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Our Ref: DS
Your Ref:

Date: 7 November 2018

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, 15 November 2018 at 18:00**. You are requested to attend.

Yours faithfully,



Chief Executive

To:- **Conservative Group**

Councillor MacPherson (Chairman), Councillor Roberts (Vice-Chairman) and Councillors Billings, Mrs Brown, Mrs Coe, Mrs Patten, Pegg and Watson

Labour Group

Councillors Chahal, Dunn, Taylor and Tilley

Independent / Non Grouped Member

Councillor Coe

AGENDA

Open to Public and Press

- 1** Apologies and to note any Substitutes appointed for the Meeting.
- 2** To receive the Open Minutes of the following Meeting:

Environmental and Development Services Committee 27th September 2018 Open Minutes **4 - 7**
- 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** CORPORATE PLAN 2016- 21 PERFORMANCE REPORT **8 - 21**
- 8** KEY PERFORMANCE INDICATORS – LICENSING DEPARTMENT **22 - 23**
- 9** GYPSY AND TRAVELLER SITE ALLOCATIONS DEVELOPMENT PLAN DOCUMENT **24 - 27**
- 10** SWADLINCOTE TOWN CENTRE VISION – PROGRESS REVIEW **28 - 49**
- 11** GRIT BIN PROVISION POLICY **50 - 63**

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 following Meeting:

Environmental and Development Services Committee 27th

70 - 70

September 2018 Exempt Minutes

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

ENVIRONMENTAL AND DEVELOPMENT SERVICES COMMITTEE

27th September 2018

PRESENT:-

Conservative Group

Councillor MacPherson (Chairman), Councillor Roberts (Vice-Chairman) and Councillors Billings, Hewlett (substituting for Cllr Mrs Brown) and Mrs Patten

Labour Group

Councillors Dunn, Shepherd (substituting for Cllr Chahal) Taylor and Tilley

EDS/42 **APOLOGIES**

Apologies for absence from the meeting were received from Councillors Mrs Brown, Mrs Coe, Mrs Hall and Watson (Conservative Group), Councillor Chahal (Labour Group) and Councillor Coe (Independent Non-Grouped Member)

EDS/43 **MINUTES**

The Open Minutes of the Meeting held on 16th August 2018 were noted, approved as a true record and signed by the Chairman.

EDS/44 **DECLARATIONS OF INTEREST**

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

EDS/45 **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/46 **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/47 **REPORTS OF THE OVERVIEW & SCRUTINY COMMITTEE**

There were no Overview and Scrutiny Reports to be submitted.

MATTERS DELEGATED TO COMMITTEE

EDS/48 GAMBLING ACT 2005 – STATEMENT OF LICENSING POLICY

The Trainee Licensing Officer presented the report to Committee highlighting that 12 weeks of consultation had taken place with three responses received.

RESOLVED:

The Committee approved the Council's Gambling Act 2005 Statement of Licensing Policy ("the Policy") and Local Area Profile Plan.

EDS/49 ADOPTION OF THE STATEMENT OF COMMUNITY INVOLVEMENT

The Planning Policy Officer presented the report to Committee.

Councillor Shepherd raised a concern regarding the Infinity Garden Village expressing why he felt that this project did not meet the consultation criteria set out in the Statement of Community Involvement. The Strategic Director confirmed that the Statement of Community Involvement applied to statutory plans and planning applications and not to the masterplanning of individual sites.

RESOLVED:

The Committee approved that the Statement of Community Involvement (SCI) attached at Appendix 1 be adopted by the Council, replacing the SCI adopted in March 2006.

EDS/50 LOCAL GREEN SPACES – DRAFT DEVELOPMENT PLAN DOCUMENT

The Planning Policy Officer presented the report to Committee outlining the process of identifying potential suitable sites. An update was given on the proposed Repton Development Plan; with a minor adjustment to two boundaries in Repton.

Following a comment raised by Councillor Tilley it was agreed that the criteria for why sites have been chosen is given to the public in a clear and transparent way.

Councillor Taylor raised his concern of potential sites particularly those in the urban core which have not been put forward. The Planning Policy Officer confirmed that a full consultation of new sites, if a case is well made would be looked at on its merits, this could also include any site that had been previously discounted.

RESOLVED:

The Committee approved the Local Green Spaces Draft Development Plan Document, as attached at Appendix A of the report, for consultation.

Councillor Billings left the Meeting at 6:20pm
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EDS/51 CONTAMINATED LAND INSPECTION STRATEGY

The Environmental Health Manager presented the report to Committee.

RESOLVED:

The Committee approved the adoption of an updated Contaminated Land Inspection Strategy.

EDS/52 **DERBY CITY CLEAN AIR CONSULTATION**

The Environmental Health Manager presented the report to Committee informing Members that no representations had been received during the initial consultation period.

Councillor Patten commented on the lack of detail in the report on the impact on South Derbyshire. A discussion took place on the sustainable transport plan and the work which is starting to emerge. Councillor Taylor gave support of the favoured Option 1 for South Derbyshire.

RESOLVED:

The Committee endorsed the conclusions of the report as forming the South Derbyshire response to Derby City Council's consultation for tackling poor air quality.

EDS/53 **DONINGTON PARK NOISE MANAGEMENT**

The Environmental Health Manager presented the report to Committee, providing background information on the Council's role in how noise is managed at Donington Park racetrack.

Councillor Harrison gave praise on the achievement that effective partnership working had on the reduction of complaints.

RESOLVED:

The Committee noted the content of the report and supported the continued partnership working on noise management with North West Leicestershire District Council to enable the successful and sustainable growth of Donington Park.

EDS/54 **COMMITTEE WORK PROGRAMME**

RESOLVED:

Members considered and approved the updated work programme.

EDS/55 **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 16th August 2018 were received.

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

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

The meeting terminated at 6.50pm.

COUNCILLOR A MACPHERSON

CHAIRMAN

REPORT TO:	ENVIRONMENTAL AND DEVELOPMENT SERVICES	AGENDA ITEM: 7
DATE OF MEETING:	15th NOVEMBER 2018	CATEGORY: DELEGATED
REPORT FROM:	LEADERSHIP TEAM	OPEN DOC:
MEMBERS' CONTACT POINT:	ALLISON THOMAS (EXT. 5775) FRANK MCARDLE (EXT. 5700)	
SUBJECT:	CORPORATE PLAN 2016-21: PERFORMANCE REPORT (1 JULY – 30 SEPT 2018)	
WARD (S) AFFECTED:	ALL	TERMS OF REFERENCE: G

1.0 Recommendations

- 1.1 That the Committee considers progress against performance targets set out in the Corporate Plan.
- 1.2 That the Risk Register and Action Plan for the Committee's services are reviewed.

2.0 Purpose of Report

- 2.1 To report progress against the Corporate Plan for the period July 1 to September 30, 2018, 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 the Council's work – it sets out its values and vision for South Derbyshire and defines its 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*

These aims are underpinned by outcomes including financial health, improved customer focus, good governance, enhanced environmental standards and maintaining a skilled workforce.

- 3.3 Of the 17 measures and projects under the jurisdiction of the Environmental and Development Services Committee, 13 are green, one red and three grey. More information can be found in the Performance Board in **Appendix A**. A detailed breakdown of performance for the committee is available in the Success Areas and Action Plan documents (**Appendices B and C respectively**).
- 3.5 The Risk Register for the Committee’s services is detailed in **Appendix D**. This has been amended for quarter two reporting and beyond to make it easier to understand and to enable a consistent format for assessing and reporting risk across Policy Committees.
- 3.6 Each risk has been identified and assessed against Corporate Plan aims and are considered to be the most significant risks to the Council in achieving its main objectives. The Risk Registers detail a matrix to show how each identified risk has been rated. The Action Plan describes each risk, as well as mitigation measures in place and planned actions to minimise the likelihood of the risk occurring and/or its impact. The Action Plan also indicates whether the rating of a risk has changed since the previous quarter. The Committee is asked to review and challenge the risks identified.

4.0 Overall Council performance – Quarter two (July 1 to September 30, 2018)



There were 27 green, four grey and 16 red Council projects/measure in quarter two.

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, 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 – Service Delivery Risk Register

Theme	Ref	Aim	Project	Q1 progress	Q2 target	Q2 performance	Q2 detail
Outcomes	O1	Maintain financial health	Identify £1m of budget savings and additional income by March 31, 2023	The budget outturn reported to Committee showed additional income and underspending on the General Fund for 2017/18.	O1.1 Review Medium Term Financial Plan (MTFP) following budget out-turn for 2017/18 and updated reserves position. F&M	Achieved	Completed and reported to Finance and Management on October 11, 2018. The Council's financial position continues to show resilience and is considered sustainable in the medium-term. Budget deficits could still be seen in future years and this will be kept under review. In the meantime, the strategy is to remain cautious within the confines of the Financial Plan and to continue to generate budget savings wherever possible.
Outcomes	O1	Maintain financial health	Maximise rental income	1.84%. Target <2.5%	O1.2 Rent arrears as a % of the rent due. Target <2.5%. F&M H&CS	1.99%. Target <2.5%	The Council has benchmarked the out-turn figure for quarter one (1.84%) with Housemark. This confirms the Council achieved upper quartile performance within the local authority and national peer groups. Current tenant arrears outstanding in quarter two amount to £240,046.71. The out-turn for quarter two will be benchmarked with Housemark in November and reported in quarter three.
Outcomes	O2	Maintain proper corporate governance	Compile and publish an Annual Governance Statement in accordance with statutory requirements.	The auditor concluded that, in all material aspects, the Council's arrangements were satisfactory, except for contract management and procurement issues in Housing and Environmental Services.	O2.1 An unqualified opinion in the Annual Audit Letter. Annual target. F&M	See Action Plan.	See Action Plan.
Outcomes	O3	Enhance environmental standards.	Demonstrate high environmental standards.	Options appraisal produced of environmental management systems.	O3.1 Internal consultation on environmental management options. E&DS	Achieved	Internal consultation complete. Approval has been granted by the Environmental and Development Services Committee to seek full reaccreditation to ISO14001. A Corporate Environmental Sustainability Group has been initiated.
Outcomes	O4	Maintain a skilled workforce.	Strengthen measures and support employees to reduce absence due to sickness/ill health.	2.55 days. Target - 2 days.	O4.1 The average working days lost per employee is less than two days per quarter. F&M	3.05 days. Target - 2 days.	See Action Plan.
Outcomes	O4	Maintain a skilled workforce.	Further improve frontline services and develop a Council which is fit for the future by using the decision-making methodology identified by the Local Government Association review.	Report on proposed changes not approved by Council.	O4.2 Full consultation completed with staff and trade unions. F&M	See Action Plan.	See Action Plan.
Outcomes	O5	Maintain customer focus.	Ensure services remain accessible to residents and visitors.	80.8%. Target - 80%.	O5.1 80% of telephone calls answered within 20 seconds. F&M	71.6%	See Action Plan.
Outcomes	O5	Maintain customer focus.	Ensure services remain accessible to residents and visitors.	3.7%. Target <8%.	O5.2 Call abandonment rate of less than 8% (Number of visitors to Civic Offices to be recorded). F&M	10.30%	See Action Plan.
Outcomes	O5	Maintain customer focus.	Improve the way in which Housing Services gathers, reports and acts on customer satisfaction data.	A review was undertaken of all satisfaction surveys distributed by Housing Services during 2017-2018.	O5.3 Investigate alternative methods of collecting satisfaction across Housing Services. Carry out the STAR survey. H&CS	Achieved.	The STAR Survey was carried out during quarters one and two. Results have been analysed and will be shared with the Housing and Community Services Committee on November 22. Meetings have been scheduled with tenants and senior managers to review results and develop an action plan to improve areas of dissatisfaction.
Outcomes	O5	Maintain customer focus.	Delivering a first class Repairs Service (strategic review of repairs and improvements) to provide value for money and high levels of customer satisfaction.	The Housing Quality Network completed a data review, as well as staff and tenant consultation.	O5.4 Report findings of strategic review to committee. H&CS	See Action Plan.	See Action Plan.
Outcomes	O6	Minimise business risks and realise the benefits of technological opportunities.	Build IT infrastructure resilience to support change and minimise business risks.	Back up disaster recovery (DR) software solution agreed.	O6.1 Q1-3: New back up and disaster recovery process. Q1-2: Refocus ICT structure and operational management. F&M	Achieved.	Public Services Network (PSN) compliance achieved. A new ICT Infrastructure and Security manager started with the Council on October 1. Backup and disaster recovery project on track with all hardware and software purchased and commissioning taking place October/November.
Outcomes	O6	Minimise business risks and realise the benefits of technological opportunities.	Establish a corporate approach and responsibility for business change and improvement, standardising evaluation and delivery of projects across the Council.	A new process for Business Improvement and Change Management was designed and delivered.	O6.2 Q2-4: Delivery of digital transformation, business improvement, service reviews and corporate transformation projects. F&M	Achieved.	Continued delivery of identified projects in addition to new reviews to improve business processes.
People	PE1	Enable people to live independently	Residents satisfied with the quality of their new home	90%. Target - 90%	PE1.1 >90% of residents satisfied with the quality of their new home. H&CS	88%. Target - 90%	See Action Plan.
People	PE1	Enable people to live independently	Average time taken to re-let Council homes (excluding major voids)	26. Target <21 days.	PE1.2 Average time taken to re-let Council homes (excluding major voids) is <21 days. H&CS	35.7. Target <21 days	See Action Plan.
People	PE1	Enable people to live independently	Average length of time for current voids	41. Target <21 days.	PE1.3 Average length of time for current voids is <21 days. H&CS	59. Target <21 days	See Action Plan.
People	PE2	Protect and help support the most vulnerable, including those affected by financial challenges.	Total number of tenancy audits completed.	275. Target - 250.	PE2.1 250 or more tenancy audits completes. H&CS	522. Target - 500	Quarter two target has been exceeded by 22 tenancy audit visits. This performance indicator is on track for completing 1,000 tenancy audit visits over the year.
People	PE2	Protect and help support the most vulnerable, including those affected by financial challenges.	Number of successful introductory tenancies	96%. Target - 97%.	PE2.2 Number of successful introductory tenancies. Target - 97%. H&CS	96%. Target 97%	See Action Plan.
People	PE2	Protect and help support the most vulnerable, including those affected by financial challenges.	Average time for processing new Benefit claims.	17.6 days. Target <18 days.	PE2.3 Average time for processing new Benefit claims is <18 days. F&M	18.7 days	See Action Plan.
People	PE2	Protect and help support the most vulnerable, including those affected by financial challenges.	Average time for processing notifications of changes in circumstances.	7.2 days. Target <8 days.	PE2.4 Average time for processing notifications of changes in circumstances is <8 days. F&M	8.7 days	See Action Plan.
People	PE2	Protect and help support the most vulnerable, including those affected by financial challenges.	Successful roll out of Universal Credit in South Derbyshire.	Infrastructure put in place for roll out of Universal Credit.	PE2.5 Commence shared postcode roll out in July. Monitor progress and impact. H&CS F&M	Achieved.	Processes and procedures in place. Gateway to Housing Benefit closed in postcode areas shared with Derby City. Limited impact as roll-out only currently affects new claims.
People	PE2	Protect and help support the most vulnerable, including those affected by financial challenges.	Deliver the Pilot Hospital Avoidance Scheme across South Derbyshire, saving the NHS bed days and cost (£).	Better Care Funding Board of £100k agreed for 2018/19 to set up a Hospital Avoidance Scheme in the District.	PE2.6 Compile and agree service level agreement joint protocol with Adult Social Care and NHS to deliver project. Furnish units in preparation for handover. H&CS F&M	Achieved.	A joint meeting has been held with Adult Social Care and a budget is now in place. A ground floor flat is on hold and the scheme is due to be launched on January 2, 2019.

