use of fixed penalty notices for low level offences than has previously been the case.
- 3.16 In 2015-16 Safer Neighbourhood Wardens focused on using FPNs to improve the control of dogs within the Districts parks and open spaces. Anecdotal feedback from park users is that the increase in enforcement activity in 2016 resulted in a significant improvement in dog stewardship in the parks.
- 3.17 This year significantly more FPNs have been issued for littering offences - mainly relating to material being left illegally at the recycling sites at Hatton and Willington. The Council has also increased its use of the new anti-social behaviour laws which enables fixed penalty notices to be issued for breaches of Community Protection Notices and Public Spaces Protection Orders.
- 3.18 Fixed Penalty Notices are issued where the recipient admits to the offence and agrees to pay the fine to discharge their liabilities. If the recipient of an FPN subsequently fails to pay the fine then the Council should be considering the need to prosecute for the offence. To date no prosecutions have been taken for failure to pay an FPN.
- 3.19 In the year to date, the Director of Housing and Environmental Services has approved two recommendations by his officers to take prosecution proceedings and prosecution files have been submitted to the Legal and Democratic Services Manager.

Cases of Particular Note

- National figures show that out of 360 councils across England, Wales and Northern Ireland, SDDC is ranked number one when it comes to food hygiene. 99 per cent of restaurants and cafes in the District are rated 'good' or 'very good'.
- As a result of investigations into fly tipping incidents, we have obtained strong leads in relation to the identify of two possible 'man in a van' offenders. Investigations will continue.
- Following the declaration of the first Public Spaces Protection Order in Swadlincote Town Centre in September 2016, the Police are compiling a prosecution file for the first prosecution for breaches of the Order.
- The Council served its first legal notice on a local resident requiring them to microchip their dog under new laws introduced in 2016.

4. Financial Implications

- 4.1 None to minor adverse. Most forms of actions to achieve compliance have a cost implication. In cases of formal legal interventions we will always seek to recover

costs, however most of the rest of the costs are currently established within the revenue budgets of each of the relevant departments.

5. Corporate Implications

- 5.1 The report has been produced to provide Members with details how officers are delivering the “People” themed objective of “Keeping Residents Safe and Happy” in the 2016-21 draft Corporate Plan and in particular the aim to “Use existing tools and powers to take appropriate crime enforcement action”.

6. Community Implications

- 6.1 Beneficial. Proportionate regulation is an important feature of ensuring community cohesion and economic growth.

7. Conclusion

- 7.1 That Members agree that officers are using tools and powers to take appropriate enforcement action.

