



F. McArdle
Chief Executive

Civic Offices, Civic Way,
Swadlincote, Derbyshire DE11 0AH

www.south-derbys.gov.uk

Please ask for: Democratic Services
Phone: (01283) 595722 / 595848
Minicom: (01283) 595849
DX 23912 Swadlincote
Email :
democraticservices@south-derbys.gov.uk

Date: 29 May 2015

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, 04 June 2015** 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, Roberts, Mrs. Hall, MacPherson, Mrs. Patten and Stanton.

Labour Group

Councillors Chahal, Southerd, Taylor and Tilley.



AGENDA

Open to Public and Press

- 1** Apologies and to note any substitutions appointed for the meeting.

- 2** Minutes

Environmental & Development Services Committee Minutes 5th March 2015 **4 - 6**
Environmental and Development Services Committee Minutes 9th April 2015 **7 - 11**

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

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

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

- 6** Reports of Overview and Scrutiny Committee

- 7** DESIGNATION OF NEIGHBOURHOOD AREA **12 - 16**

- 8** LOCAL PLAN PART 1 - FURTHER INFORMATION **17 - 19**

- 9** PROMOTION OF KERBSIDE RECYCLING AND COMPOSTING COLLECTIONS **20 - 24**

- 10** PROPOSED PERMANENT DIVERSION OF PUBLIC FOOTPATCH NO 3 (PART) IN KINGS NEWTON (PARISH OF MELBOURNE) **25 - 27**

- 11** PLANNING CODE OF GOOD PRACTICE **28 - 40**

12	CORPORATE PLAN 2009-15 - PERFORMANCE MANAGEMENT YEAR END REPORT 2014-15	41 - 53
13	WORK PROGRAMME 2015-16	54 - 56

Exclusion of the Public and Press:

- 14** The Chairman may therefore move:-
That in accordance with Section 100 (A) of the Local Government Act 1972 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.
- 15** Exempt Minutes
Environmental and Development Services Committee Exempt Minutes 9th April 2015
- 16** To receive any Exempt questions by Members of the Council pursuant to Council procedure Rule No. 11.
- 17** REVIEW OF LAND CHARGES FUNCTION



ENVIRONMENTAL AND DEVELOPMENT SERVICES COMMITTEE5th March 2015**PRESENT:-****Conservative Group**

Councillor Watson (Chairman) and Councillors Roberts (Vice Chairman), Mrs Brown, Mrs Hall, Mrs Patten and Stanton

Labour Group

Councillors Frost, Mulgrew, Stuart, Taylor and Tilley

EDS/85 **APOLOGIES**

Apologies for absence from the meeting were received from Councillor Chahal, whom was substituted by Councillor Shepherd and Councillor Ford whom was substituted by Councillor Smith.

EDS/86 **DECLARATIONS OF INTEREST**

The Committee was informed that no Declarations of Interest had been received.

EDS/87 **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/88 **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/89 **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 COMMITTEEEDS/90 **DERBYSHIRE AND DERBY JOINT MUNICIPAL WAST MANAGEMENT STRATEGY**

The Senior Waste Manager delivered a report on 'The Derbyshire Joint Municipal Waste Management Strategy' (DJMWMS) 'Looking after

Derbyshire's Waste' which was originally developed and adopted in 2006 by Derbyshire County Council, Derby City Council and all eight District and Borough Councils in Derbyshire. The DJMWMS is a partnership document and provides a framework for the development and delivery of waste management services in Derbyshire and Derby City over the period 2006-2026. The DJMWMS is subject to a five yearly review to ensure the priorities are in line with policy and legislation. The review focused on waste prevention, recycling and composting rather than treatment and disposal of waste that cannot be recycled and composted which forms a part of the current waste management contract with Resource Recovery Solutions (Derbyshire) Ltd. The key document for consideration in the review were the South Derbyshire Action plan, due to previous investment in recycling and composting SDDC had outperformed most of the other Derbyshire authorities and had already put in place the services which should see the district exceed its statutory target of 50% and meet the strategies long term targets of 55% waste recycled/composted.

The Committee had a lengthy discussion about the different available waste sites in the district and changes that may affect the district in the future.

RESOLVED:

(1.1) That Members approved the adoption of the Derbyshire and Derby Joint Municipal Waste Management Strategy and South Derbyshire District Council's Waste Action Plan.

(1.2) That Members noted and welcomed the proposed endorsement of the Strategy and respective waste action plans by the County, City and District/Borough Councils of Derbyshire.

EDS/91 **CORPORATE PLAN 2009 – 15: PERFORMANCE MANAGEMENT REPORT (1 OCTOBER - 31 DECEMBER 2014)**

The Director of Community and Planning Services delivered a report detailing the progress during the period 1 October to 31 December 2014, in relation to the Council's Corporate Plan 2009 –2015, which are relevant to this Committee under the 'Sustainable Growth & Opportunity' theme.

During the third quarter, all targets for relevant projects and performance measures were achieved, except for three performance measures.

- GM 04 - Percentage of all household waste recycled and composted stands at 42.2% (target 49%).
- GM 05 - Percentage of kerbside collected household waste recycled and composted stands at 43.0% (target 52.7%).
- GM 08 – Speed of planning applications stands at 68% (target 85%)

The report had been based on estimated figures, these had been challenged and the next quarterly report will bring the actual figures into context.

RESOLVED:

That the Committee considered and approved the progress against performance targets.

EDS/92 **WORK PROGRAMME**

Members of the Committee received a report from the Director of Community & Planning Services and Director of Housing & Environmental Services setting out the updated work programme.

RESOLVED:-

That the Committee considered and approved the updated work programme.

EDS/93 **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.

EDS/94 **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 6:25pm

COUNCILLOR P. WATSON

CHAIRMAN

ENVIRONMENTAL AND DEVELOPMENT SERVICES COMMITTEE

9th April 2015

PRESENT:-

Conservative Group

Councillor Watson (Chairman) and Councillors Roberts, Mrs Brown, Ford, Mrs Hall, Mrs Patten and Stanton

Labour Group

Councillors Chahal, Frost, Mulgrew, Stuart, Shepherd (substituting for Councillor Tilley) and Taylor

EDS/95 APOLOGIES

Apologies for absence from the meeting were received from Councillor Tilley.

The Committee were informed that with the Chairman's agreement the order of the agenda would change and agenda item 8 would be reported on first followed by item 7.

EDS/96 DECLARATIONS OF INTEREST

The Committee was informed that no Declarations of Interest had been received.

EDS/97 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/98 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/99 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/100 REPTON DETAILED AIR QUALITY ASSESSMENT

The Environmental Health Manager delivered a report which advised Members of the outcomes and conclusion of the most recent Detailed Air Quality Assessment in Repton. This is following the previous report in November 2013, which concluded that air quality from traffic emissions were marginally above EU Air Quality Objectives at the front of a few properties on the High Street in Repton. The approved report was subsequently submitted to DEFRA who accepted the findings and recommended that an additional full calendar year (throughout 2014) of monitoring be carried out before reaching a decision.

The full year results for air quality monitoring during 2014 had now been received and the Detailed Assessment report had concluded with a high degree of certainty that air quality in Repton meets Air Quality Objectives.

RESOLVED:

(1.1) That Members approved the contents and conclusions of the Detailed Air Quality Assessment in Repton (attached as Appendix 1).

(1.2) That Members instructed the Environmental Health Manager to issue the assessment report to DEFRA in order to meet the Council's statutory duties under the Environment Act 1995.

EDS/101 ASSESSMENT CONSERVATION AREA MANAGEMENT PLAN - SWADLINCOTE

The Planning Development Manager delivered a report on the current progress of the Heritage Lottery Fund (HLF) bid for the Swadlincote Conservation Area. In 2013 the Council were informed of the first round of success in obtaining £8,000 to help develop ideas further and formulate the second bid in May for approximately £500,000 to carry out the delivery of the project. The HLF includes:

- Grants of between 50% and 95% for repairs and improvements to eligible buildings for a three year period between 2015/16 and 2017/18.
- The re-designing of Diana, Princess of Wales, Memorial Garden
- A programme to get people more involved in the town's heritage through events, activities and educational agendas.
- Improving the way that the conservation area is managed, providing advice and guidance.

As part of the bid and to follow on from the Conservation Area Character Statement, a Conservation Area Management Plan (CAMP) and an Article 4 for the Conservation Area were required. The consultation on the CAMP and Article 4 Direction ran from the 30th January to 13th March 2015, this included a drop in event in the Town Hall, letters to all of the buildings within the Conservation Area, supplemented by 20 information notices. Hard copies of the CAMP were held in Swadlincote library and in the

Council's reception along with hard copies of the questionnaires and the Article 4 Direction. Whilst there were several enquiries regarding the CAMP, many seeking clarification, there were no formal comments made to the consultation.

RESOLVED:

(1.1) That Members noted the report and adopted the Swadlincote Conservation Area Management Plan.

EDS/102 **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

REORGANISATION OF THE PLANNING SERVICE

The Director of Community and Planning Services presented a report and highlighted the increase in planning applications, in particular Major applications which had more than doubled since 2012/13. The restructure aim to increase the effectiveness within the Development Management team and Performance and Administration teams, whilst provide a sustainable and appropriate structure for the delivery of these services. The restructure also provides the opportunity to build capacity and resilience in the services to recognise the increased demands placed on the Planning Service following an upturn in the economy.