People	PE3	Use existing tools and powers to take appropriate enforcement action.	Reduce the impact of empty homes on our communities by carrying out intervention plans.	0. Target - 0.	PE3.1 ≥2 empty home intervention plans for dwellings known to be empty for more than two years. H&CS	7. Target ≥ 2	Seven priority long term empty properties are now confirmed as occupied and a further two properties are up for sale following the Council's intervention.
People	PE4	Increase levels of participation in sport, health, environmental and physical activities.	Delivery of sport, health, physical activity and play scheme participations. Throughput at leisure centres and Rosliston Forestry Centre.	Leisure centres - 271,333 (target 172,108). Rosliston - N/A	PE4.1 Throughput at Etwell Leisure Centre, Green Bank Leisure Centre and Rosliston Forestry Centre. Target for Rosliston = 60,000. Target for leisure centres - 172,108. H&CS	Rosliston 62,225 visitors Leisure centres 275,727	Good summer weather helped numbers at Rosliston Forestry Centre. Ongoing strong performance at both leisure centres.
People	PE4	Increase levels of participation in sport, health, environmental and physical activities. H&CS	Delivery of the Physical Activity, Sport and Recreation Strategy.	1,505 participants in National Forest Walking Festival, an increase on the previous year.	PE4.2 Increased participation in the summer activity programme. H&CS	16,093	Numbers at urban park sessions proved very popular across the holidays. Overall participations for quarter two period (including Environmental Education, Sport and Health and Parklife Project) were 10,934. This is in addition to play provision numbers of 5,159.
People	PE5	Reduce the amount of waste sent to landfill.	Minimise household waste collected.	114kgs. Target <130kgs.	PE5.1 Household waste collected per head of population (kg) is <110kgs. E&DS	104	Due to the warm weather conditions resulting in residents not needing to mow their lawn, garden waste composting was approximately 1,000 tonnes below average for quarter two.
People	PE5	Reduce the amount of waste sent to landfill.	Maximise recycling output in South Derbyshire.	52% (estimate). Target >55%.	PE5.2 >53% of collected waste recycled and composted. E&DS	47% (estimate)	See Action Plan
People	PE6	Develop the workforce of South Derbyshire to support growth.	Deliver the RISE project to help young people to flourish and achieve their potential.	RISE Awards held, with ambassadors in attendance.	PE6.1 Establish internal project board to shape direction and activity for RISE. H&CS	Achieved	A group has now been established, with representation from across the Council, aimed at co-ordinating and driving future projects. These will be aimed at raising aspiration and efforts to increase levels of social mobility in South Derbyshire. It is intended that this group will be expanded by March 2019 to include partner agencies and representation from affected individuals.
Place	PL1	Facilitate and deliver a range of integrated and sustainable housing and community infrastructure.	Increase the supply and range of affordable housing provision.	69	PL1.1 Total number of affordable dwellings delivered. Target of >150 for the year. H&CS	52	During quarter two a further 52 affordable homes were delivered (taking the total for 2018/19 to 121). Of these, 30 were delivered by Trent and Dove, four by Derwent Living and 18 by Nottingham Community Housing Association.
Place	PL1	Facilitate and deliver a range of integrated and sustainable housing and community infrastructure.	Increase the supply and range of new homes added to the HRA.	0 (Proxy)	PL1.2 Number of new homes added to the HRA (this indicator incorporates new builds and also acquired properties into the HRA). Proxy. H&CS	0 (Proxy)	No additional homes were added to the Housing Revenue Account during quarter two. However, the Council is now on site at Lullington Road, Overseal, building six affordable rented homes that will be completed by the end of 2018/19. The Council is currently considering direct acquisitions on three sites across the District (Cadley Park - 45 units, Moor Lane - 11 units and Milton Road - four units).
Place	PL1	Facilitate and deliver a range of integrated and sustainable housing and community infrastructure.	Deliver key supplementary documents to adopted South Derbyshire Local Plan, parts 1 and 2.	The Local Green Spaces Sustainability Appraisal scoping consultation was approved.	PL1.3 Draft Local Green Spaces Document approved for consultation. Adoption of Statement of Community Involvement. E&DS	Achieved	The Statement of Community Involvement was approved for adoption on September 27. The Local Green Spaces Development Plan was approved for consultation at the same time. The consultation started on October 8 and will run for a period of six weeks.
Place	PL1	Facilitate and deliver a range of integrated and sustainable housing and community infrastructure.	Speed of determining planning applications.	93%. Target - 90%.	PL1.4 Number of decisions made in time over number of decisions made. Target - 90% E&DS	91%, Target 90%	Standard maintained - despite two vacancies currently being advertised in Planning. Applications need to be determined in the statutory period of eight, 13 or 16 weeks or as otherwise agreed with applicants. The Council's performance reflects well against other authorities across the country.
Place	PL1	Facilitate and deliver a range of integrated and sustainable housing and community infrastructure.	Proactive monitoring and support of housing delivery. Maximise delivery of housing units.	Monitoring undertaken on housing sites. All inputting and survey work complete	PL1.5 Review of progress on all 'major' housing sites. Commence proactive intervention. E&DS	Achieved	The Government encourages councils to demonstrate that sites are performing as well as they can. If the Council does not monitor major housing sites, its five year supply of land may start to falter - leaving communities vulnerable to speculative applications. Interventions have now commenced for a number of sites. Progress will be reported in future quarters.
Place	PL1	Facilitate and deliver a range of integrated and sustainable housing and community infrastructure.	Further improve the design quality of development in South Derbyshire (defined using Build for Life criteria).	86%. Target - 90%	PL1.6 Proportion of good quality housing development schemes (defined using Build for Life criteria) approved. Target - 90%. E&DS	Annual target	Annual target.
Place	PL3	Help maintain low crime and anti-social behaviour (ASB) levels	Deliver a programme of proactive interventions to reduce fly-tipping incidents.	186. Target <172.	PL3.1 Downward trend in fly-tipping incidents. Target <172 E&DS	340. Target <344	Four prosecutions have been taken and four fixed penalty notices issued in the last six months. These have been publicised. All forms of fixed penalty notice are now published through social media. Groups of people that the Council believes to be repeat offenders have been identified and legal action has been initiated.
Place	PL3	Help maintain low crime and anti-social behaviour (ASB) levels	Reduce anti-social behaviour (ASB) incidents in Swadlincote Centre (Civic Way) Local Super Output Area.	391 (annual rolling figure). Target <400.	PL3.2 Number of ASB incidents in Swadlincote Centre (reported as a rolling figure) is <400. H&CS	424 (annual rolling figure)	See Action Plan.
Place	PL4	Connect with our communities, helping them feel safe and secure.	Review and deliver the Safer South Derbyshire Community Safety Partnership Plan.	Secondary schools consulted about priority input for 2018/19.	PL4.1 Support delivery of summer activities in urban core hot spot areas for young people to participate in. H&CS	Achieved	22 sessions were delivered across the urban core during summer holidays. To combat anti-social behaviour issues, Monday night youth sessions have been provided every week at Midway Community Centre. People Express has been providing art sessions and a further youth group is being set up which will be run by volunteers. The Friday Night Project has moved to the Green Bank Leisure Centre in Swadlincote as building work has commenced at Granville Academy.
Place	PL5	Support provision of cultural facilities and activities.	Promote participation in cultural activities and provide quality facilities to support communities.	150 people attended eUREka event. Target - 300.	PL5.1 Install at least 20 plaques and three lecterns as part of Swadlincote Heritage Trail. H&CS	See Action Plan	See Action Plan.
Place	PL6	Deliver services that keep the District clean and healthy.	Invest additional resources in street scene services and maintain and improve standards as the District grows.	Additional resources and service standards for street scene approved.	PL6.1 Propose and agree enhanced standards and performance measures. E&DS	Achieved	Standards have been developed on key services to ensure residents know what they can expect from the Council. These are available to view on the website. New measures will be reported to Environmental and Development Services in the new year.
Progress	PR1	Work to attract further inward investment.	Showcase developments and investor opportunities in South Derbyshire.	N/A	PR1.1 Net additional commercial/employment floor space created (proxy). E&DS	N/A	To be reported in quarter three.
Progress	PR2	Unlock development potential and ensure the continuing growth of vibrant town centres.	Drive forward Swadlincote Town Centre Vision and Strategy.	Review of actions/achievements undertaken by Town Centre Vision Group.	PR2.1 Consult with stakeholders. E&DS	Achieved	Consultations undertaken with public, private and voluntary/community sector partners via the South Derbyshire Partnership Sustainable Development Group, Swadlincote Town Team and an online survey.
Progress	PR2	Unlock development potential and ensure the continuing growth of vibrant town centres.	Ensure the continuing growth of vibrant communities and town centres.	N/A	PR2.2 Vacant premises in Swadlincote, Hilton and Melbourne (proxy). E&DS	Hilton - 1.2% Melbourne - 2.8% Swadlincote - 2.7%	Figures represent the percentage of floor space that is vacant in non-residential properties in Hilton, Melbourne and Swadlincote. These remain low and comparable to previous reporting quarters.
Progress	PR2	Unlock development potential and ensure the continuing growth of vibrant town centres.	Pursue the development of transport solutions for a West Link (Swadlincote, Newhall, Ashby, Melbourne, East Midlands Airport) in collaboration with East Midlands Enterprise Gateway	N/A	PR2.3 Seek approval for involvement and potential investment from Elected Members and consider project milestones accordingly. E&DS	Achieved	Approval granted at Finance and Management on August 30, 2018 for a potential funding bid to help further link South Derbyshire with employment opportunities. Future milestones currently under consideration.

Progress	PR3	Work to maximise the employment, training and leisure uses of The National Forest by residents and increase the visitor spend by tourists.	Promote entrepreneurial opportunities to improve employability skills and raise awareness of self-employment.	Increased participation in Love Your Local Market Enterprise Fortnight (161).	PR3.1 Develop a Heritage Trail App with college students. E&DS	Achieved	Burton and South Derbyshire College students have undertaken a project to design an mobile app to showcase the Swadincote Heritage Trail. This has included the use of geopositioning to highlight points of interest, as well as accompanying photos and background information.
Progress	PR5	Provide support to businesses and the not for profit sector and promote innovation and access to finance, including in rural areas	Maximise the prosperity of businesses by maximising Food Hygiene Rating scores of five.	82.9%. Target ->83%	PR5.1 Food businesses which have a Food Hygiene Rating score of five. Target ->83%. E&DS	83.3%. Target > 83%	A trainee Environmental Health Officer, who is fluent in Mandarin and Cantonese, has helped food inspectors build improved relationships with local Asian food business owners for whom English is not a first language.
Progress	PR5	Provide support to businesses and the not for profit sector and promote innovation and access to finance, including in rural areas	Maximise the prosperity of businesses in South Derbyshire through registered food businesses active.	839. Target ≥810.	PR5.2 Registered food businesses active in the District is ≥810. E&DS	844. Target >810	The Council continues to offer a free food safety/health and safety advice service for local businesses, especially start-ups, as well as a Business Advice Service providing direct support to the food and drink sector.
Progress	PR5	Provide support to businesses and the not for profit sector and promote innovation and access to finance, including in rural areas	Offer support and guidance through the South Derbyshire Business Advice Service.	58 (target - 40)	PR5.3 Guidance offered to businesses or people thinking of starting a business (through the South Derbyshire Business Advice Service). Target - 30. E&DS	59	59 advisory sessions took place. A Market Trader Start-up workshop was held to advise potential new traders, while initiatives were undertaken to promote export to Japan and China. Self employment was promoted at a Universal Credit event for claimants and partner organisations.
Progress	PR5	Provide support to businesses and the not for profit sector and promote innovation and access to finance, including in rural areas	Deliver the Community Partnership Scheme and award capital funding totalling £250k to meet local need.	Scheme officially launched.	PR5.4 Hold first grants panel and further workshop. Successful applications to be reported to committee. H&CS F&M	See Action Plan	See Action Plan.

Environmental and Development Services Strategic and Service Success Areas Quarter two - 2018/19

Appendix B



104kgs

Target - <110kgs

Household waste collected per head of population continued to reduce in quarter two.



Green spaces

Consultation

Consultation has begun on the Local Green Spaces Development Plan.



91%

Target - 90%

Planning applications determined in the statutory period or otherwise agreed.



Traders

Start-up

Market Trader Start-up workshop held to encourage potential new traders.



59

Target - 40

Number of entrepreneurs and businesses supported through advice service.

