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Our Ref: DS
Your Ref:

Date: 21 February 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, 01 March 2018 at 18:00**. You are requested to attend.

Yours faithfully,



Chief Executive

To:- **Conservative Group**
Councillor Watson (Chairman), Councillor MacPherson (Vice-Chairman) and
Councillors Billings, Mrs Brown, Coe, Mrs Hall, Mrs Patten, Roberts and Wheeler

Labour Group
Councillors Chahal, Dunn, Taylor and Tilley

AGENDA

Open to Public and Press

- 1** Apologies and to note any substitutions appointed for the meeting.
- 2** To receive the Open Minutes of the Meeting held on 25th January 2018.
Environmental and Development Services Committee 25th January 2018 Open Minutes **4 - 6**
- 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 (1 OCT- 31 DEC 2017) **7 - 27**
- 8** ENFORCEMENT AND COMPLIANCE REPORT **28 - 35**
- 9** KEY PERFORMANCE INDICATORS – LICENSING DEPARTMENT **36 - 37**
- 10** DRAKELOW PARK UPDATE **38 - 40**
- 11** DESIGNATION OF A NEIGHBOURHOOD AREA **41 - 45**
- 12** SWADLINCOTE HERITAGE TRAIL **46 - 48**

Exclusion of the Public and Press:

- 14** 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.
- 15** To receive the Exempt Minutes of the Meeting held on 25th January 2018.
Environmental and Development Services Committee 25th January 2018 Exempt Minutes
- 16** To receive any Exempt questions by Members of the Council pursuant to Council procedure Rule No. 11.
- 17** THE FUTURE OF BUILDING CONTROL

ENVIRONMENTAL AND DEVELOPMENT SERVICES COMMITTEE

25th January 2018

PRESENT:-

Conservative Group

Councillor Watson (Chairman), Councillor MacPherson (Vice-Chairman) and Councillors Billings, Mrs Brown, Mrs Coe (substituting for Councillor Roberts), Coe, Mrs Hall, Mrs Patten and Wheeler

Labour Group

Councillors Chahal, Dunn, Taylor and Tilley

EDS/77 **APOLOGIES**

Apologies for absence from the meeting were received from Councillor Roberts (Conservative Group).

EDS/78 **MINUTES**

The Open Minutes of the Meeting held on 16th November 2017 were noted, approved as a true record and signed by the Chairman.

EDS/79 **DECLARATIONS OF INTEREST**

The Committee was informed that no declarations of interest had been received.

EDS/80 **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/81 **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/82 **REPORTS OF THE OVERVIEW & SCRUTINY COMMITTEE**

There were no Overview and Scrutiny Reports to be submitted.

MATTERS DELEGATED TO COMMITTEE

EDS/83 **ENVIRONMENTAL EDUCATION SERVICE: SERVICE DEVELOPMENT PROPOSAL**

The Environmental Development Manager presented the report to Committee.

Members commended and congratulated officers for securing the funding of £55,890.

RESOLVED:

1.1 Members approved, in principle, a grant offer from Veolia UK of £55,890 towards the cost of £69,862 for a project to install dipping platforms and science related play facilities at Rosliston Forestry Centre.

1.2 Members supported the applications to finance the funding shortfall.

1.3 That the financial implications and in particular the risk regarding the future funding of projects associated with the Environmental Education Service are referred to the Finance and Management Committee.

EDS/84 **SOUTH DERBYSHIRE ANNUAL MONITORING REPORT 2016-17 AND INFRASTRUCTURE DELIVERY PLAN UPDATE**

The Planning Policy Officer presented the report to Committee, outlining the Annual Monitoring Report and the Infrastructure Delivery Plan.

Members raised queries and comments relating to sewage systems, new development, affordable housing and the growing pressures placed on the transport network. Members commented on proposed methods by which pressures on the transport network could be reduced due to the new developments. Members suggested that by re-opening the former railway line between Burton and Leicester would open avenues of transport to and from Birmingham and Leicester through South Derbyshire.

Councillor Dunn requested an update on the Walton Bridge. The Chairman agreed that a report be presented at the next meeting updating Members.

It was suggested that the monitoring report be submitted to Committee each year prior to its publication on the Council's website, a proposal accepted by Committee.

RESOLVED:

1.1 Members noted the scope and content of the Authority Monitoring Report (AMR), collated to provide information on the performance of the policies in the Adopted Part 1 and Part 2 Local Plans and provide and update on the preparation of other planning documents being bought forward by the Council.

1.2 Members authorised that the factual update of the monitoring report be submitted to the Committee on an annual basis, prior to its publication on the Council's website by the 31 December each year.