RESOLVED:

(2.1) That Members recommend to the Finance and Management Committee the following changes for the restructuring of the Planning Service within the Community and Planning Directorate:

Planning Service

The proposals for the restructuring of the Planning Service structure of the Directorate are:

- a) *The creation of two teams within the existing Development Management Team to deal with planning applications.***

To create these new teams the following changes to the existing establishment are proposed;

- b) *The flexible retirement of one Principal Area Planning Officer and re-designation of that post to Principal Area Planning Officer (Major Developments).***
- c) *A new Graduate Planning Officer post for a two year fixed term contract.***

It is also proposed to make a change within the Performance and Administration Team as set out below;

- d) *A new Modern Apprentice post on a two year contract***

It is also proposed to make a change within the existing Policy Team as set out below;

- e) *To re-grade the Planning Policy Manager.***

Whilst not directly linked to changes in this report,

- f) *The Senior Engineer post to be deleted on the retirement of the current post-holder, the saving from this post will be used to finance the permanent changes proposed.***

(2.2) *That guidance on organisational change to be followed to implement these changes that include formal consultation with employees and Trade Union representatives.*

(2.3) *That the proposals outlined to appoint in the revised structure be approved in principle and subject to appropriate consultation.*

(2.4) *That appointments into the new posts detailed above be completed in line with the Council's Assimilation Procedure*

(2.5) *That, owing to the exigencies of the service, any adjustments to the dates as outlined in the report be delegated to the Director of Community & Planning Services in consultation with the Chief Executive, Leader of the Council, Leader of the Opposition and Chairman of the appropriate Committees.*

(2.6) *That the appropriate employment procedures of the Council be followed to ensure that the employment implications be managed appropriately as outlined in the report.*

- (2.7) That the timescales and actions outlined in the report for the completion of the review be approved in principle.**
- (2.8) That the grades of any existing or new posts be subject to the Council's Pay and Grading Review.**
- (2.9) That subject to the completion of assimilation interviews, all changes are implemented with effect from 1st July 2015.**
- (2.10) That Planning Services income from 2014/15 be carried forward to fund the changes for the next two years.**

The meeting terminated at 6:45pm

COUNCILLOR P. WATSON

CHAIRMAN

REPORT TO:	ENVIRONMENTAL & DEVELOPMENT SERVICES COMMITTEE	AGENDA ITEM: 7
DATE OF MEETING:	4th JUNE 2015	CATEGORY: DELEGATED OPEN
REPORT FROM:	DIRECTOR OF COMMUNITY & PLANNING	
MEMBERS' CONTACT POINT:	IAN HEY EXT 8741 ian.hey@south-derbys.gov.uk	DOC:
SUBJECT:	DESIGNATION OF NEIGHBOURHOOD AREA	REF:
WARD(S) AFFECTED:	REPTON	TERMS OF REFERENCE: EDS07

1.0 Recommendations

1.1 That the Committee formally designates the Repton Neighbourhood Area in accordance with the application from Repton Parish Council.

2.0 Purpose of Report

2.1 To draw members attention to the requirements placed upon the Council within the Town and Country Planning Act 1990 (as amended) re supporting the Neighbourhood Planning process and specifically the need to designate the Repton Neighbourhood Area to enable this process.

3.0 Detail

3.1 Under the Town and Country Planning Act 1990 (as amended) the Council has a statutory duty to assist communities in the development of Neighbourhood Development Plans. Within this it is necessary for the Council as Local Planning Authority to consider the designation of Neighbourhood Areas.

3.2 In order for a community to proceed with the production of a Neighbourhood Development Plan the specific neighbourhood needs to be identified and designated.

3.3 The application to South Derbyshire District Council to designate a Neighbourhood Area from Repton Parish Council under Regulation 5 has been publicised on the Council's website and via public notice within the parish of Repton for the appropriate 6 week period as identified by regulation 6. A map of the area and the application form are provided as appendices A and B.

3.4 Any representation about the application needed to be made to the Council by 5pm on 9th April 2015. No representation was received.

3.5 There are no planning reasons why the area should not be designated and this report identifies that, with regard to the area identified within the map at appendix A:

- Repton Parish Council is an appropriate body to make the application.
- The area applied for is an appropriate area and
- The application has been publicised appropriately via the Council's website and public display in Repton.

4.0 Financial Implications

- 4.1 The District is eligible for grant support from the Department for Communities and Local Government to cover costs associated with supporting communities undertaking neighbourhood development plans.
- 4.2 At the Finance & Management Committee of 23rd April 2015 it was agreed that the District make a grant, equivalent to the element relating specifically to the designation of a neighbourhood area, to parish councils undertaking neighbourhood planning.

5.0 Corporate Implications

- 5.1 There is a requirement for the Local Planning Authority to formally designate Neighbourhood Areas if certain conditions are met. These conditions have been met and this designation will ensure that the Council is in compliance with its duties.

6.0 Community Implications

- 5.1 Local communities are not able to progress with a Neighbourhood Development Plan unless the identified area has been formally designated. Repton Parish Council has identified a desire to pursue this course of action supported by community volunteers who have already been identified. Designation will enable the community to exercise its rights established within the Localism Bill.

7.0 Conclusions

- 7.1 The appropriate regulations have been followed and there is no reason to not designate a Neighbourhood Area.

8.0 Background Papers

- 8.1 Appendix A – Map of area to be designated.
Appendix B – Application from Repton Parish Council.



Repton Parish



Application to designate a Neighbourhoods Area, Town and country Planning act 1990, Neighbourhood Planning (General) Regulations 2012

1. **Name of Parish Council:** Repton Parish Council
2. **Name of Neighbourhood Area:** Repton Parish
3. **Parish Clerk details:** Mrs. Susan Reilly, Repton Parish Council Office, 40 High Street, Repton, Derby. DE65 6GD
4. **Additional contact:** John Perks, The Grange, 16 Main street, Repton, Derby, DE65 6EZ telephone 01283 702392 email: np@reptonvillage.org.uk
5. **Relevant body:** we confirm that we are the relevant body to undertake neighbourhood planning in our area in accordance with section 61G of the 1990 Act and section 5C of the 2012 Regulations
6. **Intention of the Neighbourhood area:** We intend to undertake a Neighbourhood Development Plan
7. **Extent of the area:** The whole of the Repton Parish area - as shown on the attached map
8. **Declaration:** Repton Parish Council hereby apply to designate a neighbourhood area as described on this form and the accompanying plan. – dated 12 February 2015

Explanation of choice of area: The area selected is the Repton Parish local government area. There are many administrative cost and convenience benefits of the area specifically conforming with the administrative and electoral area boundaries of the Repton Parish. These include:

- Most people in the selected area live in the village of Repton and the very closely adjacent hamlet of Milton. Between them these settlements provide a wide range of the local community services and voluntary groupings for these settlements and the rural parts of the selected area.
- The Repton Parish Council area has operated for many years and is well understood by residents as the normal unit for local administrative and planning matters and so it will be easier for parishioners to understand the process and to identify with it.
- The Repton Parish Council can readily take the lead and its contribution in terms of finance and effort will serve the whole of the area it serves.
- Any subsequent financial benefit, such as additional Community Infrastructure Levy, will be available to the whole parish.
- The area conforms with the boundaries for many of the available local statistics and the ongoing SDDC local planning process.
- Regular communication is aided by the whole of the area selected being covered by The Parish Magazine which is delivered to all houses.
- The Parish Council is keen to work with adjacent neighbouring communities - particularly where proposals might have particular impact on those communities - and will communicate with their Parish Councils.

REPORT TO:	ENVIRONMENTAL AND DEVELOPMENT SERVICES COMMITTEE	AGENDA ITEM: 8
DATE OF MEETING:	4th JUNE 2015	CATEGORY:
REPORT FROM:	DIRECTOR OF COMMUNITY AND PLANNING	OPEN
MEMBERS' CONTACT POINT:	NICOLA SWOROWSKI (EXT 5983) Nicola.Sworowski@south-derbys.gov.uk	DOC:
SUBJECT:	LOCAL PLAN PART 1 – FURTHER INFORMATION	REF:
WARD(S) AFFECTED:	DISTRICT	TERMS OF REFERENCE: *see below

1.0 Recommendations

1.1 Note the content of the report

2.0 Purpose of Report

2.1 To update Members as to the current situation with the Local Plan Part 1 and the next steps to be taken in order to progress the Local Plan.

3.0 Detail

3.1 The Local Plan Part 1 underwent hearings in November and December 2014 led by the Inspector, Ms Kingaby.

3.2 As part of the examination a joint hearing session was held with Amber Valley and Derby City regarding the assessed housing need for the Derby Housing Market Area (DHMA) and the distribution of Derby City's unmet need. This joint session was presided over by Ms Kingaby and Amber Valley's Inspector, Mr Foster. Following this session and subsequent correspondence from the Inspectors it was deemed necessary to undertake additional Sustainability Appraisal (SA) work around the apportionment of Derby's unmet need. This work has also included Derby City reconsidering its housing capacity again.

3.3 Ms Kingaby also requested that further work be undertaken in regard to the District's five year housing land supply, the viability of the affordable housing target suggested and the infrastructure requirements of the large strategic housing sites.

3.4 This report will consider each of those elements separately starting with the SA work.

3.5 The SA work has been undertaken as a four stage approach:

1. Derby City re-examining their housing capacity to confirm the housing need they would be unable to meet within their administrative boundary.
2. South Derbyshire and Amber Valley to set out how their housing need will be met.
3. Testing reasonable alternatives for meeting Derby's unmet need in Amber Valley and South Derbyshire.
4. Concluding on the most reasonable option for accommodating Derby's unmet need.

3.6 There are currently 396 dwellings unaccounted for across the Derby Housing Market Area (DHMA). The SA work that has been undertaken has considered the full housing need as agreed by the Inspectors of 33,388 dwellings across the DHMA for the period 2011-2028 and therefore these unaccounted for dwellings have also been considered. This work has started and Derby City has confirmed that they are capped at 11,000 dwellings. Work is continuing on the remaining stages.

3.7 Considering the other elements that have been requested then, linked directly to the SA work is the five year housing land supply. One of the most important assessments involved with the production of a Local Plan is the ability to demonstrate that the housing policies within the Plan will deliver a five year supply upon adoption. The Local Plan Inspector has deemed that South Derbyshire are currently unable to do this and has requested this is rectified otherwise the Plan will be considered unsound. In order to finalise this calculation, the housing figure that South Derbyshire is to meet over the plan period 2011-2028 has to be confirmed which is dependent upon completion of the SA work. However, any increase in the housing figure will result in the need for further sites or extensions to existing strategic sites to be dealt with through Part 1 of the Plan.