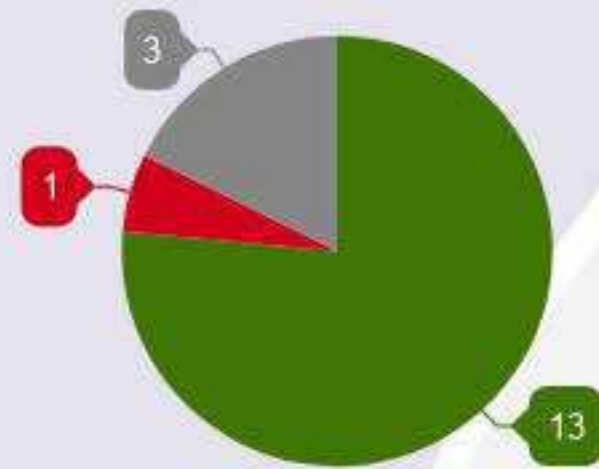


Town centre

Vision and strategy

Stakeholders consulted on new Swadlincote Town Centre Vision and Strategy.

E+DS Performance Overview



Green (76.47%) Red (5.88%) Grey (17.65%)



340

Target - <344

Decrease in fly-tipping incidents throughout District. Four prosecutions have been taken and four fixed penalty notices issued in the last six months.



Review

Housing sites

Progress on all major housing sites in District being reviewed. The Government encourages councils to demonstrate that sites are performing as well as they can.



83.3

Target - 83%

Increase in businesses with food hygiene rating of five (562). Relationships enhanced with food business owners for whom English is not a first language.



Standards

Street Scene

Standards have been developed on key street scene services to ensure residents know what they can expect from the Council.

Appendix C



47%

% of collected
waste recycled
and
composted.

Target - 53%

Theme – People

Action – PE5.2 % of collected waste recycled and composted.

Q2 target >53%

Performance 47%

Annual target >50%

Background - The warmer weather has resulted in a significant downturn (1,000 tonnes) in green waste sent for composting in quarter two.

Key actions underway – The Council will continue to promote recycling and composting through the Derbyshire Waste Partnership. It will continue to work with its current contractor on ensuring compliance from residents on presenting acceptable materials.

Opportunities/risks – Previous years out turns have been around 48%. The general trend nationally has been for tonnages to slightly decline.

Work is set to commence on re-procuring a new recycling collection contract which supports the Council's vision to achieve higher levels of recycling and is future proofed to manage potential changes in waste management legislation.

The Council will also further explore joint working with other collection authorities and Derbyshire County Council as the Waste Disposal Authority.

There is one action for Environmental and Development Services

SERVICE DELIVERY RISK REGISTER (LAST UPDATED - OCTOBER 2018)

Risk	Corporate theme/aim	Rating and current position	Risk treatment	Mitigating actions	Change since last quarter
SD1 - Loss of income to the Housing Revenue Account	Outcomes Maintain Financial Health	On-going potential reduction in income through 1% rent reduction for general needs tenancies until 2020/21. Performance on rent collection still in top quartile in quarter one. Likelihood is low and impact is significant.	Treat the risk through continuous action and review.	Income policies/processes are being revised. Invested in I.T. solutions to maximise opportunities to collect income and support those in financial difficulty. Increased focus on collection of rent and other housing debt.	No change to rating or treatment.
SD2 - Failure to collect financial contributions or to enforce the delivery of obligations within Section 106 Agreements.	Outcomes Maintain Financial Health	Failure to collect financial contributions or to enforce obligations within Section 106 Agreements. Likelihood is low but the impact is significant.	Treat the risk through continuous action and review.	Implementation of new software is underway. The Planning Services review sets out the role of Planning Policy in monitoring and administering Section 106 agreements. A full review of roles and working procedures is being completed.	No change to rating or treatment.
SD3 – Safety standards	People Protect and help support the most vulnerable, including those affected by financial changes.	Failure to comply with basic safety standards in flats/blocks with communal areas. Work has been undertaken to put specialist fire and asbestos contracts in place.	Treat the risk through continuous action and review.	Process underway to update safety procedures for fire, gas, electricity, legionella and asbestos to ensure the Council has appropriate controls in place to manage risks. Progress made so far includes: <ul style="list-style-type: none"> • Fire safety contractor appointed • Gas servicing 100% compliant 	No change to rating or treatment.

		Likelihood is medium and impact has potential to be significant.		<ul style="list-style-type: none"> • Electrical testing contractor appointed • Legionella - sheltered schemes testing in place, void properties shower heads/deadlegs removed • Asbestos testing contractor appointed • Asbestos removal contractor appointed 	
SD4 – Universal Credit	<p>People Protect and help support the most vulnerable, including those affected by financial changes.</p>	<p>Loss of income to the Housing Revenue Account through full roll out of Universal Credit from November 2018.</p> <p>There is still uncertainty as to the financial impact of this but the Council has plans in place working with internal/ external stakeholders to manage this process.</p> <p>Likelihood is medium and the impact is moderate.</p>	Treat the risk through continuous action and review.	<p>Welfare Reform Group, including key internal/external partners, meets on a monthly basis to manage roll-out against an agreed action plan.</p> <p>Invested in I.T. solutions to maximise opportunities to collect income and support those in financial difficulty.</p> <p>Allocations Policy review to take place during 2018/19.</p>	No change to rating or treatment.
SD5 – Reduction in funding for Sport and Health	<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.</p> <p>Reserve fund being depleted for sources other than Sport and Health service delivery.</p> <p>Likelihood is medium and the impact is moderate.</p>	Treat the risk through continuous action and review.	<p>Forward budget planning over a number of years. Approvals for reserve spend to secure staffing positions up to March 2020 initially.</p> <p>Lobby to maintain current funding contribution that the Council makes towards the service and for an increased contribution if Elected Members want the current levels of service to be maintained post March 2020.</p> <p>Continually seek external funding opportunities to support service delivery.</p>	Rating has reduced slightly from last quarter but no change to treatment.

<p>SD6 – Affordable housing delivery</p>	<p>Place Facilitate and deliver a range of integrated and sustainable housing and community infrastructure.</p>	<p>Not achieving the maximum delivery of affordable homes with the resources/options for delivery available.</p> <p>Homes are being delivered under Shared Ownership and Affordable Homes Programme (SOAHP). Strategic Housing consulted on every planning application to ensure maximum affordable housing achieved subject to viability. Right to Buy receipts are utilised to capacity. Government announcement about increased headroom in the borrowing cap for local authorities.</p> <p>Likelihood is unlikely and impact is moderate.</p>	<p>Treat the risk through continuous action and review.</p>	<p>Homes and Communities Agency (HCA) grant programme 2017-21 through SOAHP.</p> <p>Negotiation of 30% affordable homes on all new sites.</p> <p>Enable deliver of 100% affordable sites in conjunction with Registered Providers.</p> <p>Support Registered Providers through bidding process.</p> <p>Utilise Commuted Sums/Right to Buy receipts where possible and Housing Revenue Account (HRA) reserves and headroom.</p> <p>New build Council Housing.</p>	<p>No change to rating or treatment.</p>
<p>SD7 - Insufficient supply of affordable homes to meet Council needs relating to allocations and homelessness</p>	<p>Place Facilitate and deliver a range of integrated and sustainable housing and community infrastructure.</p>	<p>Insufficient supply of affordable homes.</p> <p>Will significantly exceed target for affordable delivery again in 2018/19. New build Council housing under construction and acquisitions under consideration.</p> <p>Likelihood is unlikely and impact is moderate.</p>	<p>Treat the risk through continuous action and review.</p>	<p>Up-to-date housing needs data.</p> <p>Ensure delivery of affordable units through Section 106 and planning conditions.</p> <p>Work with Homes England to deliver Council new builds.</p> <p>Review Allocations Policy to reflect need and available stock.</p> <p>Acquisition of on-site affordable homes directly from developer.</p>	<p>No change to rating or treatment.</p>

<p>SD8 - Failing infrastructure at Rosliston Forestry Centre.</p>	<p>Place Support provision of cultural facilities and activities.</p>	<p>Failing Infrastructure at Rosliston Forestry Centre.</p> <p>Rosliston Forestry Centre project team meets on a fortnightly basis to manage ongoing issues at the facility. Regular meetings held with the Forestry Commission.</p> <p>Likelihood is low but the impact would be significant.</p>	<p>Treat the risk through continuous action and review.</p>	<p>Review condition survey as part of strategic planning.</p> <p>Make invest to save business cases.</p> <p>Improve Planned Preventative Maintenance (PPM).</p> <p>Engage tenants.</p> <p>Keep senior management team informed.</p> <p>Six monthly review of risk.</p>	<p>No change to rating or treatment.</p>
<p>SD9 - Failure to meet housing delivery targets set out in the five year supply.</p>	<p>Place Facilitate and deliver a range of integrated and sustainable housing and community infrastructure.</p>	<p>Failure to meet housing delivery targets.</p> <p>Local Plan is in place which sets out the five year supply. Latest monitoring for 17/18 indicates the Council was performing above target with an upward trajectory.</p> <p>Likelihood is low but the impact would be significant.</p>	<p>Treat the risk through continuous action and review.</p>	<p>Monitoring/review of performance carried out in quarter one.</p> <p>Active pursuit of schemes and opportunities.</p> <p>Develop action plan.</p>	<p>No change to rating or treatment</p>
<p>SD10 - Failure of IT infrastructure that supports Planning Systems, LLPG and Land Charges.</p>	<p>Place Facilitate and deliver a range of integrated and sustainable housing and community infrastructure.</p>	<p>Ongoing issues with IT infrastructure that supports Planning systems.</p> <p>Likelihood is medium and the impact would be significant.</p>	<p>Treat the risk through continuous action and review.</p>	<p>Working with IT to ensure the most fit for purpose solution is selected. Procurement of a new software system underway. Business case approved by Corporate Change Management Group (CCMG) and Finance and Management Committee. This will provide funding to support implementation of a new system as quickly as possible.</p>	<p>No change to rating or treatment.</p>

<p>SD11 – Community Safety Partnership funding</p>	<p>People Protect and help support the most vulnerable, including those affected by financial changes.</p>	<p>Potential funding shortfall for the Community Safety Partnership. The Safer South Derbyshire Partnership currently obtains annual funding totalling £60,000 from the Derbyshire Police and Crime Commissioner and Derbyshire Police.</p> <p>Likelihood is medium but the impact would be moderate.</p>	<p>Tolerate the current situation and keep under review.</p>	<p>There is no long-term commitment to continue this funding. However, there are Partnership reserves in place which would assist in a gradual decrease in budget rather than a major cut to all initiatives.</p> <p>The Council is in the second year of a three year funding agreement with the Police and Crime Commissioner (PCC) for £25,000 per year Community Safety Funding.</p> <p>The Council receives £35,000 per year Basic Command Unit funding from the Chief Superintendent. This is received annually with no long-term commitment.</p>	<p>No change to rating or treatment.</p>
<p>SD12 – Melbourne Sports Park</p>	<p>Place Support provision of cultural facilities and activities throughout the District.</p> <p>People Increase levels of participation in sport, health, environmental and physical activities.</p>	<p>Failure to deliver against external funder requirements at the Melbourne Sports Park (MSP). Ongoing discussions with national funders.</p> <p>Likelihood is low but the impact would be significant.</p>	<p>Treat the risk through continuous action and review.</p>	<p>Regular Steering Group meetings. MSP Board has acknowledged issue and sought Council support.</p> <p>Monitoring and evaluation meeting with key funder held and recommendation in Action Plan to follow.</p> <p>Specialist consultants have been engaged and have identified optimum drainage solution.</p> <p>Melbourne Sporting Partnership and Melbourne Rugby Club engaged in partnership work about requirements and solutions.</p> <p>Committee report outlining issues and requesting investment to resolve presented and approved. Follow up report required.</p>	<p>Rating has reduced from last quarter but no change to treatment.</p>

SD13 – Sinfin Waste Plant	<p>People Reduce the amount of waste sent to landfill.</p>	<p>Impact on delivery rounds of diverting all residual waste to Sinfin Waste Plant.</p> <p>Move to Sinfin now to be phased over three years, giving time to minimise impact on delivery rounds.</p> <p>Likelihood is unlikely but the impact could be significant.</p>	Treat the risk through continuous action and review.	<p>Ongoing discussions with Derbyshire County Council (DCC) to allow for some waste deliveries to continue into current site.</p> <p>Amendments to collection rounds to minimise impact on costs, with no effect on residents.</p>	Rating has reduced from last quarter but no change to treatment.
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SERVICE DELIVERY OPERATIONAL RISK MATRIX

Likelihood					
4 High					
3 Medium		SD4, SD5, SD11, SD14	SD3, SD10		
2 Low			SD1, SD2, SD8, SD9, SD12		
1 Unlikely		SD6, SD7,	SD13		
		1 Minor	2 Moderate	3 Significant	4 Catastrophic
		Impact			

REPORT TO: ENVIRONMENTAL AND DEVELOPMENT SERVICES COMMITTEE

AGENDA ITEM: 8

DATE OF MEETING: 15th NOVEMBER 2018

CATEGORY: DELEGATED/ RECOMMENDED

REPORT FROM: CHIEF EXECUTIVE

OPEN

MEMBERS' CONTACT POINT: EMMA MCHUGH
01283 595716
emma.mchugh@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	May 2018 to October 2018
Private Hire Vehicles (5 days)	100%
Private Hire Drivers (10 days)	100%
Private Hire Operators (5 days)	100%

Type of Licence Application	May 2018 to October 2018
Personal licence (10 days).	100%
Grant of premises licence (15 days after grant)	100%
Variation of designated premises supervisor (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	May 2018 to October 2018
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: 9
DATE OF MEETING:	15th NOVEMBER 2018	CATEGORY:
REPORT FROM:	STRATEGIC DIRECTOR (SERVICE DELIVERY)	OPEN
MEMBERS' CONTACT POINT:	NICOLA SWOROWSKI nicola.sworowski@south-derbys.gov.uk	DOC:
SUBJECT:	GYPSY AND TRAVELLER SITE ALLOCATIONS DEVELOPMENT PLAN DOCUMENT	REF:
WARD(S) AFFECTED:	ALL	TERMS OF REFERENCE:

1.0 Recommendations

- 1.1 That the Committee approves commencement on the Sustainability Appraisal Scoping Report for the Gypsy and Traveller Site Allocations DPD.

2.0 Purpose of Report

- 2.1 To outline to the Committee the requirement to formally commence the preparation of a Gypsy and Traveller Site Allocations Development Plan Document (the DPD) as set out in the South Derbyshire Local Plan Part 1 Policy H22 and timetabled in the adopted Local Development Scheme.