1.3 Members noted the updates to the Council's Infrastructure Delivery Plan (IDP) and authorised its publication on the Council's website.

EDS/85 **FUTURE OF LOCAL PLANNING**

The Planning Policy officer presented the report to Committee.

RESOLVED:

Members endorsed continuation of joint working with the Council's Derby HMA partners, to explore the potential of an overarching joint strategy / plan, liaising where necessary with other neighbouring local authorities.

EDS/86 **COMMITTEE WORK PROGRAMME**

RESOLVED:

Members considered and approved the updated work programme.

EDS/87 **LOCAL GOVERNMENT ACT 1972 AS AMENDED BY THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

RESOLVED:-

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

MINUTES

The Exempt Minutes of the Meeting held on the on 16th November 2017 were received.

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

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

The meeting terminated at 6.45pm.

COUNCILLOR P WATSON

REPORT TO:	ENVIRONMENTAL AND DEVELOPMENT SERVICES	AGENDA ITEM: 7
DATE OF MEETING:	1st MARCH 2018	CATEGORY: DELEGATED
REPORT FROM:	CORPORATE MANAGEMENT TEAM	OPEN DOC:
MEMBERS' CONTACT POINT:	FRANK MCARDLE (EXT. 5700) KEVIN STACKHOUSE (EXT. 5811)	
SUBJECT:	CORPORATE PLAN 2016-21: PERFORMANCE REPORT (1 OCT – 31 DEC 2017)	
WARD (S) AFFECTED:	ALL	TERMS OF REFERENCE: G

1.0 Recommendations

1.1 That progress against performance targets is considered.

2.0 Purpose of Report

2.1 To report progress against the Corporate Plan for the period 1 October to 31 December 2017 under the themes of People, Place, Progress and Outcomes.

3.0 Detail

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

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

People

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

Place

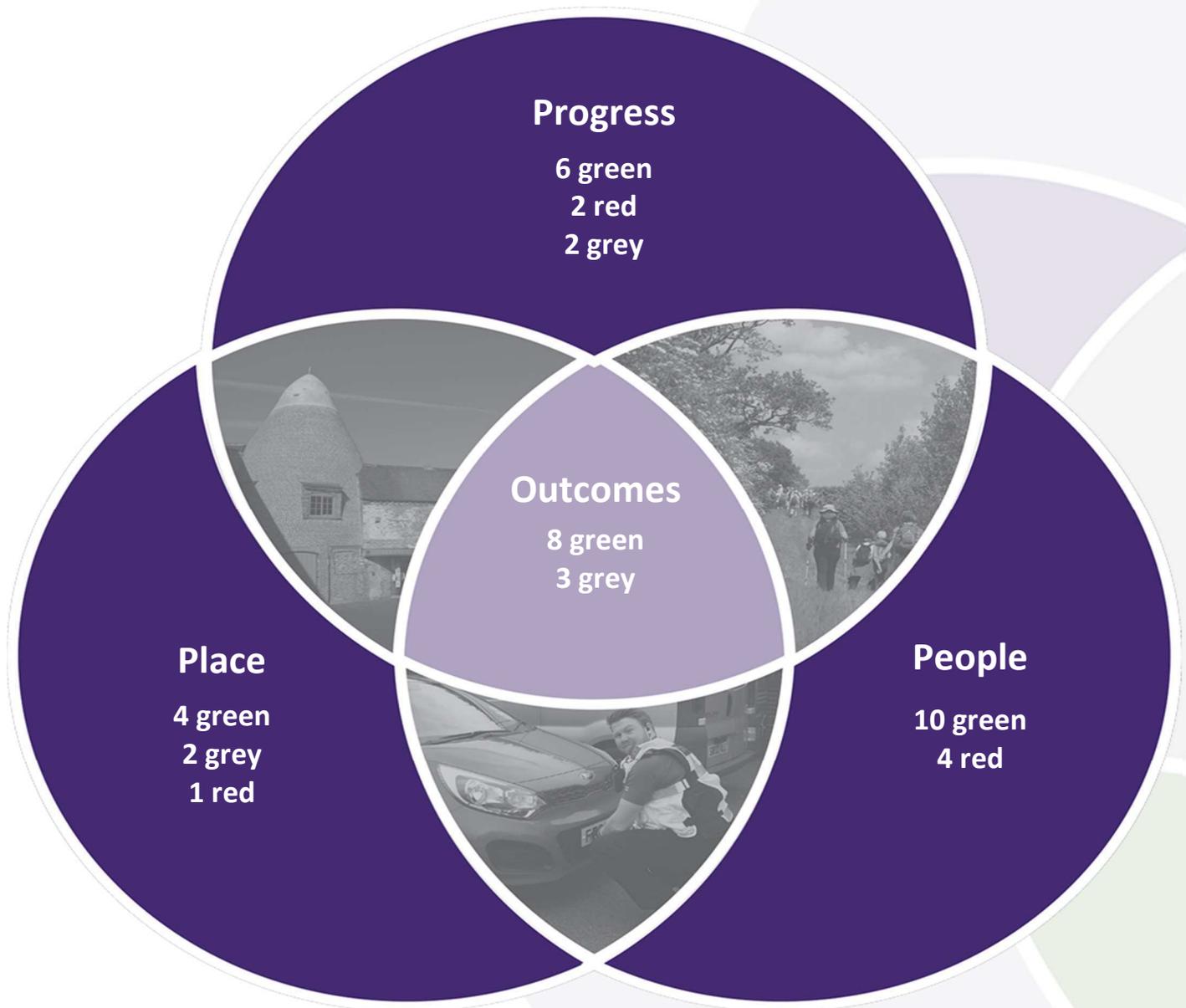
- *Facilitate and deliver integrated and sustainable housing and community infrastructure*
- *Enhance understanding of the planning process*
- *Help maintain low crime and anti-social behaviour levels in the District*
- *Connect with our communities, helping them feel safe and secure*
- *Deliver services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