3.8 The second element that was requested by the Inspector was further information regarding the viability of the affordable housing target. A viability expert was appointed who has undertaken a review of our Plan to assess (alongside the existing information) whether the 30% target is still achievable. The report currently in draft concludes that 30% is achievable on all sites across the District when also combining it with developer contributions. All sites are different, especially brownfield sites and as expected the large brownfield sites do show less viability than greenfield sites. However, the policy in the Local Plan (H20) allows for these differences and whilst 30% is considered and evidenced as a reasonable starting point, the policy does make clear that it can be subject to a viability assessment if necessary. Once finalised, the report will be published on the Council's website as part of the examination documents.

3.9 The final element of the work is around Infrastructure requirements on the strategic sites. This work has been undertaken to demonstrate to the Inspector on a site by site basis, the requirements for each site. This piece of work has involved the updating of information, as evidence on this front continually changes.

3.10 This work will be submitted as soon as possible to allow the Inspector to reconvene the hearings into the Local Plan which may also include a further joint hearing session with Amber Valley and Derby City.

4.0 Financial Implications

4.1 None arising directly from this report.

5.0 Corporate Implications

5.1 There is the risk of further delay in the Local Plan Part 1 process without the necessary information as requested by the Inspector being submitted. Having an up to date Local Plan is an action of the Corporate Plan.

6.0 Community Implications

6.1 An adopted Local Plan will ensure that development across the District is achieved in as sustainable manner as possible and in a way that provides the infrastructure of community facilities for both the new and existing residents.

7.0 Background Papers

7.1 These include: Submission South Derbyshire Local Plan Part 1 and the Sustainability Appraisal.

7.2 All submitted documents for the Local Plan can be found at: http://www.south-derbys.gov.uk/planning_and_building_control/planning_policy/local_plan_examination/default.asp

REPORT TO:	ENVIRONMENTAL & DEVELOPMENT SERVICES COMMITTEE	AGENDA ITEM: 9
DATE OF MEETING:	4th JUNE 2015	CATEGORY: RECOMMENDED
REPORT FROM:	DIRECTOR OF HOUSING AND ENVIRONMENTAL SERVICES	OPEN
MEMBERS' CONTACT POINT:	ADRIAN LOWERY, EXT 5764 adrian.lowery@south-derbys.gov.uk	DOC:
SUBJECT:	PROMOTION OF KERBSIDE RECYCLING AND COMPOSTING COLLECTIONS	REF:
WARD(S) AFFECTED:	ALL	TERMS OF REFERENCE:

1.0 Recommendations

1.1 Committee approves the communication plan and associated costs for promotion of the kerbside and composting collection schemes, to be undertaken through June/July 2015.

2.0 Purpose of Report

2.1 To inform Committee on the performance of the kerbside recycling and composting schemes, to highlight the issues surrounding unacceptable materials, current problems within the recycling industry, the requirements of the Waste (England and Wales) Regulations 2011(as amended), removal of paper and cardboard bring banks and to agree a promotions campaign to reduce contamination levels on the easy green recycling scheme and improve presentation rates and tonnages on the compost collection scheme.

3.0 Detail

3.1 The Council have a statutory duty to achieve a combined recycling and composting rate of 50% by 2020; further to this we have been ambitious and signed up to a target of 55% as part of the Derbyshire Waste Management Strategy. These are likely to be further stretched after this date. The current top performing Councils in England are achieving over 60% combined recycling and composting.

3.2 Our current recycling and composting rate is marginally below 50% at around 48.9%, this is made up of 19.4% from the recycling collections and 29.5% from composting collections.

3.3 Since the introduction of the green bin we have seen a decline in the tonnages presented via the composting collection scheme, from 12,594 tonnes in 2011/12 to

11,798 tonnes in 2014/15. This may be partly due to our publicity focus being on the launch of the easy green recycling scheme.

- 3.4 The Council also have a duty under the Waste (England and Wales) Regulations 2011(as amended) in particular Regulation 13 to collect the four main recyclable materials (glass, paper, metals, plastics) separately unless we can demonstrate a technical, environmental, economic or practicable (TEEP) reason for not doing so. The intention of the regulations is to ensure that high quality recyclable materials are available to the companies reprocessing materials.
- 3.5 A further report dealing with the specific requirements of Regulation 13 of the Waste (England and Wales) Regulations 2011(as amended) and TEEP will be presented to the August committee.
- 3.6 One of our rationales for not collecting the four materials separately is that our scheme already delivers high quality materials, in order to justify this, levels of contamination in the scheme must be kept to a minimum and we must demonstrate to the Environment Agency the actions we are taking to ensure contamination is dealt with.
- 3.7 The current kerbside collection scheme is now 20 months into operation, and is very popular with residents and was very well received. However, there are a number of materials which are being placed in the green bin by residents which continue to cause a problem and one particular material which due to some ambiguity in the contract has previously been collected but cannot continue due to there being no viable market for this material.
- 3.8 The current levels of contamination are around the 9% rate for materials placed in the green bin, the industry average is less than 5% and good performing schemes are around the 2 – 3% levels of contamination.
- 3.9 There are a number of materials which are considered to be contamination (it is not possible to list each and every one), the principle contaminants are pizza boxes, plastic bags, black plastic food trays, plant pots, coat hangers, buckets, baskets, toys, bubble wrap and foam packaging.
- 3.10 In order to deal with the contamination the following promotions scheme has been provisionally agreed with Palm Recycling.
 - Website update to reflect agreed materials
 - Re-design of contamination sticker to bin hanger
 - Removal of plastic grading references 1,2,5 and 6, clear message on acceptable recyclable plastics as per the agreed specification
 - NUDGE 1 – Promotional leaflet delivered to all households in the district.
 - NUDGE 2 – Inspect 500 bins per day and do not collect those with contamination. Mark bins with bin hanger for customer info. (Estimate 17 weeks until completion)
 - NUDGE 3 – Bins rejected for second time to get a follow up letter from SDDC and guide to recycling correctly.
 - NUDGE 4 – Bins rejected for the 3rd time. Home visit by SDDC staff. Hand delivery of guide and final letter warning of removal of service.
 - NUDGE 5 – Bins rejected for the 4th time remove service.
 - SDDC to promote both recycling and composting collection services at a series of roadshows around the district.

- 3.11 The leaflet will advise householders of the changes to the recycling scheme (the main change being the future non collection of black plastics), encourage use of the compost collection scheme and also promote the 'Love Food Hate Waste' scheme. A copy of the proposed leaflet is attached at Appendix A.
- 3.12 The roadshows will give the public the opportunity to talk face to face with council staff, who will promote the positive contribution the public make to the environment through use of their green and brown bins, how they can minimise waste and to clarify any misconceptions as to the materials which are acceptable for presentation in each of the wheeled bins. Details of the locations and dates for the road shows are attached at Appendix B.
- 3.13 There are a number of challenges currently facing the recycling industry, in addition to the Regulation 13 requirements, the recent closure of one of only three paper mills, reprocessing waste paper and card, has led to a glut of available material on the market and a rapid reduction in the market value of this material. This makes schemes where the value of material risk is with the contractor more difficult for them to make a return.
- 3.14 The current financial issues within the industry have led to Palm Recycling removing the paper and card banks they had situated at our recycling centres.
- 3.15 These facilities were provided by Palm Recycling Ltd at no cost to the Council and as such no contract for their provision exists between the two parties. This left the Council in the unfortunate position of having no control over their removal.
- 3.16 Officers have made efforts to find a replacement contractor; however, due to the current state of the market for these materials, none of the contractors known to us are willing to undertake a service within the district, except at a cost which is significantly disproportionate to the value of the tonnages these sites generated.
- 3.17 In 2014/15 the paper and card banks only generated 286 tonnes of waste for recycling, which contributed less than one percentage point to our target.
- 3.18 Where householders have large volumes of paper or card these can be collected via the kerbside scheme, either by placing bundles at the side of the green bin or utilising their green box from the previous scheme.
- 3.19 Where households would not wish to wait until their next collection, they can still transport recyclable waste to either the Bretby or Raynesway Household Waste Recycling Centres or one of the local supermarkets which still provide paper recycling banks for public use.

4.0 Financial Implications

- 4.1 Due to the high levels of contamination we are currently compensating Palm Recycling Ltd an average of £1,500 per calendar month, some £18,000 per year. With over six years remaining on the contract the potential cost is in excess of £108,000.
- 4.2 The majority of the costs for the campaign will be met from existing budgets and are primarily staff time. The cost of delivering the leaflets will be paid to Palm Recycling at the contracted rate of £16,000.

4.3 Palm Recycling has agreed that if the campaign outlined is implemented then the compensation payments will cease in October 2015, irrespective of the success of the campaign.

5.0 Corporate Implications

5.1 The Council's Corporate Plan 2013/14 committed us to 'Develop the opportunities for increasing the range of materials recycled through the re-tendering exercise.' This is measured through the Proportion of Household waste recycled and composted.

5.2 Legal implications – there is no contract in place for the provision of paper and cardboard bring sites, therefore we cannot insist that Palm Recycling continue to provide them. Failure to provide the kerbside scheme in accordance with the agreed contract could lead to claims for compensation from Palm Recycling Ltd.

5.3 Employment Implications - None for the Council.

5.4 Officers have already been in discussions with the communications team and colleagues at Derbyshire County Council the publicity focus will be around the following;

- The Council will be sending out a four page A5 sized leaflet to all households to inform residents about the change to the kerbside collection service. The leaflet will explain that black food trays, plant pots, coat hangers, toys, carrier bags and foam packaging cannot be recycled in the green bin and need to be placed in the black refuse bin for disposal. Residents can find more detailed information the website and a link to the page will be shown on the leaflet.
- Events to provide face to face assistance, the waste management team will be out with a roadshow at eight locations across the District. The roadshow events will run from 4pm to 7pm to allow as many people as possible to visit and discuss the changes to the scheme with the team. The team will also visit other planned community events.
- In addition to the leaflet and roadshows the awareness campaign will be supported with Press releases and Social Media items.
- A county wide video promotion of 'What Happens to Your Recycling' will be launched June/July 2015.