3.0 Detail

- 3.1 The Local Plan Part 1 was adopted in June 2016 and includes policy H22 – Sites for Gypsies and Travellers and for Travelling Showpeople. This policy set out that in order to meet the identified need, a Site Allocations DPD would be produced.
- 3.2 The criteria set out in policy H22 is for identifying sites for allocation in a DPD and that in the intervening period before adoption, the criteria would be used should a planning application be made.
- 3.3 The Local Development Scheme (approved in May 2018) sets out the timetable for the Gypsy and Traveller Site Allocations DPD. This first key milestone will be publication of the DPD for the first consultation known as a Regulation 18 consultation in the summer of 2019.
- 3.4 To not undertake this work within the timescales specified in the Local Development Scheme may be seen as discriminatory under the Equalities Act 2010 and would, in the absence of an agreed strategy for providing a supply of sites, make it difficult to resist proposals that may not be appropriate as a lack of five-year supply will be a significant material consideration when making decisions on planning applications.

- 3.5 The Government's policy is set out in Planning Policy for Traveller Sites (PPTS), with the aim of ensuring fair and equal treatment for travellers, in a way that facilitates their traditional and nomadic way of life whilst respecting the interests of the settled community.
- 3.6 The PPTS states that "a supply of specific deliverable sites sufficient to provide five-years' worth of sites against locally set targets" should be identified through production of the Local Plan. The PPTS further states that as a minimum, broad locations for growth should be identified for years 6 -10 and years 11-15 where possible.
- 3.7 The DPD will undertake the same process as the Local Plan Parts 1 and 2, and the process the Local Green Spaces (LGS) DPD is currently undertaking. The process will be:
- Sustainability Appraisal Scoping Report undertaken
 - Regulation 18 – Issues and options, including a call for sites
 - Regulation 19 – Pre-submission consultation. The document at this point will include all sites to be allocated and policies (if any) supported by a Sustainability Appraisal.
 - Submission to the Secretary of State
 - Examination in public
 - Adoption by the Council

Evidence Base

- 3.8 The Derby, Derbyshire, Peak District National Park Authority and East Staffordshire Gypsy and Traveller Accommodation Assessment (GTAA) was published in June 2015. This set out the additional need across the area for 2014 to 2034 and is the most recent needs assessment undertaken.
- 3.9 The current GTAA sets out South Derbyshire's pitch requirement for the period 1 April 2014 to 31 March 2019 as 14 pitches. The total requirement for pitches over the period 2014 - 2034 is 38 pitches. It should be noted that the need for the first five-year period is determined through a detailed methodology, whilst that of future five-year periods is derived from projections based on survey data. It is acknowledged in Government guidance that accurate projections of future needs (beyond the first five years) are likely to be more difficult due to how the circumstances of travellers change.
- 3.10 As such, Derbyshire County Council who coordinates the GTAA work, has indicated that the process for updating the document will commence in 2019. Therefore the projections for 2019 onwards will be looked at again and revised through an updated GTAA.
- 3.11 There have been 15 pitches provided to date since the start of the GTAA period.

Development Plan Document

- 3.12 Whilst there may not be a shortage in the number of pitches provided in South Derbyshire over the period to 31 March 2019 (assuming no pitches are lost), to meet the identified need from the GTAA, there is not a demonstrable up to date five-year supply of deliverable sites.

- 3.13 This will continue to be an issue without the adoption of an allocations document that can identify future delivery.
- 3.14 The starting point for the document is to undertake a sustainability appraisal scoping report. This considers the framework against which policies and sites will be evaluated and tested. This scoping report would be consulted on with key stakeholders for a period of five weeks.
- 3.15 Following this would be the Regulation 18 consultation, to allow residents, landowners, businesses, organisations and stakeholders to give their views on the key issues and to identify a list of potential allocation sites. This information would be sought through a number of questions.
- 3.16 The questions would cover the following areas:
- The scope of the DPD
 - Evidence base requirements
 - The distribution that should be considered
 - Specific criteria requirements for individual sites
 - Additional policy requirements
- 3.16 The results of the initial public consultation alongside updates from the concurrent GTAA review process would allow a draft document to be formulated and consulted upon as a Regulation 19 consultation. This is the final stage of consultation prior to submission to the Secretary of State.
- 3.17 The Regulation 19 consultation would include the sites proposed for allocation. The initial call for sites would be to establish what sites exist, as this information has not been collected previously.
- 3.19 It should be noted that at least two other authorities in Derbyshire have found it difficult to find appropriate sites for allocation and it may therefore require additional consultations or further discussions with public sector bodies as to any suitable land they own.
- 3.20 The scoping report process will take a period of time to be completed prior to the five-week consultation starting. It is prudent for the LGS DPD to have moved to Regulation 19 before introducing a new development plan document, as the two documents need to be considered separately. It is also pragmatic to time the commencement of the DPD with that of the review of the GTAA, which is not expected to begin until spring 2019.
- 3.21 The recommendation if approved may allow for an element of weight to be applied to the DPD as approval will have been given for work to start, which is a position that would have progressed from that when determining applications to date.

4.0 Financial Implications

- 4.1 There are no direct financial implications from this report.

5.0 Corporate Implications

- 5.1 The adoption of a complete South Derbyshire Local Plan is a key priority of the District Council and is included as an action within the Corporate Plan.

5.2 As the document progresses, consultation will take place to consider all elements of the DPD.

6.0 Community Implications

6.1 The Local Plan Part 1 set out the requirement for the Gypsy and Traveller Site Allocations DPD to ensure that all housing need is considered across the District. The Sustainable Development section of the Sustainable Community Strategy which aims to make South Derbyshire a better place to live and work.

7.0 Background Papers

7.1 The Derby, Derbyshire, Peak District National Park Authority and East Staffordshire Gypsy and Traveller Accommodation Assessment, 2015, Derbyshire County Council

7.2 Planning Policy for Traveller Sites, August 2015, MHCLG

REPORT TO:	ENVIRONMENTAL AND DEVELOPMENT SERVICES	AGENDA ITEM: 10
DATE OF MEETING:	15th NOVEMBER 2018	CATEGORY: DELEGATED
REPORT FROM:	CHIEF EXECUTIVE	
MEMBERS' CONTACT POINT:	MIKE ROYLANCE 01283 595 725 mike.roylance@south-derbys.gov.uk	DOC:
SUBJECT:	SWADLINCOTE TOWN CENTRE VISION – PROGRESS REVIEW	REF:
WARD(S) AFFECTED:	ALL	TERMS OF REFERENCE: EDS 3, 4, 9, 10, 11, 15

1.0 Recommendations

- 1.1 That Members note progress to date in the implementation of the Swadlincote Town Centre Vision & Strategy to date.

2.0 Purpose of Report

- 2.1 To update Members on progress in the implementation of the Swadlincote Town Centre Vision & Strategy 2012. At the mid-point of this strategy, it is timely to review progress against the Vision's Action Plan, highlight outstanding actions and identify priorities for the remaining period.

3.0 Detail

Background

- 3.1 The first Swadlincote Vision & Strategy was produced in 2001. A decade on this was revisited and an extensive programme of research and consultation undertaken. This resulted in the District Council developing and adopting a new Swadlincote Town Centre Vision & Strategy in 2012.

Swadlincote Town Centre Vision & Strategy 2012

- 3.2 The Vision sets out an agreed framework for raising the profile of the town as a centre for retailing, service and leisure, and guiding work to enhance its vitality and viability. It provides the basis for the collaboration of public, private, voluntary and community sectors in pursuit of an enhanced town centre.
- 3.3 The Vision is based upon three Areas for Action – design, promotion and economic restructuring – and a number of principles:

- Comprehensive – a single project cannot regenerate a town centre;
- Incremental – small projects make a difference;

- Self-help and public-private partnership;
- Identifying and capitalising on existing assets;
- Recognising the wider value of historic buildings and landmarks;
- Improvements and initiatives must be synonymous with quality;
- Changing community attitudes and public perceptions; and,
- Action-orientated – frequent, visible changes.

3.4 During the period since 2012 there have been some significant developments:

Economic Climate

- 3.5 The extended recovery from the economic downturn has featured low levels of wage growth, a decline in personal credit availability and households with constrained disposable incomes. This has had a direct impact on town centres, with a fall in high street spending and the failure of a series of national retail chains. Meanwhile public sector austerity has led to cuts in spending, for example on bus subsidies and to the availability of regeneration funding for public realm works and other projects.
- 3.6 The economic downturn was associated with an acceleration in the growth of online shopping, initially focused on comparison goods but now also convenience goods with the rapid expansion of home delivery services. The mergers of financial institutions alongside the growth in online banking also accelerated the decline in the branch networks of banks and building societies. Meanwhile changing consumer trends have seen a decline in, for example, pubs and bars and a growth in uses such as coffee shops, takeaways and health & beauty services.
- 3.7 The unemployment rate in South Derbyshire is now just one third of that experienced in 2012 and well below national levels. Levels of home and car ownership are well above national averages. The area has seen high levels of business investment and housebuilding, with a very rapidly growing population. Over recent years, numerous independent stores have taken up vacant space in the town centre.

Planning Context

- 3.8 The role of town centres is evolving rapidly with, for example, a growth in leisure and service uses, plus residential demand and a decline of traditional retail. A Swadlincote Town Centre Retail & Leisure Study was independently conducted in 2015. This found that the town centre's retail ranking had improved by +185 places, linked to the edge of centre developments such as The Pipeworks. Swadlincote's share of comparison and convenience goods shopping has improved (since 2005). However, the Study found that there remained an undersupply of comparison good shopping and that there was a need for a qualitative improvement in the convenience shopping offer.
- 3.9 Part 2 of the South Derbyshire Local Plan was Adopted in November 2017. This included a review of the Swadlincote town centre boundary, identification of primary frontages and the highlighting of redevelopment sites. The number of vacant units in the town centre has fallen, despite the boundary of the town centre being expanded. Numbers of charity shops have also dropped. Overall footfall levels in 2015 are similar to 2008. Footfall on market days is typically some 25% higher than on non-market days.

Community Context

- 3.10 Town centre car parks continue to be provided as a free service with a mix of long term and short term provision. On-street and off-street parking enforcement is provided by a third party through a partnership agreement between the District and County Councils. Parking enforcement on the highway is undertaken by Civil Enforcement Officers (CEOs) on behalf of Derbyshire County Council. The District Council also pays for 12 hours CEO enforcement per week within its own car parks. The current level of parking enforcement is considered proportionate. Issue rates of Penalty Charge Notices are relatively low compared to other towns in the County.
- 3.11 Town centre litter, dog fouling and fly tipping is principally controlled through a programme of proactive street cleaning and reactive responses to complaints. The cleanliness of the town centre has generally remained consistent over the last five years. A recent Overview & Scrutiny Committee report (17 October 2018) on tackling litter has identified various opportunities for improving environmental conditions across South Derbyshire.
- 3.12 Enforcement of environmental crime is undertaken by the Council's Safer Neighbourhood Wardens. The capacity of the Wardens to undertake proactive patrols of the town centre and parks in the urban core has reduced in the last two years as their energies have been directed towards investigations of fly tipping, abandoned vehicles and anti-social behaviour.
- 3.13 Total crime numbers have been stable (2011-2017), though some types are up (eg. anti-social behaviour and shoplifting), whilst others have fallen (eg. criminal damage). There has been targeted partnership work to address young people causing problems in the town centre. The use of the joint tools and powers has a positive effect on the group responsible. However due to the very nature of young people, this is a recurrent issue as the next generation evolve. The targeted work uses Police resources from across South Derbyshire which removes the Neighbourhood Officers from their default neighbourhoods. A sustainable presence would benefit the town centre, providing a permanent and tangible impact on youth Anti-Social Behaviour (ASB). A similar principle applies to town centre drinkers.
- 3.14 Town centre retailers have expressed their dissatisfaction with their ability to get through on 101 to report incidents and the lack of consistent engagement opportunities with the authorities. The Police have Officers allocated to the town centre with a remit around visible patrols and engagement. This visibility is managed alongside their other commitments. From a Council perspective a member of the Clean Team used to be specifically allocated to the town centre and acted as a useful conduit for information, however latterly this direct interface with business operators has been lost. As noted above, the activities of the Council Wardens who similarly undertake engagement, has also changed considerably and consequently, there is a need to find a new informal but effective means to liaise and collaborate with town centre businesses.
- 3.15 Two Criminal Behaviour Orders (CBOs) were obtained on two prolific town centre shoplifters in September 2018. The individuals were banned from entering any town centre premise for a 2 year period. They are also banned from associating with each other. One of the individuals breached their CBO within two days and as a consequence received a 19 week prison sentence.

Swadlincote Centre Local Super Output Area	Sept 14 -Aug 15	Sept 15 -Aug 16	Sept 16 -Aug 17	Sept 17 -Aug 18
ASB Calls	418	434	413	449

Shoplifting	88	69	146	105
Criminal Damage	48	60	50	64
Public Disorder	5	14	9	26
Drug Offences	8	15	14	26

3.16 The above table shows that ASB calls for police service and crime figures have risen over the duration of the past 4 years. Shoplifting has decreased this year and drug offences can be seen as a positive sign as it shows proactive policing. Many of the Public Order Offences will be down to one individual breaching their CBO.

Action Plan

3.17 The Vision included actions to be pursued by the public, private, voluntary and community sectors working in partnership, under the following headings: Protect heritage; Attract investment; Renew public facilities; Develop the market; Encourage more events; Support business development; Enhance the public realm; Promote community safety; Maintain the environment; Market the town; Improve signage; Pursue innovative transport solutions; Identify additional parking; Improve access; Invest in visitor attractions; Integrate town centre management; and Monitor health and vitality.

3.18 Appendix A provides a mid-term review of progress and issues, and projects that are planned, underway or completed. Since 2012 the progress of the partner organisations may be summarised as follows.