Figure 1 - Requests for Enforcement Action

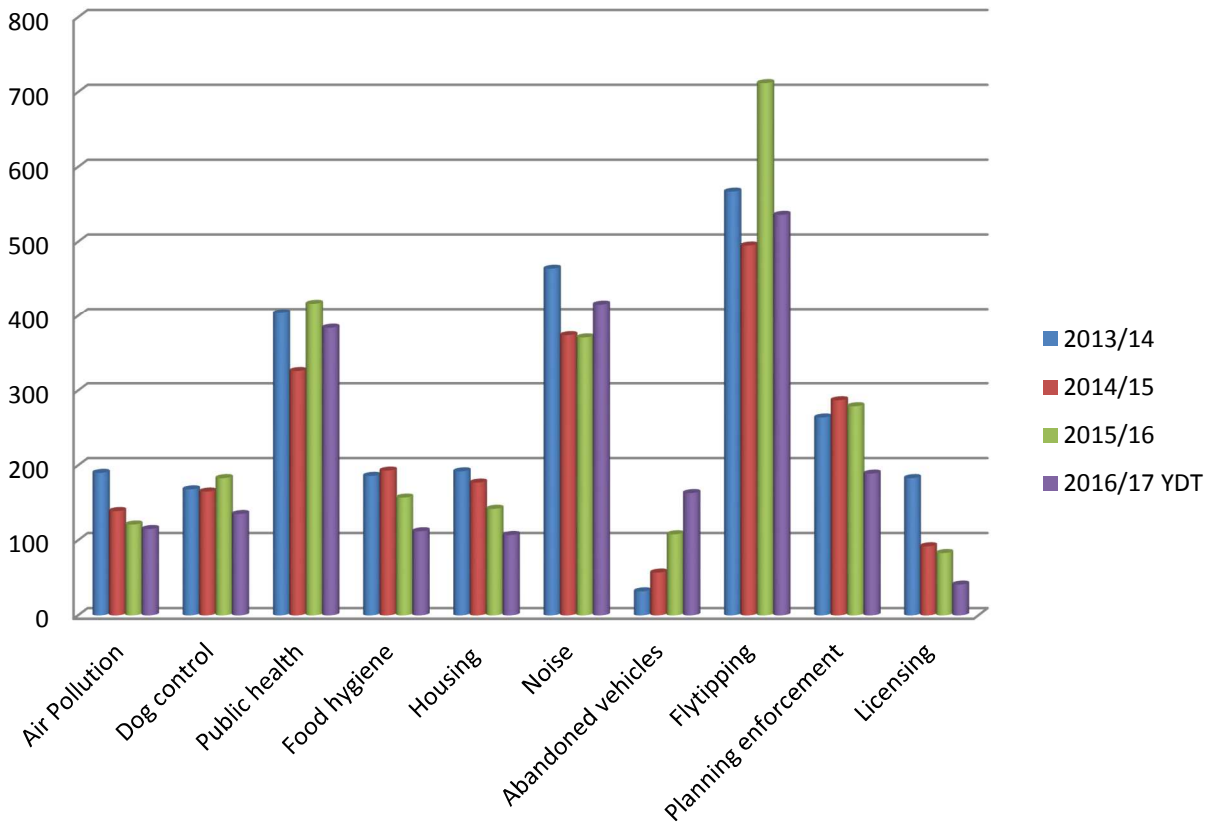


Figure 2 - Proactive Inspections of Businesses

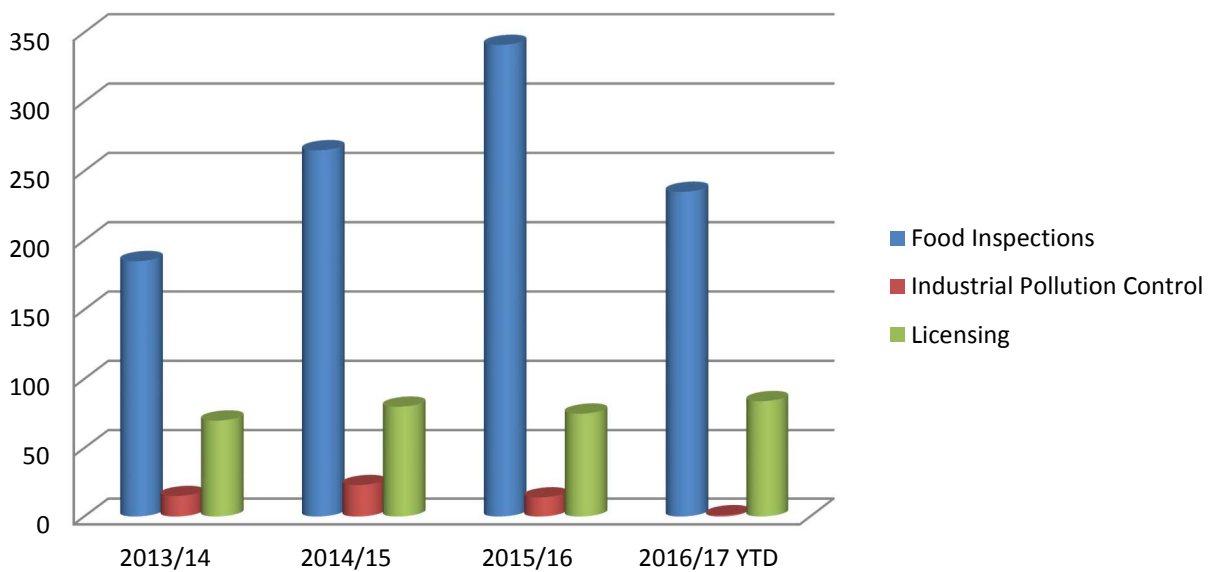
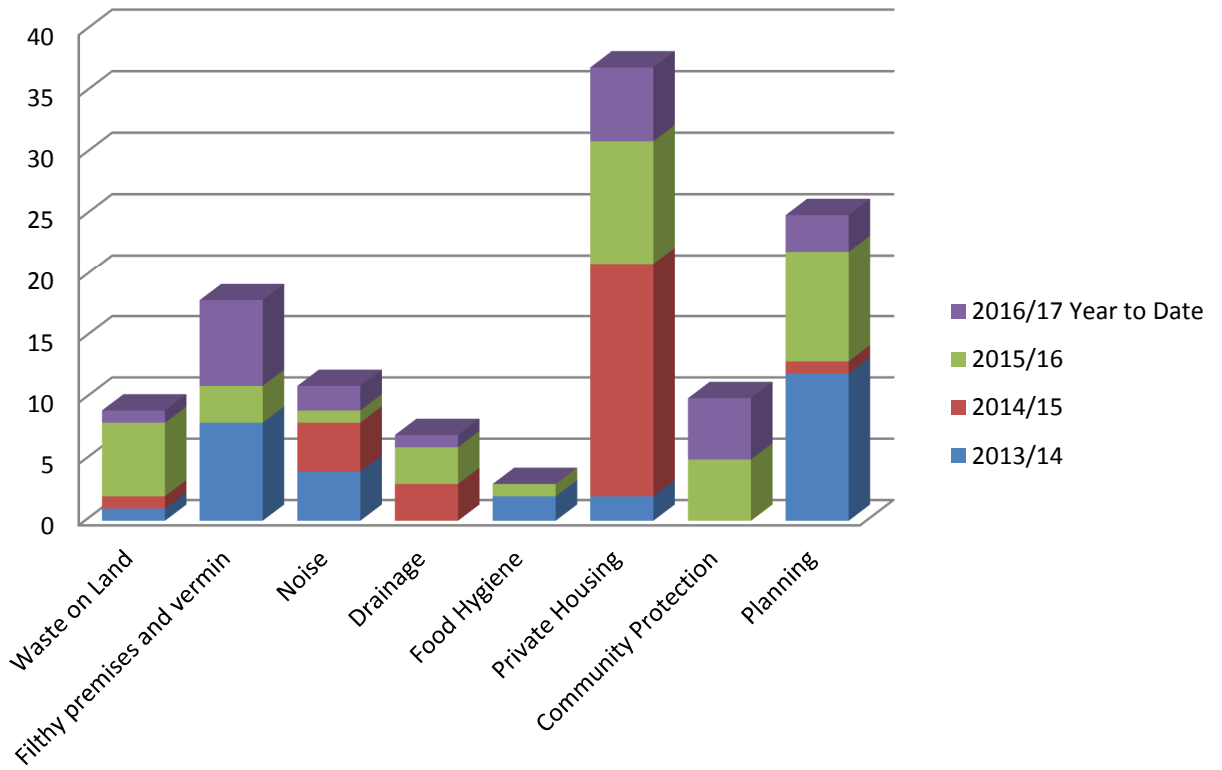