Progress

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

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, 12 are showing green, one red and four grey.
- 3.4 More information can be found in the Performance Board in **Appendix A**. A detailed breakdown of performance for Environmental and Development Services is available in the Success Areas and Action Plan documents (**Appendices B and C respectively**), while associated risks are contained in the risk registers in **Appendices D, E and F**.
- 4.0 **Overall Council performance – Quarter three (October 1 to December 31, 2017)**



Of the 42 strategic projects and measures for the Council, 28 are showing green, seven are red and seven are grey.

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: Successes

Appendix C – Environmental and Development Services: Actions

Appendix D – Economic Development Risk Register

Appendix E – Community and Planning Risk Register

Appendix F – Housing and Environmental Risk Register

Theme	Aim	Project	Q2 progress	Q3 target	Q3 performance	Q3 detail
Outcomes	Maintain financial health	Generate ongoing revenue budget savings in the General Fund.	No update to the savings of £400,000 approved from Corporate Services in quarter one.	O1.1 Annual target of £850,000, as per the Medium Term Financial Plan. F&M	On track	Final budget for 2018/19 approved by Finance and Management Committee on December 15. Budget savings and additional income achieved - totals of £690k to-date. Effect of 100% Business Rates Pilot now being assessed.
Outcomes	Maintain proper Corporate Governance	Compile and publish an Annual Governance Statement in accordance with statutory requirements.	The Council's value for money opinion was given an 'except for' qualification.	O2.1 An unqualified value for money opinion in the Annual Audit Letter. F&M	Annual target	Annual target which was reported and dealt with in quarter two. No further reporting this year.
Outcomes	Enhance environmental standards	Demonstrate high environmental standards. Ensure continual compliance with ISO 14001 standard.	Annual senior management review completed. All non conformities closed.	O3.1 Prepare for and deliver external ISO14001 certification. E&DS	On track	External reaccreditation inspection is programmed for February 26-28.
Outcomes	Maintain a skilled workforce	Ensure ongoing training and development for individuals and groups of employees where applicable.	27% of staff had completed all mandatory training	O4.1 95% of all employees to complete mandatory training (annual target). F&M	Annual target	109 employees, or 35% of the workforce, have attended all mandatory courses. The outturn figure for each of the eight courses (six for staff and two extras for managers) is between 59% and 80%. More courses are scheduled for quarter four.
			N/A	O4.2 95% of all employees to have an annual performance appraisal (annual target). F&M	Annual target	N/A
Outcomes	Maintain customer focus	Develop a new website and provide functionality for greater transactional processing online	Website went live.	O5.1 Number of people viewing website on a mobile phone is >45% F&M	Mobile phone - 49.6% Desktop - 33% Tablet - 17.4%	This compares to desktop (44.32%), mobile (39.63%) and tablet (13.59%) before go live, showing the demand for a device responsive solution. Feedback continues to be positive.
		Develop a Social Media Strategy to provide easy and innovative options for residents to engage with the Council.	Audits of social media accounts carried out and usage analysed.	O5.2 Start to create Social Media Strategy and consult with stakeholders. F&M	On track	Extensive evidence base complete, enabling work to start on the strategy. Elected Members, departments and social media users all consulted. Action plan also being devised.
		Expand services in Customer Contact Centre and maintain facilities for face to face enquiries where required.	82%	O5.3 80% of telephone calls answered within 20 seconds. F&M	83.8%	Successfully went live with new in house CRM data base in December for Waste and Cleansing following the removal of Northgate CRM System as no longer PSN compliant.
			6.20%	O5.4 Call abandonment rate of <10%. (Number of visitors to Civic Offices to be recorded). F&M	4.2%	Contact Centre handled an additional 1,000 calls for waste and cleansing due to weather conditions in December. 19,101 calls were handled in quarter three. We also had 8,364 visitors to the Civic Offices.
		Deliver Equalities and Safeguarding action plan to demonstrate principles are embedded in service delivery.	Accreditation achieved to Safe Place Scheme and training undertaken.	O5.5 Achieve Dementia Friendly Community status. F&M	On track	Dementia Friendly Community Status achieved. This will help us to spread the word about the disorder to residents, partners and businesses. A partnership group has been formed, with an action plan driving activity. Dementia friendly films are being shown at locations across the District, with local school children also being engaged.
Outcomes	Continue to strengthen the ICT platform and ensure that ICT is able to support change and minimise business risks.	Three year review of ICT Strategy and adoption of action plan to 2020.	New IT and Digital Strategy approved by Committee.	O6.1 Strategy adopted. F&M	On track	As approved by the Finance and Management Committee in October 2017. First (stabilisation) phase of the strategy on-going until March 2018.
People	Enable people to live independently	Provide an efficient and well-targeted adaptation service (including Disabled Facilities Grants) and make better use of previously adapted dwellings.	90%	PE1.1 Percentage of adapted properties allocated on a needs basis is >90%. H&CS	83%	See Action Plan.
			100%	PE1.2 Percentage of residents satisfied with the quality of their new home is >88%. H&CS	96%	27 surveys returned during quarter three. 26 satisfied with the quality, one customer expressed dissatisfaction with the décor.
People		Maintain regular contact with tenants, with a focus on those identified as vulnerable.	275	PE2.1 Total number of tenancy audits completed (250 target). H&CS	286	827 completed during the year to date.
			95.45%	PE2.2 Number of successful introductory tenancies (target of 97%). H&CS	89.00%	See Action Plan.
People	Protect and help support the most vulnerable, including those affected by financial challenges	Process Benefit claims efficiently	14.3 days	PE2.3 Average time for processing new Benefit claims is <18 days. F&M	16.4 days	Impact of sickness absence on small processing team offset by offsite support.
			5.4 days	PE2.4 Average time for processing notifications of changes in circumstances is <8 days. F&M	6.8 days	Impact of sickness absence on small processing team offset by offsite support.
			0.20%	PE2.5 Meet Housing Benefit Subsidy Local Authority error target threshold set by DWP (<0.48%). F&M	0.30%	Casework reviews and corrections following 2016/17 subsidy audit.