3.19 Partners have made progress on matters such as:

- enhancing heritage buildings, improving shop fronts and creating trails that draw on the town's history
- reducing the numbers of vacant premises and charity shops; increasing the number of independent retailers
- providing business support, training events and awards schemes, including through Swadlincote Town Team and the South Derbyshire Business Advice Service
- supporting marketing and events, encompassing public, community and schools activities, including through Swadlincote Tourist Information Centre
- enhancing parks and gardens, including Eureka Park and the Diana, Princess of Wales, Memorial Garden
- developing new residential space in disused buildings and above shops
- developing the market
- developing planning and conservation policies
- progressing development sites, particularly housing schemes on the edge of the town centre
- enhancing visitor attractions and leisure facilities, including Green Bank Leisure Centre
- improving CCTV and undertaking community safety activities

3.20 Continuing challenges for the partner organisations include:

- enhancing public transport services and walking and cycle routes and facilities
- expanding long stay parking provision benefitting town centre workers, though there have been a number of smaller additions
- growing the evening economy, in particular the food and drink offer
- increasing the provision of overnight accommodation

- pursuing public realm and gateway improvements, though a number of smaller schemes have been implemented
- encouraging greater attention to property maintenance and addressing the aesthetic appearance of some parts of the town centre
- tackling highways issues, including junction congestion at peak times, and signage
- addressing some persistent anti-social behaviour issues, whilst recognising that overall crime levels are low; providing additional youth diversion activities
- boosting footfall and encouraging the interlinkage of parts of the town centre
- enhancing the market offer
- encouraging more residents to 'shop locally' and attracting further visitors
- expanding the range of organisations staging community events and enhancing their promotion

4.0 Financial Implications

4.1 The Vision's Action Plan is supported through the activities and annual budgets of a number of Services, including Planning, Economic Development, Environmental Health, Cultural, Community Safety, Property and Direct Services.

5.0 Corporate Implications

5.1 The Vision contributes to the Corporate Plan's vision to '*make South Derbyshire a better place to live, work and visit*' and in particular to the themes of:

- Place – Creating vibrant communities to meet residents' needs
- Progress - Encouraging inward investment and tourism opportunities

5.2 The key aims include:

- Facilitate and deliver a range of integrated and sustainable housing and community infrastructure.
- Help maintain low crime and anti-social behaviour levels in the District.
- Connect with communities helping them feel safe and secure.
- Support provision of cultural facilities and activities throughout the District.
- Deliver services that keep the District clean and healthy.
- 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 support to businesses and the not for profit sector and promote innovation and access to finance, including in rural areas.

6.0 Community Implications

6.1 The Vision contributes directly to the South Derbyshire Partnership's Sustainable Community Strategy vision of '*a dynamic and caring South Derbyshire, able to seize opportunities to develop and empower successful communities, whilst respecting and enhancing the varied character and environment of our fast growing and diverse District*'.

6.2 'Sustainable Development' is highlighted as a key theme, with the aim of achieving 'A more prosperous, better connected, increasingly resilient and competitive economy' and 'A better place to live, work and visit at the heart of The National Forest', with measures including unemployment levels in the District and spend by visitors to The National Forest. The aims for 'Safer & Stronger Communities' focus on 'More people feel safe and secure in their home and in the community, particularly those who are most vulnerable' and 'Increased voluntary and community sector activity within the District'.

7.0 Conclusions

7.1 Nationally, town centres are under increasing stress, with the continuing growth of out of town retailing and the rapid acceleration of online shopping. Despite this difficult climate, Swadlincote town centre has continued to progress positively. However if the vitality and viability of the town centre is to be sustained, it will need to remain a focus for the efforts of the public, private and voluntary/community sector partners in Swadlincote.

8.0 Background Papers

Swadlincote Town Centre Vision & Strategy (2012)
South Derbyshire Local Plan – Part 1 (2016) and Part 2 (2017)
South Derbyshire Economic Development Strategy (2016-2020)

Appendix A: Mid-Term Progress Review

Swadlincote Town Centre Action Plan – Progress Review

Action	Organisation/ Service Responsible	Implementation Mechanism	Funding	Action Issues/ Key Updates	Action Risks	Timescales
Protect heritage						
Adopt a Conservation Area Character Statement	Planning	Planning policy	N/A	Complete		Adopted 2014
Develop a Conservation Area Management Plan (incorporating town centre property maintenance guidance)	Planning	Planning policy	N/A	Complete (on Townscape Heritage section of SDDC website)	Promotion of guidance	Adopted 2015
Operate a PSiCA frontage improvement grant scheme	Planning	Grant scheme	HLF	Complete	Aims continued through Townscape scheme	2007 – 2015
Operate a Townscape Heritage Initiative frontage improvement grant scheme	Planning	Grant scheme	HLF, Businesses	Scheme in final year with completed examples including: 23 West St (Timms) and 26 High St (Salts)	How to continue aims beyond this scheme	2015 – 2019
Operate a frontage improvement scheme for No.s 5-15 West St (improving the setting of the heritage buildings)	Economic Development	Grant scheme	SDDC	Design, funding, planning and advertising consents in place	Multiple ownerships	2018-19
Encourage displays in empty shop windows	Economic Development	Demonstration projects undertaken to encourage others	WLSM/SDDC	Demonstration projects completed:	Few long term vacant premises	2017
	Planning			Townscape material in former Co-op for Diana Garden opening		2018
Create a 'Heritage App' - a guide to the history and sites on the town centre	BSDC/Economic Development	Student project	N/A	Working model created		2018
Create heritage-based visitor trails with plaques and interpretation	Magic Attic/Cultural	Townscape scheme	Page 34 of 70 SDDC/HLF	Completed trails: Pits & Pots trail WW1 Walks Townscape trail	Promotion of trails	2015 - 2018

Swadlincote Town Centre Action Plan – Progress Review

<p>Stage heritage workshops, events and activities for schools and the local community</p>	<p>Magic Attic/Cultural</p>	<p>Townscape scheme</p>	<p>HLF</p>	<p>Scheme in final year with completed examples including: 'have a go' activities and a Townscape exhibition for the end of programme celebration</p>	<p>Promotion of activities</p>	<p>2015 – 2018</p>
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Swadlincote Town Centre Action Plan – Progress Review

Action	Organisation/ Service Responsible	Implementation Mechanism	Funding	Action Issues/ Key Updates	Action Risks	Timescales
Attract investment and invest in visitor attractions						
Enhancement of premises	Individual businesses and property owners		Businesses	Numerous examples including: 4 High St (Lighthouse); 67 High St (Foresters Arms); Grove St (Richardsons)		On-going
Identified investment sites regenerated	Planning	Local Plan	SDDC/Private	TCV Sites progressed include: No. 4. Fire Station/Rowley Court (emergency services/housing); 9. Sharpe's Estate (commercial); 12. Alexandra Rd (housing developments)		On-going
Prepare development briefs for key sites	Planning	Local Plan				2022
Other town centre sites progressed	Planning	Local Plan	Private	Sites progressed include: Midland Road (housing) and Belmont Street (redevelopment of Lidl)		On-going
Identified investment sites prepared	Property	Local Plan	SDDC	TCV Sites underway: No. 1. Depot relocated and site ready to be cleared; No. 5. Belmont St land assembly undertaken		On-going
Promote investment sites	Economic Development	Economic Development Strategy	SDDC	TCV Sites re-let including: No. 11 (B&M) & No. 13 (Derbyshire Healthcare) Investor Prospectus developed		2018
Market individual vacant properties	Economic Development	Economic Development Strategy	SDDC	Tractivity (online promotion) Property Bulletin Social media	Few properties available to let/for sale	On-going

Swadlincote Town Centre Action Plan – Progress Review

Bring space above shops back into use	Planning	Local Plan	Private	Examples include: 17 (The Bear) & 8 (Stags) West Street; 4 High St (Lighthouse), and 10 Belmont Street (Weddings R Us)	Parking provision	On-going
Utilise public assets to facilitate regeneration, as well as renew public facilities, integrate services and reduce operating costs	Property	Local Plan Corporate Asset Management Plan	SDDC/Other	Promotion of Civic Hub site opportunities relating to TCV Sites No. 2,3,4,8	Need to access support for feasibility work and identify potential partners	2018
Encourage property owners to bring premises back into use by offering flexible terms	Property Owners		Private	Vacancy rates have fallen significantly	Some remaining vacancies not available to let/for sale	On-going
Provide incentives and flexibility through Business Rates eg Small Business Rate Relief	Revenues		SDDC	Retail Relief - Completed Small Business Rate Relief	Maximise take-up	On-going
Promote the development of the evening economy	Economic Development/ Swadlincote TIC	Economic Development Strategy	SDDC	Promotion of eating out, leisure and other opportunities in What's On and other materials		On-going
Undertake improvements to visitor attractions and leisure facilities	Cultural	Facilities Strategy	HLF/SDDC/DCC	Works undertaken at Eureka Park, Green Bank Leisure Centre, Swadlincote Woodlands, Skatepark and Library. Park improvements have included event/activity programmes	On-going need to invest; Some dependence on external funding	On-going
Work with partner organisations to undertake improvements to visitor attractions			SDDC/Private	Ski Centre, Sharpe's Pottery Museum	On-going need to invest; Some dependence on external funding	On-going

Swadlincote Town Centre Action Plan – Progress Review

Action	Organisation/ Service Responsible	Implementation Mechanism	Funding	Action Issues/ Key Updates	Action Risks	Timescales
Enhance the public realm						
Pursue funding to implement further elements of the Public Realm Masterplan		Grant award	External funding	Pursue funding opportunities if arise	Not a Central Government priority at present	2022
Refurbish Diana, Princess of Wales, Memorial Garden	Planning/Cultural	Townscape scheme	HLF/Others	Now open; Launch held	Increased usage of site	2018
Pursue opportunities for public art and architectural lighting eg. Public art project for Diana, Princess of Wales, Memorial Garden/Grove Hall, probably including relocation of air conditioning units	Cultural	Facilities strategy	SDDC/Others	Project to be finalised	Project manager to be identified	2019
Improve town centre gateways and arterial routes	Cultural/ Environmental Health		SDDC	Further tree planting completed (sites included Library and Green Bank Leisure Centre) Intervention with prominent derelict properties (eg. 105 Hastings Rd) to bring back into residential use	Complex process	2017
Remove and replace High Street trees that have outgrown their location, replanting in accordance with the public realm masterplan	Cultural		DCC/SDDC DCC/SDDC/NFC	Tree No. 23 replaced DCC has allocated some funding to address the most urgent High Street tree issues	Need to identify project manager with relevant expertise	2017 2018
Review of The Delph, including surface material and vehicle access	Cultural/Economic Development			Expert advice sought on issues with surface, prior to review	Short term measures to be implemented	2019

Swadlincote Town Centre Action Plan – Progress Review

Explore National Forest ambition for 'Forest Towns' – greening of public spaces and roadsides to reflect their location	National Forest Company	National Forest Tourism Growth Plan	NFC	Ideas to be discussed with NFC		2019
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Swadlincote Town Centre Action Plan – Progress Review

Action	Organisation/ Service Responsible	Implementation Mechanism	Funding	Action Issues/ Key Updates	Action Risks	Timescales
Maintain the environment						
Maintain good standards of street furniture	Derbyshire County Council/Cultural	Via DCC	DCC/SDDC	Small SDDC annual maintenance budget available	An untidy town centre can lead to negative perceptions and encourage vandalism and other anti-social behaviour	On-going
Monitor utility works for quality and report defects	Derbyshire County Council/Cultural Services	Via DCC	Utility providers	New public realm works have been affected by utility contractors	Standards of reinstatement by utility companies frequently poor	On-going
Provide clean streets and enhance the built environment through landscape and grounds maintenance	Cultural Services/Depot	Street Care Policy Parks and Open Spaces Service Standards Policy Asset Management Plan	SDDC	Service standards adopted Public Space Protection Orders introduced to make drivers responsible for any litter thrown from their vehicle and to continue ban on dog fouling		On-going
Work with property owners to maintain good standards of maintenance	Planning	Townscape scheme	HLF	Maintenance Days undertaken to encourage building maintenance work, gutter clearance etc	Promote the building maintenance guide	2015 - 2018
Enhance the town centre electrics to support markets and events, including Christmas lights	Cultural		SDDC	Numerous improvements including new facilities for the Diana, Princess of Wales, Memorial Garden		On-going

Swadlincote Town Centre Action Plan – Progress Review

<p>Enable businesses, community groups and residents to participate in planting and tidy up schemes in the town</p>	<p>Housing/ Environmental Health/Cultural/ Planning/Economic Development</p>	<p>Demonstration projects to encourage uptake by others</p>	<p>SDDC, DCC, Businesses</p>	<p>Projects undertaken include the following:</p> <p>Businesses maintaining a planter (eg Richardsons) or sponsoring a planter, traffic island, etc</p> <p>DreamScheme initiative with businesses to plant beds by Dance Centre</p> <p>‘Swadlincote Heros’ initiative to encourage businesses, groups and individuals to volunteer to tidy up the town centre</p> <p>NEET youngsters engaged in planting through the ‘I Step Up’ programme</p> <p>Take part in ‘World Tidy Up Day’</p> <p>Explore involvement of local groups in the maintenance of the Diana Garden</p>	<p>An untidy town centre can lead to negative perceptions</p>	<p>On-going</p> <p>2016</p> <p>2018</p> <p>2018</p> <p>2018</p> <p>2018</p>
<p>Pursue land and property owners who neglect their premises and flytippers</p>	<p>Environmental Health</p>	<p>Legal intervention</p>	<p>SDDC</p>	<p>Undertaken on a case by case basis</p>	<p>Legal challenge/Risk of reputational damage if local authority seen to be overzealous</p>	<p>On-going</p>

Swadlincote Town Centre Action Plan – Progress Review

Action	Organisation/ Service Responsible	Implementation Mechanism	Funding	Action Issues/ Key Updates	Action Risks	Timescales
Improve signage						
Improve car park signage in the town centre	DCC/Environmental Health			Costs to be explored		2022
Improve gateway signage – to and at entrances (eg further examples of town signage at Ski Centre)	DCC/SDDC	Grant award	External funding	Pursue funding opportunities if arise		2022
Develop and implement visitor information and maps	Cultural/Economic Development	Town Team Action Plan	HLF/SDDC	Heritage lecturns planned for three sites: The Delph, Maurice Lea Park and The Pipeworks	Complexities associated with The Delph	2019
Improve signage to promote parking and access restrictions within the town centre	DCC/Environmental Health/Planning			Legal constraints on the signage design and costs to be explored		2022
Improve finger posts to assist movement within the town centre	SDDC	Grant award	External funding	Pursue funding opportunities if arise		2022