6.0 Community Implications

6.1 The Community Strategy committed the Council to reducing waste; part of the message within the campaign will tackle waste reduction through continuing the 'Love Food Hate Waste' message, but will also provide up to date advice on the appropriate disposal route for recyclable and compostable materials.

6.2 Most of our residents have a very positive approach to composting and recycling. Giving them clear and accurate information to deal with their waste responsibly should encourage greater participation and as such ensure that the brown and green bins are seen as the primary collection methods, increasing participation and tonnages.

Awaiting final version.

Appendix B

DAY	DATE	EVENT	LOCATION	OPEN TIMES
MONDAY	15-Jun	EGRS Contamination Roadshow	Hilton , 01283 735362 Hilton Brook pub car park	4pm - 7pm
TUESDAY	16-Jun	EGRS Contamination Roadshow	Boulton Moor Colwell Drive	4pm - 7pm
WEDNESDAY	17-Jun	EGRS Contamination Roadshow	Overseal , Woodville Road car park	4pm - 7pm
THURSDAY	18-Jun	EGRS Contamination Roadshow	Newhall , Orchard Street jct High St	4pm - 7pm
SATURDAY	20-Jun	Findern Fair	Lower Green Car Park by Parish Rooms	12pm - 4pm
MONDAY	22-Jun	EGRS Contamination Roadshow	Hatton , adj Co-op Station Road	4pm - 7pm
TUESDAY	23-Jun	EGRS Contamination Roadshow	Stenson Fields , rear shops Pilgrims Way	4pm - 7pm
WEDNESDAY	24-Jun	EGRS Contamination Roadshow	Woodville , Hepworth Road junction with Excelsior Drive	4pm - 7pm
THURSDAY	25-Jun	EGRS Contamination Roadshow	Church Gresley , outside Gresleydale Health Centre, Glamorgan Way	4pm - 7pm
SATURDAY	04-Jul	Aston on Trent, Well Dressing	To be confirmed by event organiser	11am - 5pm
SATURDAY	18-Jul	Willington Carnival	Twyford Road Playing Field	12pm - 6pm

REPORT TO:	ENVIRONMENTAL AND DEVELOPMENT SERVICES COMMITTEE	AGENDA ITEM: 10
DATE OF MEETING:	4th JUNE, 2015	CATEGORY: DELEGATED
REPORT FROM:	DIRECTOR OF COMMUNITY AND PLANNING SERVICES	OPEN
MEMBERS' CONTACT POINT:	TONY BURDETT (EXT 5746) Tony.Burdett@south-derbys.gov.uk	DOC:
SUBJECT:	PROPOSED PERMANENT DIVERSION OF PUBLIC FOOTPATH NO 3 (PART) IN KINGS NEWTON (PARISH OF MELBOURNE)	REF:
WARD(S) AFFECTED:	MELBOURNE	TERMS OF REFERENCE: EDS06

1.0 Recommendations

- 1.1 That the Committee authorises the making of an Order under Section 257 of the Town and Country Planning Act 1990 in respect of the Proposed Permanent Diversion of Public Footpath No 3 (Part) in Kings Newton (Parish of Melbourne); and
- 1.2 Agrees to the subsequent confirmation of the Order in the event of there being no objections received during the formal consultation stage.

2.0 Purpose of Report

- 2.1 To seek the Committee's authority to make an order to divert the above mentioned public footpath to enable the permitted development for construction of a Ha-Ha at Highfields, Sleepy Lane Kings Newton to be implemented.

3.0 Detail

- 3.1 The existing public footpath runs in a north-north westerly direction alongside an existing hedgerow before running parallel to, but set away from, the west-south western boundary of Highfields before heading north-north east. Planning permission (9/2014/0564) was granted on 14 August 2014 in respect of construction of a Ha-Ha at Highfields, Sleepy Lane Kings Newton. The Ha-Ha would intersect the public footpath. The proposed new line would involve extending the path alongside the hedgerow by some 17 metres, re-joining the existing route after about 29 metres in a north easterly direction. The surface of the re-aligned path would be natural (grass) and would be 3m in width. The relevant length of the path would increase from approximately 42 metres to 46 metres.

3.2 The application to divert the footpath was made on 17 June 2014. Informal consultation has been undertaken with all the relevant interest groups and organizations. Three observations have been made as follows:

Derby and South Derbyshire Ramblers –

There is a discrepancy in respect of the width of the proposed path (1.5 metres or 3 Metres). *Response: The applicant has confirmed 3 metres width.*

Peak and Northern Footpaths Society –

The width of the path should be specified as 3 metres, with the centre line being 3.5 m away from the centre of the hedge to ensure no obstruction of the hedge grows. *Response – This can be secured in the Order.*

Any barriers should be wicket or pedestrian gates. *Response – This can be secured in the Order.*

Any stiles on the section of footpath not to be diverted should be replaced with a wicket or pedestrian gate. *Response – It is not entirely reasonable to do this but the applicant has agreed. This would be voluntary action.*

Derbyshire County Council – The length of the path may need to be extended to clear the Ha-Ha. *Response – this has been done.*

The Open Spaces Society -

The path should be 3 metres wide along its whole length. *Response – This can be secured in the Order.*

All gates across the Right of Way must be constructed to BS 5709:2006. *Response – This can be secured in the Order.*

The present stile at Point C (map) should be replaced with a gate by the landowner. *Response – This can be secured in the Order.*

3.3 The existing footpath passes through a paddock. The new route would pass through the same paddock. As such there would be no diminution in enjoyment of the route by users, nor would the diverted route be materially less commodious.

3.4 The Order can only be confirmed by the Council if, during the formal consultation process, no objections are received to it. If any objection is received the matter has to be referred to the Planning Inspectorate and a Local Inquiry must be held.

4.0 Financial Implications

4.1 The costs of the procedure are charged to the applicant. However in the event of a public inquiry there will be costs in officer time to the Council. An inquiry also carries the risk of an application for costs against any party.

5.0 Corporate Implications

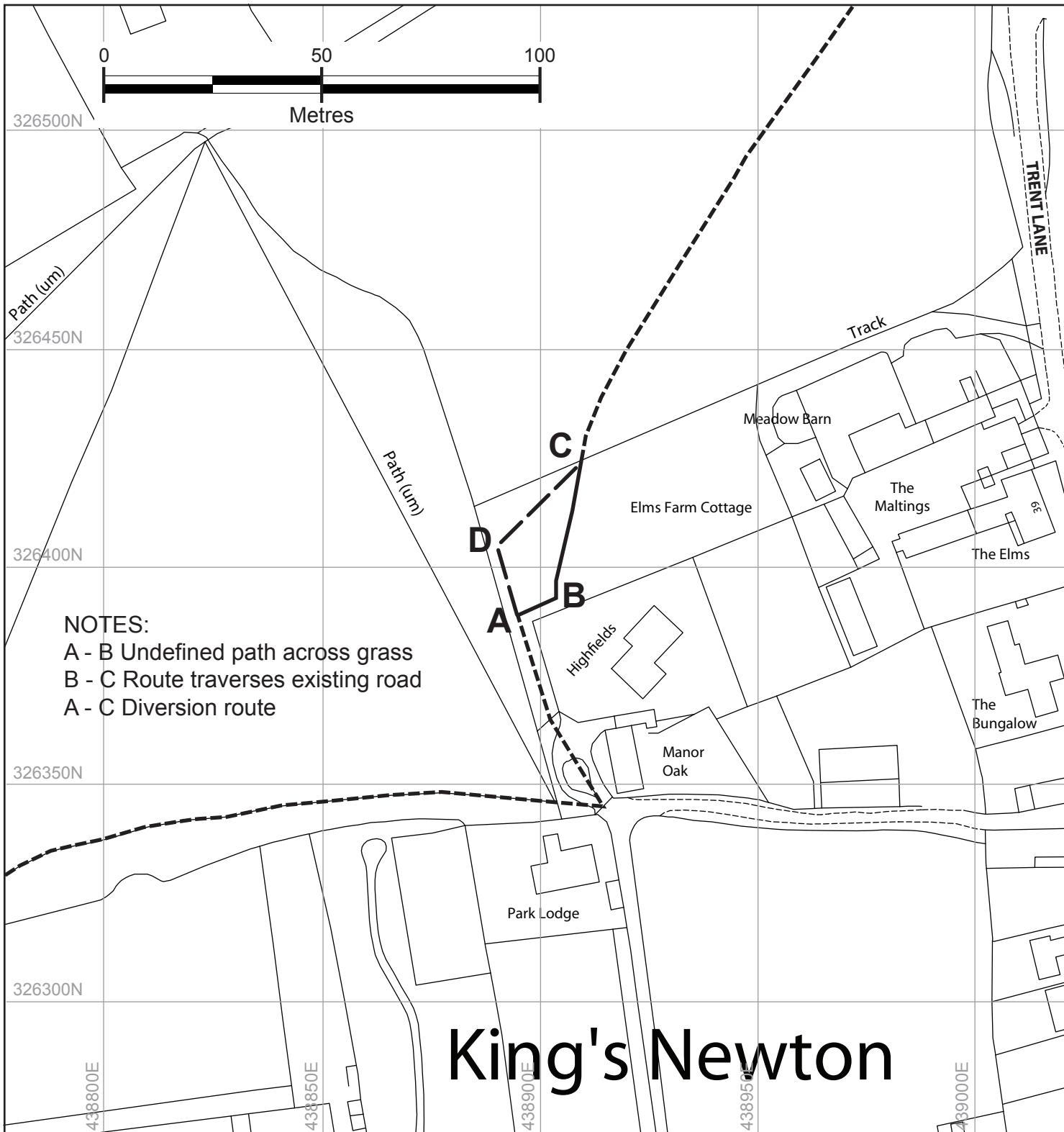
5.1 No specific implications relating to the Corporate Plan.

6.0 Community Implications

6.1 If the Order is confirmed the affected line of the footpath would bring about a pleasant route for users of the footpath into the future.