		Provide a service for homeless applicants which is nationally recognised as delivering 'best practice'. Attain NPSS Bronze Standard for Homelessness by March 31, 2018.	Project progressed to further improve the housing options prevention service.	PE2.6 Prepare submission to NPSS. H&CS	See Action Plan	See Action Plan.
People	Use existing tools and powers to take appropriate enforcement action	Bring empty homes back into use.	Two completed (target of three)	PE3.1 Number of empty home intervention plans for dwellings known to be empty for more than two years (target is three). H&CS	Six completed	All interventions available have now been completed for properties on Ashby Road, Melbourne; Park Road, Church Gresley; Bretby Road, Newhall; Bernard Street, Woodville and Ashby Road, Woodville (two properties).
People	Increase levels of participation in sport, health, environmental and physical activities	Delivery of sport, health, physical activity and play scheme participations.	Rosliston = 55,588 (target = 60,000). Leisure centres = 259,799 (target = 170,404).	PE4.1 Throughput at Etwall Leisure Centre, Green Bank Leisure Centre and Rosliston Forestry Centre. Target for Rosliston = 40,000. Target for leisure centres = 170,404. H&CS	Rosliston 36,987. Leisure centres 249,667	See Action Plan.
		Tackle physical inactivity and develop/implement a Sport, Health and Physical Activity Strategy	Friday Night Project and Hilton Youth Group restarted, with health walks held across the District.	PE4.2 Deliver targeted physical activity programme. H&CS	On track	Examples of targeted work includes carpet Nordic walking and a dementia walk at Oakland Village, Walking for Health across the District, the Street Games project at Midway Community Centre and Hilton Youth Club.
People	Reduce the amount of waste sent to landfill	Minimise waste sent to landfill.	106 kgs (target - <120kgs)	PE5.1 Household waste collected per head of population is <110kgs. E&DS	92 kgs (target - <120kgs). Estimated figure.	Estimate to be confirmed due to limited data for December 2018. Should still be well within target. Figures for quarter two now confirmed.
			51.1% (target 53%)	PE5.2 >47% of collected waste recycled and composted. E&DS	47.6% (target - 47%). Estimated figure.	Estimate to be confirmed due to limited data for December 2018. Should be within target and may improve slightly. Figures for quarter two confirmed.
People	Develop the workforce of South Derbyshire to support growth.	Increase Council engagement to raise aspirations. Provide opportunities for young people to reach their potential.	Potential projects identified and workstreams driven towards the urban core.	PE6.1 Review working relationships with schools. H&CS	On track.	Ongoing relationship management with schools continues. The project is progressing with an external marketing campaign being developed. In addition there are a number of sub projects now in existence, with a RISE ambassador identified from within the local community.
Place	Facilitate and deliver a range of integrated and sustainable housing and community infrastructure.	Increase the supply and range for all affordable housing provision.	N/A	PL1.1 Increased supply of affordable homes. Annual target of >150. H&CS/E&DS	124 units delivered (year to date)	124 units delivered by Trent and Dove, Derwent Housing Association and Notts Community Housing during the year to date. Locations include Repton, Littleover, Chellaston and Boulton Moor.