Swadlincote Town Centre Action Plan – Progress Review

Action	Organisation/ Service Responsible	Implementation Mechanism	Funding	Action Issues/ Key Updates	Action Risks	Timescales
Improve access and parking, and pursue innovative transport solutions						
Pursue external funding to develop and improve public transport services for the area to the West of the East Midlands Enterprise Gateway area around the Airport	NWLDC/Economic Development	LTP3 EMEG Developing Public Transport Report	Possible sources: LLEP – Business Rates Pool DCC	Funding applications to be prepared		2018 (funding application)
Identify additional car parking space	Private/DCC/ Property Services		Private/DCC/ Property Services	Additional parking provision created on several small sites including: Extension of The Pipeworks car park; Conversion of former Market Hall to car park; New car park on Midland Road; and, Additional on-street parking allocated (eg lower Coppice Side)	Lack of car parking to meet demand as the town centre grows	2022
Undertake feasibility work to encourage further new development in the town centre, including transport implications (eg. access, key junctions, parking, non-car travel and traffic generation) both in the immediate area and more widely in the town	Planning/Economic Development/DCC	LTP3 Town Team Action Plan	External funding	Funding application to be developed		2018 (funding application)
Improve cycling facilities and routes for those accessing the town centre	DCC/National Forest Company/Planning		S106/Other Page 43 of 70	Cycle Hub completed at Green Bank Leisure Centre with bike boxes, lockers and access to showers Improvements undertaken to Eastern access - National Cycle Network Route No.63 via Tetron Point	Increased cycle usage has both congestion and health benefits. Expansion of traffic free routes may help to encourage greater cycle usage. Need to make the links between existing traffic free sections.	2022

Swadlincote Town Centre Action Plan – Progress Review

				<p>Proposals developed to improve Western access – new cycle route alongside Woodville Regeneration Route as far as Swadlincote Woodlands</p> <p>Explore need for greater promotion of cycle routes and National Forest multi-users trails, parking and changing facilities</p>		
Promote car sharing schemes and other sustainable modes of transport such as walking and cycling	Derbyshire County Council/ Environmental Health	SDDC LTP3	SDDC	<p>Refresh of SDDC Travel Plan for Council employees</p> <p>Explore idea of town centre Travel Plan for employees, residents and visitors (eg. Buxton)</p>		2019
Offer free car parking to attract shoppers and visitors			SDDC			On-going

Swadlincote Town Centre Action Plan – Progress Review

Action	Organisation/ Service Responsible	Implementation Mechanism	Funding	Action Issues/ Key Updates	Action Risks	Timescales
Promote community safety						
Maintain good standards of CCTV	Community Safety		SDDC	CCTV cameras replaced and upgraded		2018
Add additional CCTV cameras	Community Safety	Grant award	External funding		Replacement of High Street trees may create opportunities to install additional cameras	
Engage businesses in tackling crime and ASB	Police/ Community Safety	Swadlincote Town Team	N/A	Schemes such as Shop/Alert Box operated	Now encompassed in Town Team meetings	On-going
Tackle street drinking/ASB	Police/ Community Safety	Police SNT and SDDC Neighbourhood Wardens	N/A	PSPO put in place which enables Police and Wardens to confiscate alcohol and to order people to leave the town centre for a 24 hour period	Limited resources to enforce existing PSPO order remains an issue	On-going
Develop and implement promotional campaigns to encourage businesses and members of the public to report crime, ASB, vandalism, fly-tipping, littering, etc	Environmental Health/Community Safety	Communities Team/Swadlincote Town Team	Safer South Derbyshire Partnership	Production of information leaflet for the town centre	101 is slow to respond, leading to concerns about promoting it when it is not fit for purpose in terms of response times	2018
			SDDC	Fixed Penalty Notices are now published monthly on Facebook to try to encourage further reporting by members of the public	Investigatory resources will not meet demand	
			SDDC	Press releases issued following convictions	Use of Facebook, website and press releases	On-going
			SDDC	Pro-active press releases in relation to emerging issues		

Swadlincote Town Centre Action Plan – Progress Review

Explore provision of additional Neighbourhood Warden coverage for town centre	Community Safety/Environmental Health	Working group of Environmental Health/ Communities/ Economic Development/Police	External funding	Discussions underway to understand the scope of services needed and the potential solutions and funding sources	Need to identify support for new post	2019
Encourage youth diversion activity	Community Safety	Sport & Health Team/Voluntary groups/Communities Team/Cultural Services/Community Safety	Safer South Derbyshire Partnership/SDDC	Project piloted in Market Hall car park Range of 'Wednesday Night' project sessions run; To be reviewed Range of opportunities run throughout the Summer holidays in Eureka Park	Funding not secured to continue sessions indefinitely/Lack of suitable venues within town centre	Ongoing

Swadlincote Town Centre Action Plan – Progress Review

Action	Organisation/ Service Responsible	Implementation Mechanism	Funding	Action Issues/ Key Updates	Action Risks	Timescales
Town centre management, marketing, events and business support						
Undertake a feasibility study for a Business Improvement District, focused on place marketing	National Forest Company		NFC/SDDC/Other NF local authorities	Research underway, including business consultation		2019
Market the town centre offer including events and trails using social media and marketing materials	Communications Team/Swadlincote TIC/Swadlincote Town Team		SDDC	<p>Initiatives undertaken include: What's On Guide Production of Shopping Guide and flyers such as Vintage Shops Shop Local promotions and initiatives (eg #SwadOffers) Engagement in Small Business Saturday Reusable shopping bags (eg. Derbyshire Life feature in June 2018)</p> <p>Development of branding based upon Cornishware heritage</p>	Shopping Guide used to promote the town to visitors and newer residents of the town	On-going
Promote the town as a service centre to visitors to The National Forest/ Derbyshire	Swadincote TIC	Destination Management Partnerships	SDDC	Participate in promotional campaigns with The National Forest and Marketing Peak District & Derbyshire (eg. National Forest Attractions Guide)		On-going
Monitor and develop market operation	Cultural		SDDC	<p>NABMA award for Best Small Outdoor Market</p> <p>Investment in market equipment, including new stalls</p>	Further investment in equipment now required	2013
Encourage new market traders	SD Business Advice Service/Economic Development		SDDC/Market Operator	Market trader start-up scheme (discounted stalls and access to business advice)		On-going

Swadlincote Town Centre Action Plan – Progress Review

				<p>'Become a Market Trader' workshop staged in September 2018</p> <p>Love Your Local Market initiative (celebration of markets with schools taking stalls for pupils to try out business ideas)</p>		
<p>Encourage community groups, businesses and other organisations to collaborate and to put on events and activities in the town centre including on The Delph public square and in the Diana Garden</p>	<p>Cultural/Swadlincote Cultural Partnership/ Swadlincote Town Team</p>		<p>SDDC</p>	<p>Events have included: Xmas Lights, Festival of Transport, Arts Trail, Ay Up Me Duck and various, markets (International, Xmas, Makers, Vintage)</p> <p>Promotion and booking arrangements for Delph and Diana Garden to be reviewed and improved, including website material</p> <p>Advice on running a community event to be enhanced on website, including links to Licencing</p>	<p>Encouraging community groups to stage events and co-operate on timings has proved challenging</p>	<p>On-going</p>
<p>Encourage businesses to make the town centre attractive to all</p>	<p>DCC Public Health, SDCVS, SFoT</p>	<p>Swadlincote Town Team</p>	<p>SDDC/Others</p>	<p>Schemes operating include shopmobility, dementia-friendly and breast-feeding awareness</p>		<p>On-going</p>
<p>Support business development</p>	<p>Economic Development/ South Derbyshire Business Advice Service</p>	<p>Swadlincote Town Team</p>	<p>SDDC</p> <p style="color: blue;">Page 48 of 70</p>	<p>SDBAS offers a 1-1 advice service, plus workshops</p> <p>Derbyshire Market Towns Programme (ESF) activities promoted to businesses, including workshops</p> <p>Town Team business network facilitated with related activities, including supporting the</p>		<p>On-going</p>

Swadlincote Town Centre Action Plan – Progress Review

				<p>Wedding Fair event and Facebook page</p> <p>Town Team has staged awards and workshops (eg social media, window dressing, marketing)</p>		
Monitor the vitality of the town centre	Planning		SDDC	Regularly monitor retail vacancies and town centre footfall		On-going
Explore a single point of contact for the town centre (eg Town Centre Manager)	SDDC			Opportunities arising from National Forest BID to be explored	Lack of coordination/risk of duplication of efforts without TCM	2022
Co-ordinate the annual National Forest Walking Festival	Get Active in the Forest	Voluntary Groups, Economic Development, Sport & Health, National Forest Company	SDDC, LCC, NFC	Annual event, including walks promoting the history and heritage of the town centre	2018 Festival attracted over 1,500 participants	On-going

REPORT TO:	ENVIRONMENTAL AND DEVELOPMENT SERVICES COMMITTEE	AGENDA ITEM: 11
DATE OF MEETING:	15th NOVEMBER 2018	CATEGORY:
REPORT FROM:	STRATEGIC DIRECTOR (SERVICE DELIVERY)	OPEN
MEMBERS' CONTACT POINT:	ADRIAN LOWERY, DIRECT SERVICES MANAGER EXT 5764	DOC:
SUBJECT:	GRIT BIN PROVISION POLICY	REF:
WARD(S) AFFECTED:	ALL	TERMS OF REFERENCE

1.0 Recommendations

- 1.1 That the Committee adopts the Grit Bin Policy (Appendix 1) for the future provision of grit bins in South Derbyshire.

2.0 Purpose of Report

- 2.1 To seek Committee approval for the adoption of a Policy and criteria for dealing with requests within the District to provide additional grit bins.

3.0 Detail

- 3.1 Derbyshire County Council's (DCC) Winter Maintenance Plan describes the Council's approach to the provision of grit bins. These are provided throughout the County for motorists and pedestrians as a means of self-help to enable the gritting of small areas of carriageway or footway that would not normally be covered by DCC highway gritting operations. DCC has resolved to continue to maintain the existing grit bins across the County but not to provide new ones. However, new ones can be provided to recognised bodies such as Town and Parish Councils providing they agree to all future costs including refilling and repair and maintenance.
- 3.2 In most areas of the District this arrangement works well. However, some areas of South Derbyshire District do not have a Parish Council and it has been requested by some residents, in these areas, that the District Council (SDDC) acts in lieu of a Parish Council in such circumstances and provides new roadside grit bins. SDDC has previously provided bins on an ad hoc basis but does not have a formal policy on the provision and maintenance of grit bins. It should be borne in mind that the District Council has no statutory duty to provide them or to undertake gritting and as such has no allocated budget for the provision, repair or maintenance of such.
- 3.3 Over the last few years a number of new estates have and continue to be developed within the District and grit bins have not been provided. In the future it is suggested

that it would be advisable to raise this with the developers so that grit bins are provided.

- 3.4 A number of grit bins have historically been provided around the District which belong to either SDDC or Parish Councils all of which the District Council refills (Parish Councils are recharged for the filling). The County Council's Highways Division has a number around the District which it refills. The total number of grit bins in South Derbyshire known to SDDC totals 207 (99 SDDC, 44 Parish Councils and 64 DCC) See appendix 1. To date, officers believe all grit bins in the District have been provided in accordance with DCC criteria and initially provided by DCC.
- 3.5 DCC has a statutory responsibility for gritting and its Policy regarding grit bins is contained within the DCC Winter Maintenance Plan. DCC Officers have confirmed that they have no allocated budget for new grit bin requests. See appendix 2 for the DCC Winter Maintenance Plan in respect of Grit bins. This differs from information previously provided to SDDC and from the information provided to the public on the DCC website (Appendix 3). Following discussions between SDDC and DCC officers, it has been confirmed that future requests for grit bins would be dealt with by applying the criteria in the Winter Maintenance Plan and could be installed by DCC providing the Council committed to the future refilling and repair and maintenance.
- 3.6 Officers believe that the grit bins within the District have been provided by DCC in accordance with their Maintenance Plan and accepted by the relevant Council for all future maintenance costs.
- 3.7 In respect of SDDC, the Council sends teams out to fill those grit bins it maintains, prior to winter, when adverse weather warnings are received or following requests from residents. The Council recharges Parish Councils for the refilling of their grit bins.
- 3.8 For a number of years SDDC has not provided additional grit bins or made any requests to DCC for additional grit bins, as the Council has no current criteria for establishing locations for additional bins.
- 3.9 DCC would have no objection to SDDC installing its own bins provided it does not infringe on the highway, any placed on the highway would require the location approving by DCC. It is not within the District Council's powers to simply install grit bins on the highway network.
- 3.10 It would be advisable in determining any requests for additional grit bins that SDDC has an agreed criteria which should be met before submitting a request to DCC, on this basis it is more likely that DCC would fund the initial installation. It is proposed that the criteria used in determining whether a grit bin should be provided should be as follows:
 - gradient of road
 - severity of bends on road
 - type of traffic
 - traffic flow
 - type of pedestrian use
 - whether a treated route
 - distance from other grit bins
 - proximity to health facilities
 - proximity to other facilities

- bus route
- accident history

3.11 Subject to these criteria being approved these would constitute the Council's formal Policy for future provision. A copy of the Policy would be posted on the Council's website and shared with any future developer.