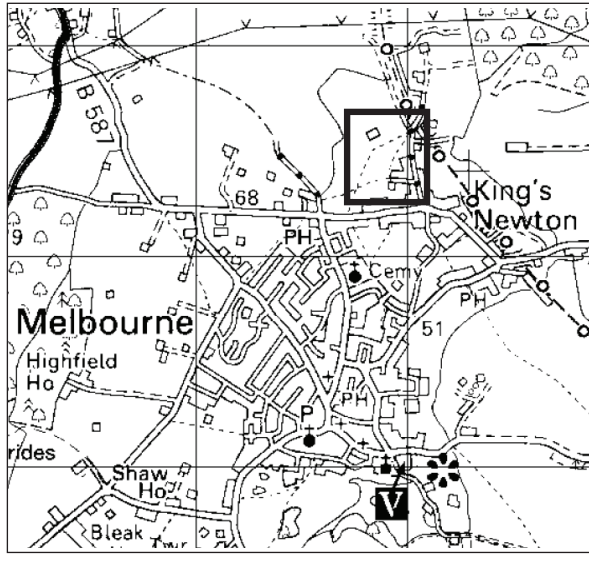
7.0 Background Papers

7.1 Planning application file 9/2014/0564 **Page 26 of 56**



NOTES:
 A - B Undefined path across grass
 B - C Route traverses existing road
 A - C Diversion route

King's Newton



Town and Country Planning Act 1990 Section 257
 South Derbyshire District Council
 Public Footpath No. 3
 Parish of Melbourn

PUBLIC FOOTPATH DIVERSION ORDER 2014

Community & Planning Services,
 South Derbyshire District Council,
 Civic Offices, Civic Way,
 Swadlincote,
 Derbyshire DE11 0AH

KEY	
Footpath to be diverted	
Alternative Footpath	
Existing Footpath	
Ref No.	Melbourn FP3
Scale	1:1250 at A4
Crown Copyright. All rights reserved. South Derbyshire District Council. OS Licence No. 100019461.2011.	

REPORT TO:	ENVIRONMENTAL AND DEVELOPMENT SERVICES COMMITTEE	AGENDA ITEM: 11
DATE OF MEETING:	4 JUNE 2015	CATEGORY: OPEN
REPORT FROM:	DIRECTOR OF COMMUNITY AND PLANNING SERVICES	RECOMMENDED OPEN
MEMBERS' CONTACT POINT:	STUART BATCHELOR EXT 5820 batchelors@south-derbys.gov.uk	DOC:
SUBJECT:	PLANNING CODE OF GOOD PRACTICE	REF:
WARD(S) AFFECTED:	ALL	TERMS OF EDS REFERENCE:

1.0 Recommendations

1.1 That the Committee consider the draft Planning Code of Good Practice and recommends to Council any amendments prior to its consideration for adoption.

2.0 Purpose of Report

2.1 Members consider the draft Planning Code of Good Practice and recommend any changes prior to its consideration for adoption by Council.

3.0 Detail

3.1 At Annual Council on 21st May Members recommended that the Environmental and Development Services Committee consider the draft Planning Code of Good Practice and make their recommendations for the Code being further considered at a future meeting of the Council. A copy of that report to Annual Council is attached as Annexe No.1

4.0 Financial Implications

4.1 There are no financial implications arising from this report.

5.0 Corporate Implications

5.1 The Code builds on the Council's good governance arrangements and promotes transparency and integrity within the Planning decision making process.

6.0 Community Implications

6.1 The Code seeks to maintain the ability for the community to witness the practices and procedures used by the Council in its function as the Local Planning Authority.

7.0 Background Papers

7.1 Planning Code of Good Practice.

Annexe No.1

REPORT TO:	ANNUAL COUNCIL	AGENDA ITEM:
DATE OF MEETING:	21ST MAY 2015	CATEGORY: DELEGATED
REPORT FROM:	CHIEF EXECUTIVE	OPEN
MEMBERS' CONTACT POINT:	ARDIP KAUR Ardip.Kaur@south-derbys.gov.uk EXT. 5715	DOC:
SUBJECT:	PLANNING CODE OF GOOD PRACTICE	REF:
WARD(S) AFFECTED:	ALL	TERMS OF REFERENCE:

1.0 Recommendations

- 1.1 That subject to any amendments by Council, the Planning Code of Good Practice (Appendix A) be approved and adopted.
- 1.2 That the Planning Code of Good Practice is included within Part 5 of the Council's Constitution and replaces the existing Code.

2.0 Purpose of Report

- 2.1 To seek the approval of the Council's Planning Code of Good Practice which is based on the Model Code. The Model Code has been produced by the national body 'Lawyers in Local Government (LLG)'.

3.0 Detail

- 3.1 A 2014 Model Code has been produced by the national body 'Lawyers in Local Government (LLG)', (formerly known as Association of Council Secretaries and Solicitors (ACSeS)). The Code takes into account the update to the Seven Principles of Public Life (the 'Nolan Principles') and commentary from the Committee on Standards in Public Life, the changes in approach to codes of conduct, predetermination introduced by the Localism Act 2011, and the guide on 'Openness and transparency on personal interests' published by the Department for Communities and Local Government 2013.
- 3.2 It is necessary to produce a new revised document based on the Model Code produced by LLG.
- 3.3 Consultation has been undertaken with the Planning Services Directorate, who have responded as follows;

The Model Code has been compiled on a sound and robust basis as described in its introduction. As such it is incumbent on the Local Planning Authority to review its

current Code in the light of this advice. The proposal around the compulsory attendance of committee site visits and the subsequent entitlement to take part in the committee proceedings has been an issue at the planning committee before but has not been reviewed as a principle of decision making for some time. It would appear sensible to be guided by the Model Code in this regard and therefore ensure that Members who have not taken part in the organised site visit cannot then play a part in the determination of the case at the subsequent Planning Committee. Abiding by the Code would ensure that any subsequent challenge to a decision taken by Members would be more robustly defensible in court on the basis of an informed decision having been made.

5.0 Financial Implications

5.1 There are no financial implications arising directly from this report.

6.0 Legal Implications

6.1 The Code takes account of best practice and assists the Council to fulfil its statutory duty to promote and maintain high standards of conduct for both Members and Officers.

7.0 Corporate Implications

7.1 The Code builds on the Council's good governance arrangements and promotes transparency and integrity within the Planning decision making process.

8.0 Community Implications

8.1 The Code seeks to maintain the ability for the community to witness the practices and procedures employed by the Council in its function as the Local Planning Authority.

9.0 Background Papers

9.1 Planning Code of Good Practice.

SOUTH DERBYSHIRE DISTRICT COUNCIL

PLANNING CODE OF GOOD PRACTICE

Background

The Members' Planning Code of Good Practice was originally prepared in response to a series of successful court challenges concerning themselves with local planning authorities and the Members' conduct or conflicts of interests. It replaced what was a number of individual and sometimes haphazard approaches in individual councils at the time.

The drafting of the model code was subject to consultation and comment from a number of local authorities through the machinery of the Association of Council Secretaries and Solicitors (now LLG – Lawyers in Local Government), the Local Government Association, the Local Government Ombudsman, Audit Commission and from firms of solicitors or counsel acting on their behalf.

This 2014 update takes into account the update to the Seven Principles of Public Life (the "Nolan principles") and commentary from the Committee on standards in public life, the changes in the approach to codes of conduct and also to predetermination introduced by the Localism Act 2011 and the guide on "Openness and Transparency on Personal Interests" published by the Department for Communities and Local Government 2013.

For further reading please refer to "Probity in Planning" issued by the Local Government Association.

Introduction

The aim of this Code: to ensure that in the planning process there are no grounds for suggesting that a decision has been biased, partial or not well founded in any way.

One of the key purposes of the planning system is to regulate the development and use of land in the public interest. **Your role as a Member of the Planning Authority is** to make planning decisions openly, impartially, with sound judgment and for justifiable reasons. You are also a democratically accountable decision-taker who had been elected to provide and pursue policies. You are entitled to be predisposed to make planning decisions in accordance with your political views and policies **provided** that you have considered all material considerations and have given fair consideration to relevant points raised.

When the Code applies: this Code applies to Members at all times when involving themselves in the planning process (this includes when taking part in the decision making meetings of the Council in exercising the functions of the Planning Authority or when involved on less formal occasions, such as meetings with officers or the public and consultative meetings). It applies as equally to planning enforcement matters or site specific policy issues as it does to planning applications.

If you have any doubts about the application of this Code to your own circumstances you should seek advice early, from the Monitoring Officer or one of their staff, and preferably well before any meeting takes place.

1. Relationship to the Members' Code of Conduct

- **Do** apply the rules in the Members' Code of Conduct first, which must always be complied with. This is both the rules on interest, Disclosable Pecuniary Interests (DPIs) and any other interests identified by your Authority, and the general rules and obligations giving effect to the Seven Principles of Public Life: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.
- **Do** then apply the rules in this Members' Planning Code of Good Practice, which seek to explain and supplement the Members' Code of Conduct and the law on decision making for the purposes of planning control. If you do not abide by this Members' Planning Code of Good Practice, you may put:
 - the Council at risk of proceedings on the legality of the related decision or maladministration; and
 - yourself at risk of being named in a report made to the Council or, if the failure is also likely to be a breach of the interest provisions of Localism Act 2011, a complaint being made to the Police to consider criminal proceedings.

2. Development Proposals and Personal Interests (includes pecuniary and non-pecuniary interests, as defined by the Code of Conduct)

- **Do** disclose the existence and nature of your interest as required by your Authority's Member Code of Conduct.
- **Do take into account when approaching a decision** that the Principle of Integrity is defined in terms that
*"Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family or their friends. **They must declare and resolve any interests and relationships**".*

It is therefore advisable that you:

- **Don't** seek or accept any preferential treatment, or place yourself in a position that could lead the public to think that you are receiving preferential treatment, because of your position as a councillor. This would include, where you have a disclosable or other personal conflict of interest in a proposal, using your position to discuss that proposal with officers or Members when other members of the public would not have the same opportunity to do so.
- **Do** note that you are not prevented from seeking to explain and justify a proposal in which you may have a conflict of interest to an appropriate officer, in person or in writing, but that your role as a councillor may place additional limitations on you in representing the proposal in which you have a personal interest.