		Deliver an adopted South Derbyshire Local Plan, parts 1 and 2, and key supplementary documents.	Consultation on proposed Main Modifications and Sustainability Appraisal undertaken.	PL1.2 Review consultation responses. E&DS	On track.	Local Plan Part 2 adopted on November 2. Design Guide Supplementary Planning Document (SPD) and Affordable Housing SPD adopted on November 16.
		Facilitate and deliver sustainable infrastructure.	Still awaiting information from the Government.	PL1.3 Consider the introduction of a Community Infrastructure Levy. E&DS	N/A	Elected members to be kept informed of progress in Q2 and Q4.
Place	Help maintain low crime and antisocial behaviour levels in the District.	Deliver a programme of proactive interventions to reduce environmental crime such as fly-tipping.	182 (target <180)	PL3.1 Downward trend in fly-tipping incidents. Quarterly target is <180. E&DS	Year to date - 511 (target is <540) Quarter three incidents - 150 (target - <180)	The observed reduction in December is suspected to be due to a shorter reporting month rather than a real reduction in incidents. This will only become clear when the statistics for January are issued.
		Review, publish and deliver the Safer South Derbyshire Community Safety Partnership Plan.	21 sessions, with 2,975 participants, held in urban parks over holidays.	PL3.2 Deliver hate crime campaign around Hate Crime Awareness Week. H&CS	On track.	Campaign delivered via social media, visits to local establishments and Catch a Coffee with a Copper event held in Swadlincote.
Place	Support provision of cultural facilities and activities throughout the District	Implement and manage the leisure facility capital build programme.	Plan completed and prioritised for capital developments at Green Bank Leisure Centre in Swadlincote.	PL5.1 Produce development plan for Etwall Leisure Centre. H&CS	See Action Plan	See Action Plan
Place	Deliver services that keep the District clean and healthy	Reduce contamination risk rating of land in South Derbyshire	1	PL6.1 Complete one contaminated land assessment. E&DS	1	Phase one review completed of a former sawmill in Repton Road, Bretby.
Progress	Work to attract further inward investment	Showcase development and investor opportunities in South Derbyshire.	Vacant commercial property bulletin prepared and published	PR1.1 Publish investor prospectus. E&DS	On track	Investor prospectus designed, printed and published.
Progress	Unlock development potential and ensure the continuing growth of vibrant town centres	Delivery of Swadlincote Townscape project, including Princess Diana Memorial Garden.	Delays caused by new terms and conditions being set and a change in approach with materials used.	PR2.1 Annual maintenance day held for Princess Diana Memorial Garden. E&DS	See Action Plan	See Action Plan.
		Increase attendance and participation at town centre events.	Five events delivered and supported, including 'Ay Up Me Duck' Day (target - 3)	PR2.2 Two events delivered and/or supported, including Christmas Lights Switch On. E&DS	7	Thousands attended Swadlincote International Food and Drink Festival (which attracted around 60 traders), Swadlincote Christmas Lights Switch On, two Magic Attic Townscape talks, Remembrance/Armistice Day and Victorian Market.