4.0 Financial Implications

4.1 The cost for installing a new roadside grit bin is £275 plus £80 per re-fill.

4.2 There are currently five outstanding requests for the provision of additional bins and would cost £1,375 to install plus £400 to fill and a further ongoing cost of around £800 per year. Two of these requests meet the suggested SDDC Policy for the provision of grit bins and also meet DCC requirements. Officers would propose to raise these requests with DCC to establish whether these bins could be provided. These are located at:

- Junction of Glamorgan Way and Moray Close
- Adjacent to the health centre/shops on Glamorgan way

GRIT BIN REQUEST ASSESSMENT FORM					
LOCATION	Glamorgan Way/Moray Close	ASSESSOR	SS	DATE	19/10/18
Characteristic	Description	Score	HW	FP	
1 Description of gradients	Steep up to 1:10	60			
	Moderate 1:11 – 1:30	30	30	30	
	Slight / level less than 1:30	Nil			
2 Description of bends	Sharp / many	50			
	Moderate / few	20	20	20	
	Slight / straight	Nil			
3 Traffic type	Domestic / housing est	20	20		
	Industrial	10			
	Rural	Nil			
4 Traffic flow	Heavy	20			
	Light	10	10		
5 Pedestrian activity	Elderly / less mobile	40			
	Heavy (town, large village)	30			
	Light (small village)	10			10
6 On a treated route	Yes Priority 1	-80			
	Yes Priority 2 / other	0			
	No	20	20	20	
7 Salt bin / heap nearby within 200m	Yes	-80			
	No	20	20	20	
8 Proximity of health centre /surgery	Near	40	40	40	
	Distant	Nil			
9 Other important local services	Near	30			
	Distant	Nil			
10 Bus route	Untreated	20			
	Treated	10			
11 Accident history	Yes	20			
	No	Nil			
TOTAL (must exceed 150 to qualify)				160	140
GRIT BIN REQUEST ASSESSMENT FORM					
LOCATION	Glamorgan Way Health Centre	ASSESSOR	SS	DATE	19/10/18
Characteristic	Description	Score	HW	FP	
1 Description of gradients	Steep up to 1:10	60			
	Moderate 1:11 – 1:30	30			
	Slight / level less than 1:30	Nil			
2 Description of bends	Sharp / many	50			
	Moderate / few	20	20		
	Slight / straight	Nil			
3 Traffic type	Domestic / housing est	20	20		
	Industrial	10			
	Rural	Nil			
4 Traffic flow	Heavy	20			
	Light	10	10		
5 Pedestrian activity	Elderly / less mobile	40			
	Heavy (town, large village)	30			
	Light (small village)	10			10

6 On a treated route	Yes Priority 1	-80		
	Yes Priority 2 / other	0		
	No	20	20	20
7 Salt bin / heap nearby within 200m	Yes	-80		
	No	20	20	20
8 Proximity of health centre /surgery	Near	40	40	40
	Distant	Nil		
9 Other important local services	Near	30	30	30
	Distant	Nil		
10 Bus route	Untreated	20		
	Treated	10		
11 Accident history	Yes	20		
	No	Nil		
TOTAL (must exceed 150 to qualify)			160	120

The requests that would not meet the suggested SDDC policy for the provision of grit bins or meet the DCC requirements are located at:

- Junction of Westminster Drive/Hope Way/Edinburgh Road
- Luton Road near Cranfield Avenue
- Newman Drive

These sites scored 130, 80 and 100 respectively when applying the criteria.

- 4.3 An initial desk top inspection along with local intelligence of the Non-Parished Areas of the District suggests that there are no obvious locations where a grit bin would need to be provided when applying the SDDC and DCC criteria.
- 4.4 The cost of providing the two additional grit bins that meet the DCC/SDDC Policy totals £550 and £160 for the initial fill with an ongoing budgetary requirement of £320 per annum, these costs can be absorbed within existing budgets.
- 4.5 Where the DCC criteria are met, SDDC would request the cost of installation of the grit bin is met by the County Council.
- 4.6 A small number of further requests meeting the criteria could be absorbed within current budgets.

5.0 Corporate Implications

- 5.1 This policy links to the Corporate Plan theme of creating vibrant communities to meet residents' needs by delivering services that keep the District clean and healthy
- 5.2 Legal implications - none
- 5.3 Employment Implications – none currently, there is capacity within the service to absorb a number of additional grit bins.

6.0 Community Implications

- 6.1 Grit bins can be quite difficult to find suitable locations for; whilst some residents may wish to have them others on the same street may see them as an eyesore and potential attraction for anti-social behaviour. It is important to accept that a lot of residents would not like to see a grit bin directly adjacent to their property boundary. SDDC should accept the principle that even if a location is deemed to meet the

criteria for a grit bin one may not be provided if agreement cannot be reached with residents on a suitable location.

7.0 Conclusions

- 7.1 It would be beneficial from a service delivery perspective if a policy was adopted by the District Council which provided clarity on the provision of grit bins in non-Parished areas of the District.
- 7.2 Guidance should be given to developers of new estates where a need for grit bins is identified, with the cost of provision being covered by the appropriate section 106 agreement.
- 7.3 SDDC funding the installation of new grit bins should be a last resort, as a genuine need meeting our criteria should be approved by DCC.

8.0 Background Papers

- 8.1 DCC Winter Maintenance Plan Chapter 11 Grit Bins and Salt Heaps. Appendix 2

Appendix 1 GRIT BIN POLICY

“Making South Derbyshire a better place to live, work and visit”

Corporate objectives

Important to the success of the District and delivery of services are:

- People
- Place
- Progress
- Outcomes

Through continual improvement of our services, we will deliver connected communities and ensure that South Derbyshire continues to prosper.

Service aims

We aim to keep communities and residents of the District at the heart of what we do through providing clean streets and improving the built environment through the provision of grit bins for community use.

What we do

Our services include:

- Administer requests for Grit bins in areas of the District of
- Refill grit bins, where we have agreed to.
- Repair, maintain and replace grit bins, where we have agreed to.

Grit bin provision.

SDDC will not normally make a request to Derbyshire County Council to provide grit bins in the following circumstances;

- On roads included on the DCC precautionary salting network
- On unadopted highways
- In areas covered by a Parish Council.

SDDC will apply the following assessment to determine if an area is suitable prior to making a request to DCC.

GRIT BIN REQUEST ASSESSMENT FORM					
LOCATION		ASSESSOR		DATE	
Characteristic		Description	Score	HW	FP
1 Description of gradients		Steep up to 1:10	60		
		Moderate 1:11 – 1:30	30		
		Slight / level less than 1:30	Nil		
2 Description of bends		Sharp / many	50		
		Moderate / few	20		

	Slight / straight	Nil		
3 Traffic type	Domestic / housing est	20		
	Industrial	10		
	Rural	Nil		
4 Traffic flow	Heavy	20		
	Light	10		
5 Pedestrian activity	Elderly / less mobile	40		
	Heavy (town, large village)	30		
	Light (small village)	10		
6 On a treated route	Yes Priority 1	-80		
	Yes Priority 2 / other	0		
	No	20		
7 Salt bin / heap nearby within 200m	Yes	-80		
	No	20		
8 Proximity of health centre /surgery	Near	40		
	Distant	Nil		
9 Other important local services	Near	30		
	Distant	Nil		
10 Bus route	Untreated	20		
	Treated	10		
11 Accident history	Yes	20		
	No	Nil		
TOTAL (must exceed 150 to qualify)				

A request will not be accepted unless a location to site the bin has been agreed. Therefore, even if the criterion for locating the bin is met, none will be provided if residents cannot agree a position.

The position of any proposed bin should not obstruct the passage of pedestrians. A minimum of 1.5 metres is required for pedestrian access.

Grit bins will be left in-situ during the summer months unless the responsible officer confirms that they are causing a public nuisance.

Bins should be yellow and tagged with a unique id number and their position recorded in the electronic database.

Providing grit bins not approved by DCC

SDDC will provide and maintain grit bins not approved by DCC if any of the following applies,

The SDDC assessment as scored over 150 and the location is in an area not covered by a parish council.

The request is for car parks for internal use by the Council or any other public or private property such as schools, parks, hospitals, old people's homes, lunch clubs etc. and a service level agreement is in place to cover the cost of future refilling, repair and maintenance.

Refilling Grit Bins

SDDC will refill all grit bins during November, on receipt of severe weather warnings for freezing conditions and when notified a bin is empty as soon as resources are available.

Non-SDDC grit bins will be refilled only on the request of the organisation responsible for the bin and only where a service level agreement or agreed recharge is in place.

APPENDIX 2 CURRENT GRIT BIN LOCATIONS IN SOUTH DERBYSHIRE

LOCATION		OWNER
MOOR LANE	BARROW ON TRENT	DCC
SINFIN LANE	BARROW ON TRENT	DCC
CHURCH LANE	BARROW ON TRENT	PARISH
WATERY LANE	BRETBY	PARISH
SANDPIPER LANE	BURNASTON	PARISH
GREEN LANE	BURNASTON	PARISH
MAIN STREET	BURNASTON	PARISH
PISTERN HILL	CALKE	DCC
PISTERN HILL TOP	CALKE	DCC
ARNOLD CLOSE	CASTLE GRESLEY	SDDC GF
ASHBOURNE DRIVE.	CASTLE GRESLEY	DCC
BASSES CRESCENT	CASTLE GRESLEY	SDDC HRA
MOUNT PLEASANT ROAD	CASTLE GRESLEY	DCC
MOUNTPLEASANT ROAD	CASTLE GRESLEY	DCC
PRINCESS STREET	CASTLE GRESLEY	SDDC HRA
DONKHILL ROAD	CATTON	SDDC GF
BENT LANE	CHURCH BROUGHTON	SDDC GF
CHURCH BROUGHTON ROAD	CHURCH BROUGHTON	SDDC GF
CHURCH STREET	CHURCH GRESLEY	SDDC HRA
GRESLEY WOOD ROAD	CHURCH GRESLEY	SDDC GF
GRESLEY WOODLANDS	CHURCH GRESLEY	SDDC HRA
NEWLANDS CLOSE	CHURCH GRESLEY	SDDC HRA
THORPE DOWNS RD	CHURCH GRESLEY	DCC
THORPE DOWNS RD	CHURCH GRESLEY	DCC
WOLFSCOTE DALE	CHURCH GRESLEY	DCC
DALBURY HOLLOW	DALBURY	DCC
MAIN STREET	DALBURY LEES	PARISH
EGGINTON ROAD	EGGINTON	DCC
BELFIELD COURT	ETWALL	SDDC HRA
BELFIELD TERRACE	ETWALL	SDDC HRA
MELVILLE COURT	ETWALL	SDDC HRA
OFF PORTLAND STREET	ETWALL	PARISH
PEARTREE COURT	ETWALL	SDDC HRA
BROOK CLOSE	FINDERN	SDDC HRA
CROMWELL AVE	FINDERN	DCC
DOLES LANE	FINDERN	DCC
DOLES LANE	FINDERN	DCC
HEATH WAY	FINDERN	DCC
HILLSIDE ROAD	FINDERN	DCC
HEATH LANE	FINDERN	PARISH
LONGLANDS LANE/HILLSIDE	FINDERN	PARISH
LOWER GREEN	FINDERN	SDDC GF
PORTERS LANE/LONGLANDS LANE	FINDERN	PARISH
BROOK STREET	HARTSHORNE	DCC
BROOK STREET (SPRING HILL)	HARTSHORNE	SDDC HRA
CHURCH STREET	HARTSHORNE	DCC
GRAVEL PIT LANE	HARTSHORNE	PARISH
HARTSHILL ROAD	HARTSHORNE	PARISH
KENDRICKS CLOSE	HARTSHORNE	SDDC HRA

TICKNALL ROAD	HARTSHORNE	DCC
SANDCLIFFE ROAD	HARTSHORNE	DCC
FIELD AVENUE	HATTON	SDDC HRA
OLD MARSTON LANE	HATTON	PARISH
FOSTON CLOSE	HATTON	SDDC HRA
STATION ROAD	HATTON	SDDC GF
BROOMFIELD CLOSE	HILTON	SDDC HRA
MAIN STREET	HILTON	SDDC GF
PERCY WOOD CLOSE	HILTON	SDDC HRA
VILLAGE HALL	HILTON	PARISH
HOON LANE	HOON	SDDC GF
DALE HILL	INGLEBY	DCC
GREENFIELD DRIVE	LINTON	SDDC HRA
MAIN STREET	LINTON	DCC
PATRICK CLOSE	LINTON	SDDC HRA
WINCHESTER DRIVE	LINTON	SDDC HRA
COLVILLE CLOSE	LULLINGTON	SDDC HRA
DAG LANE	LULLINGTON	SDDC GF
COMMERCE ST	MELBOURNE	DCC
DUNNICLIFFE LANE.	MELBOURNE	DCC
MOIRA STREET	MELBOURNE	PARISH
HIGH STREET	MELBOURNE	SDDC GF
HIGH STREET	MELBOURNE	SDDC GF
JUBILEE CLOSE	MELBOURNE	SDDC HRA
JUBILEE CLOSE	MELBOURNE	SDDC HRA
PENISTON RISE	MELBOURNE	SDDC HRA
ROBINSONS HILL	MELBOURNE	DCC
SELINA STREET	MELBOURNE	SDDC HRA
WOODHOUSE HILL	MELBOURNE	DCC
SANDPIPER LANE	MICKLEOVER	PARISH
BURTON ROAD	MIDWAY	DCC
BURTON ROAD	MIDWAY	DCC
HARVEST HILL	MIDWAY	DCC
SANDCLIFFE ROAD	MIDWAY	DCC
TENNYSON AVENUE	MIDWAY	SDDC GF
WINCHESTER DRIVE	MIDWAY	SDDC GF
WORDSWORTH AVENUE	MIDWAY	SDDC GF
CLIFTON ROAD	NETHERSEAL	SDDC HRA
CROFT CLOSE	NETHERSEAL	SDDC HRA
BELVOIR CRESCENT	NEWHALL	SDDC HRA
BRETBY HEIGHTS	NEWHALL	PARISH
BRETBY HOLLOW	NEWHALL	SDDC GF
CEDAR GROVE	NEWHALL	SDDC GF
EDGECOTE DRIVE	NEWHALL	SDDC GF
HIGH ST	NEWHALL	DCC
HOLLYBANK CLOSE	NEWHALL	DCC
HONEYSUCKLE CLOSE	NEWHALL	SDDC HRA
MEADOW LANE	NEWHALL	SDDC HRA
MEADOW WAY	NEWHALL	SDDC HRA
PARK ROAD	NEWHALL	DCC
PINE GROVE	NEWHALL	SDDC HRA