- **Do** notify the Monitoring Officer in writing where it is clear to you that you have a Disclosable Pecuniary Interest or other personal conflict of interest and note that:
 - you should send the notification no later than submission of that application where you can;
 - the proposal will always be reported to the Committee as a main item and not dealt with by officers under delegated powers;
 - you must not get involved in the processing of the application; and
 - it is advisable that you employ an agent to act on your behalf in respect of the proposal when dealing with officers and in public speaking at Committee.

3. Fettering Discretion in the Planning Process

(natural justice, predisposition and predetermination)

- **Don't** fetter your discretion by approaching the decision with a closed mind.
- **Do** be aware that in your role as an elected Member you are entitled, and after often expected, to have expressed views on planning issues and that these comments have an added measure of protection under the Localism Act 2011.
- **Do** keep at the front of your mind that, when you come to make the decision, you
 - are entitled to have and to have expressed your own views on the matter, provided you are prepared to reconsider your position in the light of all the evidence and arguments;
 - must keep an open mind and hear all of the evidence before you, both the officers' presentation of the facts and their advice as well as the arguments from all side;
 - are not required to cast aside views on planning policy you held when seeking election or otherwise acting as a Member, in giving fair consideration to points raised;
 - are only entitled to take account a material consideration and must disregard considerations irrelevant to the question and legal context at hand; and
 - are to come to a decision after giving what you feel is the right weight to those material considerations.
- **Do** be aware that you can be biased where the Council is the landowner, developer or applicant if you have acted as, or could be perceived as being, a chief advocate for the proposal. This is more than a matter of membership of both the proposing and planning determination committees, but that through your significant personal involvement in preparing or advocating that proposal you will be, or perceived by the public as being, no longer able to act impartially or to determine the proposal purely on its planning merits.

- **Do** consider yourself able to take part in the debate on a proposal when acting as part of a consultee body (where you are also a member of the Parish Council, for example, or both a District and County Councillor), provided:
 - the proposal does not substantially affect the well-being or financial standing of the consultee body;
 - you make it clear to the consultee body that:
 - your views are expressed on the limited information before you only;
 - you must reserve judgement and the independence to make up your own mind on each separate proposal, based on your overriding duty to the whole community and not just to the people in that area, ward or parish, as and when it comes before the Committee and you hear all of the relevant information; and
 - you will not in any way commit yourself as to how you or others may vote when the proposal comes before the Committee.
- **Do** explain that you do not intend to speak and vote as a member of the Committee because you will be perceived as having judged (or you reserve the right to judge) the matter elsewhere, so that this may be recorded in the minutes.
- **Do** take the opportunity to exercise your separate speaking rights as a Ward/Local Member where you have represented your views or those of local electors and fettered your discretion, but do not have a disclosable or other personal conflict of interest. Where you do:
 - advise the proper officer or Chair that you wish to speak in this capacity before commencement of the item;
 - remove yourself from the seating area for members of the Committee for the duration of that item; and
 - ensure that your actions are recorded.

4. Contact with Applicants, Developers and Objectors

- **Do** refer those who approach you for planning, procedural or technical advice to officers.
- **Don't** agree to any formal meeting with applicants, developers or groups of objectors where you can avoid it. Where you feel that a formal meeting would be useful in clarifying the issues, you should seek to arrange that meeting yourself through a request to the Planning Services Manager to organise it. The officer(s) will then ensure that those present at the meeting are advised from the start that the discussions will not bind the authority to any particular course of action, that the meeting is properly recorded on the application file and the record of the meeting is disclosed when the application is considered by the Committee.
- **Do** otherwise:

- follow the Authority's rules on lobbying;
- consider whether or not it would be prudent in the circumstances to make notes when contacted; and
- report to the Planning Services Manager any significant contact with the applicant and other parties, explaining the nature and purpose of the contacts and your involvement in them, and ensure that this is recorded on the planning file.

In addition in respect of presentations by applicants/developers:

- **Don't** attend a planning presentation without requesting an officer to be present.
- **Do** ask relevant questions for the purposes of clarifying your understanding of the proposals.
- **Do** remember that the presentation is not part of the formal process of debate and determination of any subsequent application, this will be carried out by the appropriate Committee of the Planning Authority.
- **Do** be aware that a presentation is a form of lobbying and, whilst you may express any view on the merits or otherwise of the proposal presented, you should never state how you or other Members would intend to vote at a committee.

5. Lobbying of Councillors

- **Do** explain to those lobbying or attempting to lobby you that, whilst you can listen to what is said, it may subsequently prejudice your impartiality, and therefore your ability to participate in the Committee's decision making, to make any sort of promise to vote one way or another or such a firm point of view that it amounts to the same thing.
- **Do** remember that your overriding duty is to the whole community not just to the people in your ward/division and, taking account of the need to make decisions impartially, that you should not improperly favour, or appear to improperly favour, any person, company, group or locality.
- **Don't** accept gifts or hospitality from any person involved in or affected by a planning proposal. If a degree of hospitality is entirely unavoidable, ensure it is of a minimum, its acceptance is declared as soon as possible, including its addition to your register of interests where relevant.
- **Do** copy or pass on any lobbying correspondence you receive to the Head of Planning or Planning Manager at the earliest opportunity.
- **Do** promptly refer to the Planning Services Manager any offers made to you of planning gain or constraint of development, through a proposed s.106 Planning Obligation or otherwise.

- **Do** inform the Monitoring Officer where you feel you have been exposed to undue or excessive lobbying or approaches (including inappropriate offers of gifts or hospitality), who will in turn advise the appropriate officers to follow the matter up.
- **Do** declare that you have been lobbied on any particular matter at the Planning Committee when the application is being considered under the Declaration of Interests item of the agenda.
- **Do** note that, unless you have a disclosable or overriding other personal conflict of interest, you will not have fettered your discretion or breached this Planning Code of Good Practice through:
 - Listening or receiving viewpoints from residents or other interested parties;
 - Making comments to residents, interested parties, other Members or appropriate officers (making clear that you must keep an open mind when it comes to making the decision);
 - seeking information through appropriate channels; or
 - being a vehicle for the expression of opinion of others in your role as a ward/division Member.

6. Lobbying by Councillors

- **Don't** become a member of, lead or represent an organisation whose primary purpose is to lobby or promote or oppose planning proposals unless it is your intention to openly campaign on the matter and will therefore step away from the Committee when it comes to make it's decision.
- **Do** join general interest groups which reflect your area of interest and which concentrate on issues beyond particular planning proposals (such as the Victorian Society, CPRE, Ramblers Association or a local civic society), but you should normally seek to disclose that interest on the grounds of transparency where the organisation has made representations on a particular proposal.
- **Don't** excessively lobby fellow councillors regarding your concerns or views nor attempt to persuade them that they should decide how to vote in advance of the meeting at which any planning decision is to be taken.
- **Don't** decide or discuss how to vote on any application at any political group meeting, or lobby any other Member to do so. Political Group Meetings should never dictate how Members should vote on a planning issue.

7. Site Visits/Inspections

- **Do** attend site visits organised by the Council, otherwise you will NOT be permitted to sit on the Committee for those items.
- **Do** ensure that you report back to the Committee any information gained from the site visit that you feel would benefit all Members of the Committee.

- **Do** ensure that you treat the site visit only as an opportunity to seek information and to observe the site.
- **Do** ask the officers at the site visit questions or seek clarification from them on matters which are relevant to the site inspection.
- The Chairman will open the formal site visit and invite Officers to point out relevant features of the site and its surroundings. There will be no discussion of the merits of the case, and any questions from Councillors must be put through the Chairman.
- The visiting Planning Committee party will stay together as a group. No lobbying by applicants or objectors will be allowed at the site visit. If an applicant or objector(s) persist(s) in attempting to lobby, all Councillors and Officers will leave the site.
- **Don't** express opinions or views.
- **Don't** enter a site which is subject to a proposal other than as part of an official site visit, even in response to an invitation, as this may give the impression of bias unless:
 - you feel it is essential for you to visit the site other than through attending the official site visit.
 - you have first spoken to the Head of Planning or Planning Manager about your intention to do so and why (which will be recorded on the file) and
 - you can ensure you will comply with these good practice rules on site visits.

8. Public Speaking at Meetings

- **Don't** allow members of the public to communicate with you during the Committee's proceedings (orally or in writing) other than through the scheme for public speaking or through the Chairman, as this may give the appearance of bias.
- **Do** ensure that you comply with the Council's procedures in respect of public speaking.

9. Officers

- **Don't** put pressure on officers to put forward a particular recommendation. This does not prevent you from asking questions or submitting views to the Head of Planning or Planning Manager, which may be incorporated into any committee report.
- **Do** recognise that officers are part of a management structure and only discuss a proposal, outside of any arranged meeting, with the Corporate Director or Head of Planning or those officers who are authorised by their Corporate Director or Head of Planning to deal with the proposal at a Member level.

- **Do** recognise and respect that officers involved in the processing and determination of planning matters must act in accordance with the Council's Code of Conduct for Officers and their professional codes of conduct, primarily the Royal Town Planning Institute's Code of Professional Conduct. As a result, planning officers' views, opinions and recommendation will be presented on the basis of their overriding obligation of professional independence, which may on occasion be at odds with the views, opinions or decisions of the Committee or its Members.

10. Decision Making

- **Do** ensure that, if you request a proposal to go before the Committee rather than be determined through officer delegation, that your planning reasons are recorded and repeated in the report to the Committee.
- **Do** come to meetings with an open mind and demonstrate that you are openminded.
- **Do** comply with section 38 of the Planning and Compulsory Purchase Act 2004 and make decisions in accordance with the Development Plan unless material considerations indicate otherwise.
- **Do** come to your decision only after due consideration of all of the information reasonably required upon which to base a decision. If you feel there is insufficient time to digest new information or that there is simply insufficient information before you. Request that further information. If necessary defer, or refuse.
- **Don't** vote or take part in the meeting's discussion on a proposal unless you have been present at the entire debate, including the officers introduction to the matter.
- **Do** have recorded the reasons for Committee's decision to defer any proposal [and that this is in accordance with the Council's proposal on deferrals].
- **Do** make sure that if you are proposing, seconding or supporting a decision contrary to officer recommendations or the development plan that you clearly identify and understand the planning reasons leading to this conclusion/decision. These reasons must be given prior to the vote and be recorded. Be aware that you may have to justify the resulting decision by giving evidence in the event of any challenge.