Figure 3 - Enforcement Notices Served



REPORT TO:	ENVIRONMENTAL AND DEVELOPMENT SERVICES COMMITTEE	AGENDA ITEM: 11
DATE OF MEETING:	2nd MARCH 2017	CATEGORY: RECOMMENDED
REPORT FROM:	DIRECTOR OF COMMUNITY AND PLANNING SERVICES	OPEN
MEMBERS' CONTACT POINT:	TONY SYLVESTER Ext.5743 PLANNING SERVICES MANAGER	DOC:
SUBJECT:	SPEAKING AT PLANNING COMMITTEE	REF:
WARD(S) AFFECTED:	ALL	TERMS OF REFERENCE: EDS

1.0 Recommendations

- 1.1 That the Committee agrees or amends the wording of the advice literature as set out on the Council's website and as sent with letters to those invited to speak at Planning Committee.

2.0 Purpose of Report

- 2.1 To seek the Committee's view of the content of the advice literature as set out on the Council's website and as sent to those eligible to speak at Planning committee.

3.0 Detail

- 3.1 Public speaking at Planning Committee was first introduced at South Derbyshire in 2006 following a study on the subject commissioned at that time. The report set out its research into the process adopted by other authorities that already had public speaking and so made recommendations based on best practice.
- 3.2 The report concluded that if speaking was to be introduced the rules should be clearly set out. The current scheme was agreed at the Environmental and Development Services Committee.

In the main body of the commissioned report it stated that:

'Most councils allow the public to speak on any issue, and none of those surveyed indicated that people needed to submit their main points prior to the meeting. As such, it is recommended that South Derbyshire allow people to raise any issues. However, this will potentially require the chairman to intervene if an individual brings up inappropriate points.'

It is recommended that the council produce guidance on the procedure for public speaking, and that in addition to the process for requesting to speak and an indication of the process during the meeting, the guidance also indicates what presentations should include.

It is also recommended that this be tried and reviewed, with the potential of limiting people to the points made in written representations. If the speakers are to be restricted in this way, and there is one speaker representing many objectors, the individual should be able to comment on points made in all the representations rather than only their own.'

The report recommended that people should be able to speak on any issue, although advised of the scope of planning issues but that this should be reviewed if it becomes problematic.