		Ensure the continuing growth of vibrant communities and town centres.	N/A	PR2.3 Vacant premises in Swadlincote town centre, Hilton and Melbourne (proxy). To be reported twice a year. E&DS	10 vacant units in Swadlincote Town Centre.	Swadlincote continues to be vibrant. Over the past 12 months we have seen a range of small independents opening, including Smart Accountants, Salts, Beauty Bubble, Studio C, The Little Florist and Matilda Bentley Bridal Ltd to name a few. Curly Magpie and Friends has expanded its offer by taking up space that had recently been vacated and The Vintage Kiosk has relocated to larger premises on the High Street in partnership with Simply Needlecraft Sewing Studio. Some doors have closed, including Mind and Brantanos, but both are now occupied by new tenants. Figures for Hilton and Melbourne to be reported at year end.
Progress	Work to maximise the employment, training and leisure uses of The National Forest by residents and increase the visitor spend by tourists.	Support the operation and development of the tourism sector.	11,666 (target 8,000)	PR3.1 Number of queries handled by Swadlincote Tourist Information Centre. Target is 5,000. E&DS	*Monitoring data not available for quarters three and four due to fundamental change in methodology statement caused by the introduction of new website and interruption in electronic publisher operation. Figures would not offer a like for like comparison.	Autumn and Winter edition of What's On published. Promotion of South Derbyshire and The National Forest at events such as Elvaston Wood Fair. Co-ordination of Heritage Open Days in South Derbyshire.
		Review and procure new management for Rosliston Forestry Centre.	Invitation to tender advertised and initial bids received	PR3.2 Select management contractor and prepare contract. H&CS	See Action Plan	See Action Plan.
		Work with Swadlincote TIC to attract evening visitors to the District's leisure, food and drink and retail offer.	Promotional leaflet 'Nightlife in South Derbyshire' designed	PR3.3 Undertake promotional initiative in the run up to Christmas. E&DS	On track	Second feature published in What's On guide. Late night shopping event held with Swadlincote Victorian Christmas Market and Carols Evening. In spite of the extreme cold conditions, all but a couple of traders turned up. The response to evaluation cards was overwhelmingly positive, although the reaction was more mixed on social media. This will be reviewed over the coming months.
Progress	Provide business support and promote innovation and access to finance, including in rural areas	Food businesses with the top hygiene rating of five.	85.20%	PR5.1 >81% food businesses which have a Food Hygiene Rating score of five. E&DS	84.50%	Improvements in food performance are indicative of the continuous work we do with our local food business community to support new businesses and provide support and guidance on hygiene conformance.
		Registered food businesses active in the District.	825	PR5.2 >810 registered food businesses active in the District. E&DS	829	Improvements in food performance are indicative of the continuous work we do with our local food business community to support new businesses and provide support and guidance on hygiene conformance.
		Guidance offered to businesses or people thinking of starting a business.	42 (target - 25)	PR5.3 Guidance offered to businesses or people thinking of starting a business (through the Business Advice Service). Target is 25. E&DS	61	'Thinking of Starting a Business?' workshop staged in Melbourne. Business Awards evening held to recognise local successes including: Ayva Pharma, Bright Side Vets, IG Elements and Willshee's.

Environmental and Development Services Strategic and Service Success Areas Quarter 3, 2017/18



Appendix B



47.6%

Target - >47%

Percentage of collected waste recycled and composted.



Shopping

Late night

Late night shopping held in Swadlincote to coincide with Victorian Market.



61

Target - 25

Number of people supported by the South Derbyshire Business Advice Service.

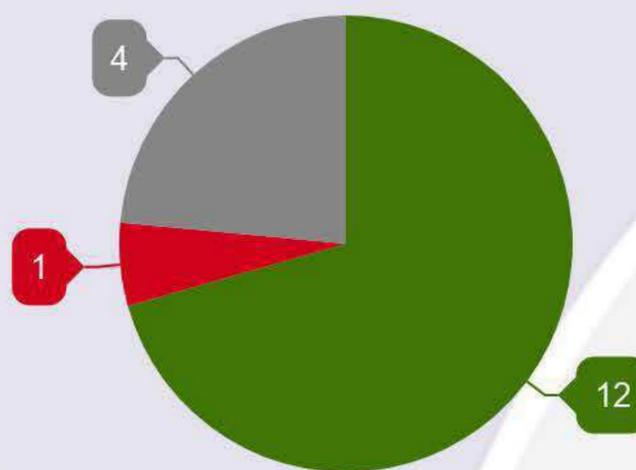


829

Target - 810

Food businesses now registered in the District, thanks to the support of the Council.

E+DS Performance Overview



Green (70.59%) Red (5.88%) Grey (23.53%)



New homes

Affordable

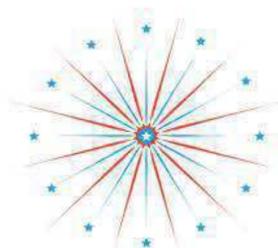
124 affordable homes delivered in South Derbyshire during the year to date.