11. Training

- Members that have been nominated by their Group Leaders can act as a designated substitute member of the Planning or Local Plan Committees. Any member of a political group is eligible to be a designated substitute member providing that they have received training in relation to planning matters under a continuing programme arranged by the Council.
- The Council provides training for Councillors on development control, local plan making and/or other planning matters at least once a year. The Council also aims to

provide more specialist training to update knowledge, cover particular topics or to look at matters in greater depth. Training events are open to all Councillors and where places are limited, current members and named substitutes of the Planning and Local plan Committees will take priority.

- **Don't** participate in decision making at meetings dealing with planning matters if you have not attended the mandatory planning training prescribed by the Council.
- **Do** endeavour to attend any other specialised training sessions provided, since these will be designed to extend your knowledge of planning law, regulations, procedures, Codes of Practice and the Development Plans beyond the minimum referred to above and thus assist you in carrying out your role properly and effectively.
- **Do** participate in the annual review of a sample of planning decisions to ensure that Members' judgements have been based on proper planning considerations

REPORT TO:	ENVIRONMENTAL AND DEVELOPMENT SERVICES COMMITTEE	AGENDA ITEM: 12
DATE OF MEETING:	4th JUNE 2015	CATEGORY: DELEGATED
REPORT FROM:	DIRECTOR OF COMMUNITY AND PLANNING SERVICES / DIRECTOR OF HOUSING AND ENVIRONMENTAL SERVICES / CHIEF EXECUTIVE	OPEN
MEMBERS' CONTACT POINT:	STUART BATCHELOR – EXT 5820 MIKE HAYNES – EXT 5775 FRANK McARDLE – EXT 5700	DOC:
SUBJECT:	CORPORATE PLAN 2009-15: PERFORMANCE MANAGEMENT YEAR END REPORT 2014/15	
WARD (S) AFFECTED:	ALL	TERMS OF REFERENCE:

1.0 Recommendations

1.1 That progress against performance targets is considered and approved.

2.0 Purpose of Report

2.1 To report details progress during the final quarter's performance, in relation to the Council's Corporate Plan 2009 –2015, which are relevant to this Committee under the 'Sustainable Growth & Opportunity' theme.

3.0 Detail

3.1 This Committee is responsible for overseeing the delivery of the following outcomes:

- *Developing economic and employment opportunities within the District*
- *Increasing recycling resulting in less waste being sent to landfill*
- *Sustainable planning*

3.2 Details are provided in the following appendices:

- Appendix A - Progress against key projects.
- Appendix B - Progress against performance measures.
- Appendix C - Managing risks

3.3 During the final quarter, all targets for relevant projects and performance measures were achieved, except for three performance measures and two project tasks. These are as follows:

Performance measures:

- GM 04 - Percentage of all household waste recycled and composted stands at 41.57% (target 49%)
- GM 03 - Household waste collected per head of population (in Kgs) stands at 130.52kg (target 125kg) - annual target met.
- GM 05 - Percentage of kerbside collected household waste recycled and composted stands at 40.43% (target 51.6%)
- GM 08 - Speed of planning applications stands at 68% (target 85%)

Project tasks:

- GP07 Progress the South Derbyshire Local Plan - Following the examination in Q3 the Inspector requested further work to be undertaken at both HMA and SDDC level which is currently being undertaken.

4.0 Financial Implications

4.1 None directly.

5.0 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 ‘*Sustainable Growth & Opportunity*’ theme contribute to that aspiration.

Appendix A: Sustainable Growth & Opportunity: Projects 2014/15

GP 01 - Enhance the vitality of the district's town centres			
Quarter	Task	Progress	Status
1	3 x Events supported	3 x Farmers' Markets staged and new Swadlincote Markets stalls launched. Farmers' Market held at Festival of Leisure. Second, larger, Swadlincote Festival of Transport held attracting thousands of visitors.	Achieved
2	3 x Events supported	3 x Farmers' Markets staged. Swadlincote town centre Scarecrow Hunt staged with Swadlincote & District Chamber of Trade and more than 40 participating retailers and other businesses.	Achieved
3	3 x Events supported	2 x Farmers' Markets staged, plus Xmas Mega Market – this was the largest market held in Swadlincote for some years and included entertainment, Santa's grotto and carol singers.	Achieved
4	3 x Events supported	2 x Farmers' Markets staged (January cancelled due to adverse weather). Swadlincote Pancake Races staged on Shrove Tuesday attracting some 45 teams from local businesses/organisations and a much larger audience than in previous years.	Achieved

GP 02 – Deliver the National Forest Partnership Action Plan			
Quarter	Task	Progress	Status
1	1 x Edition of 'What's On'	Summer & Autumn edition of "What's On" published. Easter Farmers' Market held at Rosliston Forestry Centre. The National Forest Walking Festival 2014 supported. 12,316 enquiries handled by Tourist Information Centre.	Achieved
2	1 x Event representation	Tourism in South Derbyshire and The National Forest promoted at events including National Forest Wood Fair, Derbyshire Day at Calke, Elvaston Castle Woodland Festival, Aston well dressing and Farmers' Market at Rosliston Forestry Centre.	Achieved
3	1 x Edition of 'What's On' and 1 x Guide published	Autumn & Winter edition of "What's On" published. The National Forest & Beyond Attractions Guide 2015 published and Visitor Guide prepared. Very well attended National Forest Food & Drink Fair staged at Rosliston Forestry Centre.	Achieved

Appendix A: Sustainable Growth & Opportunity: Projects 2014/15

GP 02 – Deliver the National Forest Partnership Action Plan			
Quarter	Task	Progress	Status
4	1 x Edition of 'What's On'	Spring edition of "What's On" published. National Forest & Beyond tourism business event and leaflet swop staged. English Tourism Week promoted with an event on The Delph with local tour operators.	Achieved

Appendix A: Sustainable Growth & Opportunity: Projects 2014/15

GP 03 – Promote inward investment and business development			
Quarter	Task	Progress	Status
1	1x Event Supported, 1x Publication prepared	Biggest ever Jobs & Careers Fair held attracting over 50 exhibitors offering 1,000+ jobs and some 650 visitors. Publication not completed - recruitment underway to refill vacant Economic Development Officer post.	Fail
2	1x Publication prepared	New edition of South Derbyshire Vacant Commercial Property Bulletin published promoting the area's premises to potential inward investors. South Derbyshire Business Advice Service ' <i>Thinking of Starting a Business?</i> ' workshop held attracted more than 20 entrepreneurs considering self-employment.	Achieved
3	1x Event Supported, 1 x Publication prepared	New edition of South Derbyshire Investment Gazette prepared. South Derbyshire Business Advice Service ' <i>Thinking of Starting a Business?</i> ' workshop held attracted more than 20 entrepreneurs. Business Awards evening staged with a strong entry and some outstanding performances, including the Greenbank Group becoming 'Business of the Year'.	Achieved
4	1 x Publication prepared	South Derbyshire Business Advice Service 'Thinking of Starting a Business?' workshop held at the Old Post Centre attracting 20 participants. New edition of Vacant Commercial Property Bulletin prepared.	Achieved

GP 04 – Regulate businesses in a way that promotes success for south Derbyshire's economy as well as to continuing to provide public protection			
Quarter	Task	Progress	Status
1	Deliver a health and safety advisory service for businesses across Derbyshire and Nottinghamshire on behalf of the Local Enterprise Partnership.	Advice delivered to 38 businesses across the region referred to us by the D2N2 Chamber of Commerce	Achieved
2	Complete an evaluation of the D2N2 health and safety advisory service including client feedback, case studies and a summary report for the LEP.	Project report completed. Case studies submitted to the LEP for inclusion in their marketing material. Project outcomes have been approved by the LEP and they have agreed to provide further funding to continue the project.	Achieved

Appendix A: Sustainable Growth & Opportunity: Projects 2014/15

GP 04 – Regulate businesses in a way that promotes success for south Derbyshire’s economy as well as to continuing to provide public protection			
Quarter	Task	Progress	Status
3	Revise the Environmental Health enforcement policy to include the provisions of the Regulators Code.	Complete. Policy revised and published as a joint Environmental Health / Licensing Enforcement Policy.	Achieved
4	Amend all environmental health and operational procedures to reflect the provisions of the Regulators Code and the Better Business for All Pledge of Support. Support actions arising from the D2N2 "Better Business for All" regional steering group. Complete a BRDO outcomes and impacts review and develop an action plan to implement the findings of the review.	Complete	Achieved

GP 05 – Review the commercial waste service and analyse the potential for development			
Quarter	Task	Progress	Status
1	Establish capacity for expansion within current resources. Establish potential market for commercial waste collections.	All baseline data has been collated and analysed, resource capacity is equal to potential market.	Achieved
2	Review, benchmark and restructure pricing schedules. Complete initial business case	Review and Benchmark completed, restructured pricing schedules to be confirmed as part of the corporate fees and charges process. Outline business case completed, with exception of recycling options, we are awaiting confirmation of capacity and pricing from our contractor.	Achieved

Appendix A: Sustainable Growth & Opportunity: Projects 2014/15

GP 05 – Review the commercial waste service and analyse the potential for development

Quarter	Task	Progress	Status
3	Explore marketing opportunities and develop marketing approach. Complete business case	Business case completed. Expansion of commercial collections not deemed prudent at this time.	Achieved
4	Implement expansion of commercial waste collections - dependent on outcome of business case.	Business case completed. Expansion of commercial collections not deemed prudent at this time.	N/A

GP 06 – Deliver the key actions contained within the Contaminated Land Inspection Strategy