3.3 Although the scheme has been very successfully run over the years since 2006, it would be good practice to review the advice provided to speakers to give members an opportunity to consider whether any amendments are necessary.

3.4 The current advice is attached at Appendix A. of particular note on the issue of content is: *'You should not make statements that are personal or defamatory.'* Thus the question for members now is whether this statement is sufficient to be enough of a reminder to speakers that personal or defamatory remarks should not be made.

4.0 Financial Implications

4.1 None

5.0 Corporate Implications

5.1 Ensuring that members of the public fully understand the planning process is an action in the Corporate Plan and this report is an important part of that process.

6.0 Community Implications

6.1 The process of public speaking at committee has introduced more accountability and transparency to the decision making process and is arguably more democratic.

7.0 Background Papers

7.1 Guidance for Speaking at Planning Committee.

APPENDIX A

SPEAKING AT PLANNING COMMITTEE

What are Planning Committee Meetings?

Planning Committee meetings are held to consider planning applications which are not decided by planning officers. The Committee considers applications in relation to planning policy, the representations received from members of the public, consultation responses and the recommendations of the planning officer.

Where are the meetings held?

The meetings are normally held every three weeks on a Tuesday evening at 6.00 p.m. in the Council Chamber at the offices of South Derbyshire District Council in Swadlincote. The layout of the Council Chamber can be found on our website at

http://www.south-derbys.gov.uk/planning_and_building_control/planning_permission/public_speaking/default.asp

Can I speak at meetings?

Anyone wishing to speak at the Committee may be able to do so, subject to the procedure set out in this guidance. Only those members of the public who have already submitted a written representation will be allowed to speak. When people speak about an application, their comments are considered in the light of planning policy along with other relevant information, including any written representations.

Who can speak?

Two people are able to speak on an application. One person is allowed to speak on behalf of any objectors and one person may speak in support of the application. If more than one person wishes to speak for or against the same application, they should choose a representative to speak on behalf of everyone. The contact details of the first person to register will be passed on to others so that they can nominate a representative. If no representative is chosen, the first person to ask to speak will be given the opportunity.

How do I arrange to speak?

If you wish to speak about an application that is being considered by the Committee, you must register by telephone during office hours with the Democratic Services Unit. Registration is from 10.00 a.m. on the Tuesday 7 days prior to the meeting until 5.00 p.m. on the day before the meeting (normally Monday). Office hours are 8.45 a.m. until 5.00 p.m. on Monday to Thursday and 8.45 a.m. until 4.30 p.m. on Friday. The contact details are at the end of this leaflet.

How long can I speak for?

The chosen person will be able to speak for 3 minutes. The Chair will advise you when you have 30 seconds left. After 3 minutes, you will be asked to stop speaking

and you will not be able to address the Committee after this time.

What can I speak about?

You should state your views and comments. You should not ask questions of other speakers or the Committee. The Committee is only able to consider planning issues. Therefore, you should limit yourself to comments on these issues.

The suitability of the site for this particular development;

- The design, appearance and layout of the proposal;
- Any loss of light or privacy;
- Any noise, disturbance or smell;
- Highway safety or traffic;
- The effect on the character or amenity of an area; or
- Whether the development is consistent with the Council's planning policy and government guidance.

You should avoid speaking about matters that are not planning issues, such as the following:

- Matters covered by other laws (e.g. alcohol licences or health and safety laws);
- Private property rights (e.g. boundary or access disputes);
- Personal remarks (e.g. the applicant's morals or motives);
- The effect on the value of property;
- The effect on competition for other businesses;
- Possible future development; and
- Loss of views over other people's land.

You should not make statements that are personal or defamatory. You should not be abusive or interrupt other speakers or Members of the Committee. You will not be able to present documents or photographs at the meeting. If you wish to check about what you want to say, you should contact the planning officer for the application.

What happens at the meetings?

The agenda for the meeting will list the applications to be considered. For each application, there is normally a short presentation by the planning officer. After the presentation, the Chair will announce whether there are any speakers. He will then invite the objector or representative of the objectors to come to the front of the room. The objector will then be able to make their presentation. Once they have finished speaking, the objector will return to the public seats at the rear of the Chamber. They will not be able to ask any questions and the Committee will not ask questions of them. The Chair will then invite the applicant, their representative or supporter to come to the front of the room. The applicant will then be able to make their presentation. Once they have finished speaking, the applicant will return to the public seats at the rear of the Chamber. They will not be able to ask any questions and the Committee will not ask questions of them. The Committee will then discuss the

application. If there is a debate, the Chair will ask for comments from Members of the Committee (for example, whether they wish to express support for granting permission or express a desire to refuse permission). Applicants, objectors and members of the public cannot make any comments during this discussion.