150

Target - <180

Major reduction in fly-tipping incidents compared to previous quarter.



Town centre

Target - 2

Seven events delivered in Swadlincote town centre, including the Christmas Lights Switch On.



84.50%

Target >81%

Businesses in the District with a top hygiene rating score of five.



Workshop

Open for business

Thinking of starting a business? workshop held in Melbourne.



92kgs

Target <120kgs

Household waste collected per head of population.

Appendix C



Maintenance
day held for
Princess Diana
Memorial
Garden

Target - 1

Theme - Progress. Action – PR2.1 Deliver objectives of Swadlincote Townscape Heritage Scheme

Target: Maintenance day held for Princess Diana Memorial Garden.
Performance: Work still ongoing

Background – As referenced in previous quarters, original tenders received for the work were over the budget set. New terms and conditions had to go to committee for approvals, leading to further delays.

An additional delay was caused due to a change in approach with the bespoke granite copings. This will result in greater accuracy when installing the granite on site.

Key actions underway - Work is currently ongoing with the Princess Diana Memorial Garden in Swadlincote.

Many elements have been completed, including the timber sleepers and steps creating a mini amphitheatre, spring bulb and grass seed planting, timber circular bench with timeline and ring of granite setts.

Installation of the custom-made bricks is due to be carried out in February 2018 before the finishing touches are put to the project.

Opportunities/risks: The memorial garden will be transformed into a light, colourful and attractive space with new paths, seating, grassed areas, spring bulbs, architectural lighting, timeline and engraved poem. There will also be an area for events and activities.

The opening celebration in Spring/Summer 2018 will include activities for children, local organisations and charities.

There is one action for Environmental and Development Services

Economic Development Risk Register

Theme/aim	Risk description	Likelihood	Impact	Risk Treatment	Mitigating action	Responsible officer
Progress/ Work to maximise the employment, training and leisure uses of The National Forest by residents and increase the visitor spend by tourists	Failure of National Forest & Beyond Tourism Partnership leading to an adverse impact on businesses in local visitor economy	Low	Medium	Treat	<ul style="list-style-type: none"> • Proactive engagement in partnership and with individual partners • Commitment of Officer time and resources to partnership activities • Monitoring of projects and performance 	Mike Roylance
Progress/People/Place	Failure of the South Derbyshire Partnership leading to non-delivery of the community's vision and priorities as set out in the Community Strategy and Action Plan	Low	Medium	Treat	<ul style="list-style-type: none"> • Proactive support for partnership • Commitment of Officer time and resources to Partnership facilitation • Engagement of partners in policy making and project design and delivery 	Mike Roylance

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

Community and Planning Risk Register 2017-2018

Theme/aim	Risk description	Likelihood	Impact	Risk treatment	Mitigating action	Responsible officer
Outcomes/ Maintain Financial Health	Planning fees – income reduces to below set targets (DM1)	Low	High	Tolerate	Careful attention to forecasts/setting budgets and budget monitoring	Tony Sylvester
Outcomes/ Maintain Financial Health	Judicial review of Planning decisions (DM2)	Low	High	Treat	Weekly case review with all case officers for early identification of high-risk cases, legal opinion sought when necessary. Ongoing review of new statutory procedures, continued advice from Legal when required. Service review planned for 2017/18	Tony Sylvester
Outcomes/ Maintain Financial Health	Maladministration leading to injustice via LGO (DM3/BC4/PP2)	Very low	Low	Tolerate	Documented process of procedures Process training Close monitoring of report recommendations	Tony Sylvester
Outcomes/ Maintain Financial Health	Judicial Review of Building Control Decision (BC1)	Low	Low	Tolerate	Ongoing review of new statutory procedures, continued advice from counsel when required.	Tony Sylvester

Outcomes/ Maintain Financial Health	Loss of market share below sustainable level (BC2)	High	High	Transfer risk	Review marketing strategy. Investigate potential outsourcing of activity to a third party.	Tony Sylvester
Outcomes/ Maintain Financial Health	Negligence resulting in loss to personal property (BC3/DM4)	Low	High	Tolerate	Insurance Professional training Maintain sound procedures and act speedily to recover ground when mistakes are made.	Tony Sylvester
Outcomes/ Maintain Financial Health	Failure to collect financial contributions or to enforce the delivery of obligations within Section Agreements (DM5)	High	Very High	Treat	Implementation of new software and process review 2017/18.	Helen Frazer
Outcomes/ Maintain Financial Health	Poor application performance (DM7)	Medium	High	Treat	New planning officer structure in place, giving better capacity to monitor cases = optimum use of resources Quarterly monitoring of application performance	Tony Sylvester
Outcomes/ Maintain Financial Health	Lack of knowledge in department relating to specialist: IT solutions, Planning (DM8)	Medium	High	Treat	Specialist knowledge outside of service e.g. specialist knowledge within IT/corporately	Tony Sylvester
People/ Increase levels of participation in sport, health,	Reduction of council funding into Sport and Health service. Unable to source external funding to	High	High	Treat	Forward budget planning over a number of years. Lobby to maintain current funding contribution that	Hannah Peate