RENSHAW DRIVE	NEWHALL	DCC
WARREN HILL	NEWHALL	SDDC GF
WOOD LANE	NEWHALL	DCC
BLACKSMITHS LANE	NEWTON SOLNEY	PARISH
THE END	NEWTON SOLNEY	PARISH
TRENT LANE	NEWTON SOLNEY	PARISH
BAILEY AVENUE	OVERSEAL	SDDC HRA
BAILEY CLOSE	OVERSEAL	DCC
CORONATION ST / EDWARD ST	OVERSEAL	PARISH
WOODVILLE ROAD	OVERSEAL	PARISH
FOREST VIEW	OVERSEAL	PARISH
GREEN LANE	OVERSEAL	PARISH
MANOR VIEW OFF MOIRA ROAD	OVERSEAL	PARISH
SHORTHEATH (1 Bins)	OVERSEAL	PARISH
SHORTHEATH	OVERSEAL	PARISH
SHORTHEATH	OVERSEAL	PARISH
VALLEY ROAD	OVERSEAL	DCC
WOODVILLE ROAD	OVERSEAL	SDDC GF
WOODVILLE ROAD	OVERSEAL	DCC
BURDETT WAY	REPTON	DCC
BURTON ROAD	REPTON	SDDC GF
FISHER CLOSE	REPTON	SDDC HRA
FISHER CLOSE	REPTON	SDDC HRA
THE PASTURES	REPTON	PARISH
HILL VIEW	REPTON	DCC
MONSOM LANE	REPTON	DCC
MONSOM LANE	REPTON	PARISH
RED HILL LANE	REPTON	DCC
SPRINGFIELD ROAD	REPTON	SDDC HRA
AMBASTON LANE	SHARDLOW	SDDC HRA
CAVENDISH CLOSE	SHARDLOW	SDDC HRA
CLOVER COURT	SHARDLOW	SDDC HRA
THE CAVENDISH	SHARDLOW	DCC
WILNE LANE	SHARDLOW	SDDC GF
WILNE LANE	SHARDLOW	PARISH
CHAPEL STREET	SMISBY	PARISH
CHAPEL STREET	SMISBY	PARISH
HEATH LANE	SMISBY	PARISH
HEATH LANE	SMISBY	DCC
HEATH LANE	SMISBY	DCC
HEATH LANE	SMISBY	DCC
HEATH LANE	SMISBY	DCC
TICKNALL ROAD	SMISBY	DCC
ALEXANDRA ROAD	SWADLINCOTE	DCC
ALEXANDRA ROAD	SWADLINCOTE	DCC
ALLISON AVE	SWADLINCOTE	DCC
ALLISON AVE	SWADLINCOTE	DCC
AVERHAM CLOSE	SWADLINCOTE	SDDC GF
BELFIELD ROAD	SWADLINCOTE	SDDC HRA
CIVIC WAY	SWADLINCOTE	SDDC GF
CIVIC WAY	SWADLINCOTE	SDDC GF

CIVIC WAY	SWADLINCOTE	SDDC GF
CIVIC WAY	SWADLINCOTE	SDDC GF
CLEVELAND CLOSE	SWADLINCOTE	DCC
CLEVELAND CLOSE	SWADLINCOTE	DCC
CONISTON COURT	SWADLINCOTE	SDDC HRA
DOMINION ROAD	SWADLINCOTE	SDDC HRA
DRAYTON STREET	SWADLINCOTE	SDDC HRA
FRANK BODICOTE WAY	SWADLINCOTE	SDDC GF
HALL FARM CLOSE	SWADLINCOTE	SDDC HRA
HALL FARM ROAD	SWADLINCOTE	SDDC HRA
HALL FARM ROAD	SWADLINCOTE	SDDC HRA
HILL STREET	SWADLINCOTE	SDDC GF
MARKET STREET	SWADLINCOTE	SDDC GF
PENNINE WAY	SWADLINCOTE	SDDC GF
PENNINE WAY	SWADLINCOTE	SDDC HRA
PENNINE WAY	SWADLINCOTE	SDDC GF
PENNINE WAY	SWADLINCOTE	DCC
RESTHAVEN	SWADLINCOTE	SDDC HRA
RINK DRIVE	SWADLINCOTE	SDDC GF
VALLEY RISE	SWADLINCOTE	SDDC GF
WILLOUGHBY HOUSE	SWADLINCOTE	SDDC HRA
WILMOT ROAD	SWADLINCOTE	SDDC GF
WYEDALE	SWADLINCOTE	SDDC GF
LONGLANE	THURVASTON	DCC
CHAPEL STREET	TICKNALL	SDDC HRA
INGLEBY LANE	TICKNALL	SDDC GF
PISTERN HILL	TICKNALL	DCC
PISTERN HILL TOP	TICKNALL	DCC
STANTON HILL	TICKNALL	DCC
BELLS END ROAD	WALTON ON TRENT	SDDC HRA
BELLS END ROAD	WALTON ON TRENT	SDDC HRA
ROSLISTON RD/LEEDHAMS CROFT	WALTON ON TRENT	PARISH
WILMOT AVENUE	WESTON ON TRENT	SDDC HRA
WILMOT AVENUE	WESTON ON TRENT	SDDC HRA
FINDERN LANE	WILLINGTON	DCC
IVY CLOSE	WILLINGTON	SDDC HRA
BERNARD STREET	WOODVILLE	SDDC GF
BLACKSMITHS LANE	WOODVILLE	SDDC GF
BLACKSMITHS LANE	WOODVILLE	SDDC HRA
CAMPION ROAD	WOODVILLE	PARISH
CHAPEL STREET	WOODVILLE	PARISH
FALCON WAY	WOODVILLE	DCC
OLD BUTT LANE	WOODVILLE	DCC
PRINCESS CLOSE	WOODVILLE	SDDC HRA
SMALLTHORNE PLACE	WOODVILLE	SDDC HRA
SORREL DRIVE	WOODVILLE	PARISH
SORREL DRIVE	WOODVILLE	PARISH
SORREL DRIVE	WOODVILLE	DCC
STATION ROAD	WOODVILLE	PARISH
SWIFT CLOSE	WOODVILLE	DCC
TEASEL DRIVE	WOODVILLE	PARISH

WREN CLOSE	WOODVILLE	PARISH
MANCHESTER LANE	HARTSHORNE	PARISH
BOX CLOSE	WOODVILLE	PARISH
MOIRA ROAD	WOODVILLE	PARISH

APPENDIX 3

DCC WINTER MAINTENANCE PLAN IN RELATION TO SALT / GRIT BINS

The following criterion is adopted for the provision of new salt bins on the adopted highway.

The Council will not provide additional salt bins to be maintained by the Authority; however, each year requests from Borough/District/Parish Councils for new salt bins will be prioritised against the following criteria and new bins may be provided for the top priority dependent on available resources. Unsuccessful requests will be included in future years' prioritisation exercises.

CRITERIA FOR SALT BIN PROVISION:

- On roads included on the precautionary salting network salt bins will not normally be provided except at locations where, in times of snow, queuing traffic may encounter problems, e.g. steep slopes leading to junctions, traffic signals and roundabouts and at other known locations where vehicles can get into difficulties in snow conditions
- On roads or footways not included in the precautionary salting network, bins may be provided at:
 - locations with steep gradients, bad bends, drainage problems, exposed sites and difficult junctions
 - locations used extensively by the elderly, infirm or very young
 - rural roads providing access to isolated properties
 - pedestrianised areas and other footways subject to heavy pedestrian use in town centres and busy shopping areas that are part of the publicly maintainable highway
- Funding for salt bins, following requests for provision and prioritisation:
 - cost of initial provision, siting and filling of bin to be funded by the County Council
 - future maintenance, re-filling and replacement of bins to be at the expense and responsibility of the appropriate Borough/District/Parish Council requesting the provision
- The appropriate Borough/District/Parish Council will be responsible for ensuring that the salt bins provided are clearly marked with the name of the Authority responsible for maintaining the bin together with a contact telephone number
- Salt bins are not provided or maintained free of charge to unadopted highways. However, they may be accepted on highways submitted for adoption provided the Borough/District/Parish Council accepts responsibility for the future maintenance and re-filling.

All bins/heaps are positioned on digital maps by their co-ordinates to enable more efficient filling and their respective attributes will show who is responsible for their maintenance etc.

Contact details for the re-filling of the bins will be clearly marked on all bins.

APPENDIX 3

DCC Website Information

Grit bins and salt heaps

Grit bins and salt heaps are provided at various points, usually in villages or on untreated roads, so you can help keep roads and pavements in your area free from ice.

We own and maintain 803 grit bins across the county but we're unable to provide additional grit bins in new locations. A further 1,250 bins are in the ownership of town or parish councils who may consider providing a new grit bin where it would provide specific benefits for their local residents.

The grit provided is for use to clear public pavements and roads only. It is not for use on private property.

If you are caught taking grit or salt for use on private property, such as driveways, you may be prosecuted.

The Government's Snow Code https://www.derbyshire.gov.uk/transport_roads/roads_traffic/road_maintenance/snow_info/tackling_snow/winter_service/snow_code/default.asp gives simple instructions on when and how to clear snow and ice.

Report a grit bin problem

If you've spotted a grit bin which has been vandalised or which has gone missing, or if you know of a grit bin or salt heap which needs filling you can report it using the form on this page.

We may not be able to replace or refill all grit bins immediately but we'll action as many reports as possible for bins we are responsible for. We only replenish existing salt heaps and for environmental reasons we won't create new ones.

REPORT TO:	ENVIRONMENTAL AND DEVELOPMENT SERVICES COMMITTEE	AGENDA ITEM: 12
DATE OF MEETING:	15th NOVEMBER 2018	CATEGORY: DELEGATED
REPORT FROM:	STRATEGIC DIRECTOR (SERVICE DELIVERY)	OPEN
MEMBERS' CONTACT POINT:	DEMOCRATIC SERVICES 01283 595848/5722 democraticservices@south-derbys.gov.uk	DOC:
SUBJECT:	COMMITTEE WORK PROGRAMME	REF:
WARD(S) AFFECTED:	ALL	TERMS OF REFERENCE: G

1.0 Recommendations

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

2.0 Purpose of Report

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

3.0 Detail

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

4.0 Financial Implications

4.1 None arising directly from this report.

5.0 Background Papers

5.1 Work Programme.

**Environmental & Development Committee – 15th November 2018
Work Programme**

Work Programme Area	Date of Committee meetings	Contact Officer (Contact details)
Reports Previously Considered by Last Three Committees		
Corporate Plan 2016-21: Performance Report Q4	31 st May 2018	Keith Bull Head of Communications (01283) 228705
Service Plans	31 st May 2018	Keith Bull Head of Communications (01283) 228705
Local Development Scheme	31 st May 2018	Karen Beavin Planning Policy Team Leader (01283) 595749
Draft Statement of Community Involvement	31 st May 2018	Karen Beavin Planning Policy Team Leader (01283) 595749
Repton Neighbourhood Development Plan	31 st May 2018	Ian Hey Community Partnership Officer (01283) 228741
Hartshorne Conservation Area	31 st May 2018	Liz Knight Conservation Officer (01283) 595983

East Midlands Airport Noise Action Plan	31 st May 2018	Richard Groves Planning Policy Officer (01283) 595738
Southern Derby Area Development Framework Document	31 st May 2018	Tony Sylvester Planning Services Manager (01283) 595743
Charitable Collections Policy – Request to Consider Application of Policy	31 st May 2018	Emma McHugh Senior Licensing Officer (01283) 595716
Adoption of Sexual Entertainment Venues	31 st May 2018	Emma McHugh Senior Licensing Officer (01283) 595716
Key Performance Indicators – Licensing Department	31 st May 2018	Emma McHugh Senior Licensing Officer (01283) 595716
Enforcement and Compliance Report	31 st May 2018	Matt Holford Environmental Health Manager (01283) 595856
Corporate Plan 2016-21: Performance Report Q1	16 th August 2018	Keith Bull Head of Communications (01283) 228705
Elvaston Castle Masterplan	16 th August 2018	Tony Sylvester Planning Services Manager (01283) 595743

East Midlands Airport Draft Noise Action Plan	16 th August 2018	Richard Groves Planning Policy Officer (01283) 595738
England A38 Derby Junctions Scheme – Statement of Community Consultation	16 th August 2018	Richard Groves Planning Policy Officer (01283) 595738
Local Validation Requirements	16 th August 2018	Chris Nash Principal Area Planning Officer (01283) 595926
Findern Public Spaces Protection Order	16 th August 2018	Matt Holford Environmental Health Manager (01283) 595856
Environmental Sustainability Group	16 th August 2018	Allison Thomas Strategic Director (Service Delivery) (01283) 595775
Gambling Act 2005 Statement of Licensing Policy	27 th September 2018	Emma McHugh Senior Licensing Officer (01283) 595716
Local Green Spaces Plan	27 th September 2018	Kevin Exley Planning Policy Team Leader (01283) 595749
Statement of Community Involvement	27 th September 2018	Karen Beavin Planning Policy Team Leader (01283) 595749

Contaminated Land Inspection Strategy	27 th September 2018	Matt Holford Environmental Health Manager (01283) 595856
Derby City Clean Air Consultation	27 th September 2018	Matt Holford Environmental Health Manager (01283) 595856
Donington Park Noise Management	27 th September 2018	Matt Holford Environmental Health Manager (01283) 595856
Provisional Programme of Reports To Be Considered by Committee		
Key Performance Indicators – Licensing Department	15 th November 2018	Emma McHugh Senior Licensing Officer (01283) 595716
Gypsy And Traveller Site Allocations Development Plan Document	15 th November 2018	Nicola Sworowski Planning Policy Manager (01283) 595820
Swadlincote Town Centre Vision – Progress Review	15 th November 2018	Mike Roylance Economic Development Manager (01283) 595725
Boulton Moor Development Framework Document	28 th February 2019	Karen Beavin Planning Policy Team Leader (01283) 595749

Draft Waste Local Plan	28 th February 2019	Richard Groves Planning Policy Officer (01283) 595738
Corporate Plan 2016-21: Performance Report Q3	28 th February 2019	Keith Bull Head of Communications (01283) 228705
Private Hire Licensing Convictions Policy and Conditions	28 th February 2019	Emma McHugh Senior Licensing Officer (01283) 595716

ENVIRONMENTAL AND DEVELOPMENT SERVICES COMMITTEE

27th September 2018

EDS/56 **MINUTES**

The Exempt Minutes of the Meeting held on 16th August 2018 were approved as a true record and signed by the Chairman.

EDS/57 **EXEMPT QUESTIONS FROM MEMBERS OF THE COUNCIL UNDER COUNCIL PROCEDURE RULE NO 11**

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

The meeting terminated at 6.50pm.

COUNCILLOR A MACPHERSON

CHAIRMAN