Normally the Committee will vote on a motion moved by a Committee Member to approve, refuse or defer consideration of the application. The decision will be one of the following:

- To approve the application subject to conditions;
- To refuse the application for specific reasons;
- To defer consideration to allow additional information to be collected or negotiations to be carried out;
- To defer consideration to allow the Committee to visit the application site (for example, where the Committee considers that viewing the site would help them to reach a decision); or
- To delegate the final decision to the planning officer (for example, where a legal agreement or amended plans are required before the application can be decided).

Further Information

For further information, or to register to speak about an application, please contact us at:

Legal and Democratic Services, South Derbyshire District Council, Civic Offices, Civic Way, Swadlincote, Derbyshire DE11 0AH

Telephone: 01283 595848

REPORT TO:	ENVIRONMENTAL AND DEVELOPMENT SERVICES COMMITTEE	AGENDA ITEM: 12
DATE OF MEETING:	2nd MARCH 2017	CATEGORY: DELEGATED
REPORT FROM:	DIRECTOR OF COMMUNITY AND PLANNING SERVICES / DIRECTOR OF HOUSING AND ENVIRONMENTAL SERVICES	OPEN
MEMBERS' CONTACT POINT:	STUART BATCHELOR (EXT. 5820) / FRANK McARDLE (EXT 5702)	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.

**Environmental & Development Committee – 2nd March 2017
Work Programme 2016 onwards**

Work Programme Area	Date of Committee meetings	Contact Officer (Contact details)
Reports Previously Considered By Last 3 Committees		
Performance Reports	17 th November 2016	Keith Bull Head of Communications (01283 228705)
Key Performance Indicators – Licensing Department	17 th November 2016	Emma McHugh Senior Licensing Officer (01283 595716)
Vehicle Management Strategy and Vehicle Replacement Plan	17 th November 2016	Adrian Lowery Direct Services Manager (01283 595764)
Driving at Work Policy	17 th November 2016	Adrian Lowery Direct Services Manager (01283 595764)
Corporate Enforcement Policy	17 th November 2016	Matt Holford Environmental Health Manager (01283 595856)
Quarterly Enforcement Report	17 th November 2016	Matt Holford Environmental Health Manager (01283 595856)

Public Spaces Protection Order proposals	17 th November 2016	Matt Holford Environmental Health Manager (01283 595856)
Local Plan Part 2 – Submission	5 th January 2017	Nicola Sworowski Planning Policy Manager (01283 595983)
Local Development Scheme	5 th January 2017	Nicola Sworowski Planning Policy Manager (01283 595983)
	26 th January 2017 Meeting cancelled	
Provisional Programme of Reports To Be Considered by Committee		
Performance Reports	2 nd March 2017	Keith Bull Head of Communications (01283 228705)
Key Performance Indicators – Licensing Department	2 nd March 2017	Emma McHugh Senior Licensing Officer (01283 595716)
Quarterly Enforcement and Compliance Report	2 nd March 2017	Matt Holford Environmental Health Manager (01283 595856)

Infinity Garden Village	2 nd March 2017	Nicola Sworowski Planning Policy Manager (01283 595983)
Planning Committee – Guidance for Speakers	2 nd March 2017	Tony Sylvester Planning Services Manager (01283 595743)
Affordable Housing Supplementary Planning Document	26 th April 2017	Nicola Sworowski Planning Policy Manager (01283 595983)
Local Green Spaces Development Plan Document	26 th April 2017	Karen Beavin Planning Policy Officer (01283 595749)
Design Supplementary Planning Document	26 th April 2017	Richard Shaw Design Excellence Officer (01283 228764)
Climate Change Adaptation and Flood Resilience	26 th April 2017	Matt Holford Environmental Health Manager (01283 595856)
Air Quality	26 th April 2017	Matt Holford Environmental Health Manager (01283 595856)
Draft Waste Local Plan	26 th April 2017	Richard Groves Planning Policy Officer (01283 595738)

Draft Minerals Local Plan	26 th April 2017	Richard Groves Planning Policy Officer (01283 595738)
The Waste (England and Wales) (Amendment) Regulations 2012	26 th April 2017	Adrian Lowery Direct Services Manager (01283 595764)
Hartshorne Conservation Area	26 th April 2017	Nicola Sworowski Planning Policy Manager (01283 595983)