Quarter	Task	Progress	Status
1	Publish the Q1 contaminated land inspection report. Complete 1 phase 1 study of a high priority site.	Contaminated Land Inspection Strategy quarterly progress report submitted to ED&S Committee. SDDC directed Phase I study undertaken at 80ha site on land off Valley Road, Overseal.	Achieved
2	Publish the Q2 contaminated land inspection report. Complete 2 Phase I studies of high priority sites. Develop detailed project plan for the delivery of ACUMEN landfill project	Q2 contaminated land inspection report submitted for ED&S Committee. Project plan for the ACUMEN landfill project drafted.	Achieved

Appendix A: Sustainable Growth & Opportunity: Projects 2014/15

GP 06 – Deliver the key actions contained within the Contaminated Land Inspection Strategy			
Quarter	Task	Progress	Status
3	Publish the Q3 contaminated land inspection report, including progress to plan on the ACUMEN landfill project Complete 3 Phase I studies of high priority sites.	3 Phase I studies have been completed - at Coton Park, William Nadins Way and Valley Road, Overseal. ACUMEN project plan published. Q3 inspection report will be appended to the Committee report	Achieved
4	Publish the Q4 contaminated land inspection report, including progress to plan on the ACUMEN landfill project Complete 4 Phase I studies of high priority sites	Strategy actions progressing to plan. Phase 1 study (prelim risk assessment) complete at Coton Park Solar Farm site, work facilitated the successful approval of a renewable energy generation project on a high risk brownfield site. Q4 inspection report will be appended to the Committee report.	Achieved

GP 07 – Progress the South Derbyshire Local Plan			
Quarter	Task	Progress	Status
1	Complete pre-submission consultation on the Local Plan. Submit Local Plan to the Planning Inspectorate	Pre Submission consultation completed and Plan to be considered by Council on 3rd July	Fail
2	Prepare for Local Plan examination - pre exam questions or meeting possible	Local Plan approved at Council and submitted to the Inspectorate. Inspector allocated and further communication is awaited.	Achieved
3	Undertake Local Plan examination	Examination held in November and completed. Dealing with queries from the Inspector.	Achieved

Appendix A: Sustainable Growth & Opportunity: Projects 2014/15

GP 07 – Progress the South Derbyshire Local Plan			
Quarter	Task	Progress	Status
4	Receive Inspectors Report confirming that South Derbyshire's Local Plan is sound	Following the examination in Q3 the Inspector requested further work to be undertaken at both HMA and SDDC level which is currently being undertaken.	Fail

GP 08 – supporting our local communities in neighbourhood planning			
Quarter	Task	Progress	Status
1	Support interested communities	Update provided at Parish Liaison meeting and offer to support Parishes refreshed	Achieved
2		Update provided at Parish Liaison meeting and offer to support Parishes refreshed	Achieved
3		Melbourne parish supported with early work on being a designated area of a Neighbourhood Plan.	Achieved
4		Melbourne neighbourhood development plan designated. Repton parish supported with early work on being a designated area of a Neighbourhood Plan.	Achieved

Appendix B Sustainable Growth & Opportunity Performance Measures 2014/15 (1 January – 31 March 2015)

Outcome	Measure	Actual / Out turn 2013/14	Target Quarter 4 2014/15	Actual Quarter 4 2014/15	Quarter Status	Annual Target 2014/15	Out turn 2014/15	Status	Comments/ Remedial Action
GO 1 - Developing economic and employment opportunities	GM 01 -Total Rateable Value of business premises (Proxy measure)	N/a	N/a		Proxy	N/a		Proxy	
	GM 02 - Unemployment Rate (Proxy measure)	1.50%	N/a	0.9%	Proxy	N/a	0.9%	Proxy	
GO 2 - Increasing recycling resulting in less waste being landfilled	GM 03 -Household waste collected per head of population (in Kgs)	503.75	125.00	130.52	Fail	510.00	502.4	Achieved	Annual target achieved. Quarterly target failed due to variation however averages out to meet the annual target comfortably.
	GM 04 - Percentage of all household waste recycled and composted	48.10%	49.00%	41.57%	Fail	50.00%	49.89%	Fail	This outturn is an improvement on 2013/14 performance, but a number of factors have led to us falling short of our 2014/15 target, these are: Higher than expected levels of contamination in the green bin scheme. An unusually low tonnage from compost collections in Q4. An increase in tonnage through the black bin collections. We have planned a number

Appendix B Sustainable Growth & Opportunity Performance Measures 2014/15 (1 January – 31 March 2015)

Outcome	Measure	Actual / Out turn 2013/14	Target Quarter 4 2014/15	Actual Quarter 4 2014/15	Quarter Status	Annual Target 2014/15	Out turn 2014/15	Status	Comments/ Remedial Action
									of promotional activities throughout the 2015 Summer to further improve performance.
	GM 05 - Percentage of kerbside collected household waste recycled and composted	New	51.6%	40.43%	Fail	52%	48.9%	Fail	This outturn is an improvement on 2013/14 performance, but a number of factors have led to us falling short of our 2014/15 target, these are: Higher than expected levels of contamination in the green bin scheme. An unusually low tonnage from compost collections in Q4. An increase in tonnage through the black bin collections. We have planned a number of promotional activities throughout the 2015 Summer to further improve performance

Appendix B Sustainable Growth & Opportunity Performance Measures 2014/15 (1 January – 31 March 2015)

Outcome	Measure	Actual / Out turn 2013/14	Target Quarter 4 2014/15	Actual Quarter 4 2014/15	Quarter Status	Annual Target 2014/15	Out turn 2014/15	Status	Comments/ Remedial Action
GO 3 - Sustainable Planning	GM 06- Net additional commercial / employment floor space created (hectares) (Proxy measure)	N/a	N/a		Proxy	2.65		Proxy	
	GM 07 - Net additional homes provided (Proxy measure)	N/a	N/a		Proxy	673		Proxy	
	GM 08 - Speed of Planning applications	86.80%	85.00%	68.00%	Red	85.00%	75.81%	Red	
	GM 09 - Number of quality development schemes delivered	100.00%	90.00%	n/a	n/a (Not measured quarterly)	90.00%	100.00%	Green	
	GM 10- Satisfaction with the Planning application process	N/a	80.00%	n/a	n/a	80.00%	n/a	n/a	Data currently being collected. Outturn results should be available at the end of Q1 15/16

Appendix C: Sustainable Growth & Opportunity - Managing Risks– As at 31 March 2015

Risk Description	Likelihood	Impact	Mitigating Action
Failure of tourism partnership <i>(Main Responsible Officer – Chief Executive)</i>	Tolerate the risk	Low	The partnership and its forward development should be reviewed annually, in discussion with partners.
Failure of Tourist Information Centre partnership <i>(Main Responsible Officer – Chief Executive)</i>	Tolerate the risk	Low	Annual review of risk
Failure of economic development partnership <i>(Main Responsible Officer – Chief Executive)</i>	Tolerate the risk	Low	Annual review of risk
Increase in fuel costs resulting in budget overspend <i>(Main Responsible Officer – Director of Housing and Environmental Services)</i>	Tolerate the risk	Medium	Ensure routes are fully optimised Monthly monitoring and reporting of actual spend against budget
Suitability of household waste for composting <i>(Main Responsible Officer – Director of Housing and Environmental Services)</i>	Treat the risk	Low	Keep abreast of on-going national discussions and maintain relations with partner contractors.
Failure of Sharpe’s Pottery Museum <i>(Main Responsible Officer – Director of Planning and Community Services)</i>	Tolerate the risk	Medium	Annual review of risk
Reduced Planning Fees <i>(Main Responsible Officer – Director of Planning and Community Services)</i>	Tolerate the risk	Low	Six monthly monitoring
Judicial review and/or appeals against Planning decisions <i>(Main Responsible Officer – Director of Planning and Community Services)</i>	Treat the risk	Low	Annual review of risk

REPORT TO:	ENVIRONMENTAL AND DEVELOPMENT SERVICES COMMITTEE	AGENDA ITEM: 13
DATE OF MEETING:	4th JUNE 2015	CATEGORY: DELEGATED
REPORT FROM:	DIRECTOR OF COMMUNITY AND PLANNING SERVICES	OPEN
MEMBERS' CONTACT POINT:	STUART BATCHELOR (Ext. 5820)	DOC:
SUBJECT:	WORK PROGRAMME 2015/16	REF:
WARD(S) AFFECTED:	ALL	TERMS OF REFERENCE: N/A

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 Services Committee – 4th June, 2015
Work Programme 2015/16**

Work Programme Area	Date of Committee meetings	Anticipated completion date	Submitted to Council target date	Contact Officer (Contact details)
South Derbyshire Local Plan Part 1 Update	4 th June 2015			Nicola Sworowski Planning Policy Manager (01283 595983)
Planning Code of Good Practice	4th June 2015			Stuart Batchelor Director of Community and Planning (01283 595820)
Neighbourhood Plan Designation	4 th June 2015			Ian Hey Community Partnership Officer (01283 228741)
Publicising the Kerbside Recycling Service	4 th June 2015			Adrian Lowery Direct Services Manager (01283 595764)
Minerals – County Council consultation	20 th August 2015			Kevin Exley Planning Officer (sustainability) x8717
Local Plan	20 th August 2015			Nicola Sworowski Planning Policy Manager (01283 595983)
Public Spaces Protection Orders – Consultation Plan	20 th August 2015			Matt Holford Environmental Health Manager (01283 595856)
Corporate Anti-Social Behaviour Policy	20th August 2015			Matt Holford Environmental Health Manager (01283 595856)
South Derbyshire Air Quality Updating and Screening Assessment	1 st October 2015	Page 55 of 56		Matt Holford Environmental Health Manager (01283 595856)

Proposed Tattooists Registration Scheme	1st October 2015			Matt Holford Environmental Health Manager (01283 595856)
Proposed Revisions to the South Derbyshire Off Street Parking Order	1st October 2015			Matt Holford Environmental Health Manager (01283 595856)
Local Plan	1 st October 2015			Nicola Sworowski Planning Policy Manager (01283 595983)
Public Spaces Protection Order – Consultation Feedback and Decision	7 th April 2016			Matt Holford Environmental Health Manager (01283 595856)

s:\cent_serv\committee work programmes\e & ds\2014-15\e & ds 09.04.15.doc