environmental and physical activities	service reserve fund being depleted for sources other than the sport and health service delivery. (SP1)					the Council makes towards the service and for an increased contribution if Elected Members want the current levels of service to be maintained. Continually seek external funding options	
Place/ Support provision of cultural facilities and activities throughout the District	Managing large capital projects (CS1)	Low	High	Treat		Ongoing dialogue with funders Support from internal and external specialists re legal, technical and financial issues Financial monitoring/attendance of CPAM meetings	Malcolm Roseburgh
Place/ Support provision of cultural facilities and activities throughout the District	Failure of contracts e.g. leisure centres (CS2)	Medium	High	Treat		Contracts in place or held over. Regular (monthly) contract monitoring meetings for main contracts Project Officer employed (RFC)	Malcolm Roseburgh
Place/ Support provision of cultural facilities and activities throughout the District	Memorial monuments falling causing injury (CS3)	Low	Medium	Treat		Informal checks undertaken and rolling programme of rolling checks reintroduced	Malcolm Roseburgh
Outcomes/ Maintain Financial Health	Accidents at play areas (CS4)	Low	High	Treat		Inspections carried out by staff. Insurance company inspect annually Park keepers on some sites	Malcolm Roseburgh

Place/ Support provision of cultural facilities and activities throughout the District	Dilapidation of Leisure/Community Facilities (CS5)	Low	Medium	Treat	Control measure in place: securing internal and external funding, supporting VCS and parish councils with funding, improving planned preventative maintenance, transferring assets where possible, improved monitoring	Malcolm Roseburgh
Place/ Support provision of cultural facilities and activities throughout the District	Failure of business plan for Rosliston Forestry Centre (CS6)	Medium	Medium	Treat	Monthly performance meetings Annual review of business plan Development and implementation of new strategy Increase involvement of Forestry Commission in business planning Contract transition arrangements underway	Malcolm Roseburgh
Place/ Support provision of cultural facilities and activities throughout the District	Urban core cemetery space running out (CS7)	High	Medium	Treat	Continued internal meetings with Planning and Property Services to identify land opportunities	Malcolm Roseburgh
Place/ Support provision of cultural facilities and activities	Failing Infrastructure at Rosliston Forestry Centre. (CS8)	High	High	Treat	Condition survey has identified extent of problem. Responsibility planned to pass to incoming contractor but cost likely to be expressed through value of management sum.	Malcolm Roseburgh

People/Protect and help support the most vulnerable, including those affected by financial challenges	Sustainability of the voluntary sector (CM1)	Very high	Medium	Treat	Service development proposal to continue community partnership scheme in future years. Continue partnership working with CVS.	Chris Smith
Place/Support provision of cultural facilities and activities throughout the District	Failure of Sharpe's Pottery Museum (CM2)	Medium	Medium	Treat	Councillor representation on board Attendance on board meetings by officers Support from Community Partnership Officer when required	Chris Smith

Housing and Environmental Services Risk Register

Risk Code	Theme/aim	Risk description	Likelihood	Impact	Risk Treatment	Mitigating action	Responsible officer
HES1	Maintain Financial Health	Loss of income to the Housing Revenue Account through 1% rent reduction for general needs tenancies until 2021	Low	Major	Treat	<p>Revise all income policies and procedures to ensure they are fit for purpose</p> <p>Invest in I.T. solutions to maximise opportunities to collect income and support those in financial difficulty</p> <p>Look at opportunities to raise income through service charges and other charges</p> <p>Review rents/HRA viability and produce plan to mitigate</p>	Housing Services Manager
HES2	To protect the most vulnerable including those affected by anti-social behaviour and domestic abuse.	Loss of income to the Housing Revenue Account through roll out of Universal Credit	High	Major	Treat	<p>Increase % of direct debits.</p> <p>Direct named contact with DWP to address NSP issues.</p> <p>Invest in I.T. solutions to maximise opportunities to collect income and support those in financial difficulty</p> <p>Review Allocations Policy to take into account benefit entitlements to different client groups</p>	Housing Services Manager

HES3	Keep residents happy, healthy and safe	Loss of Supporting People funding for the supported housing service	Low	Severe	Treat	<p>Undertaken a full review of supported housing service to ensure financial viability</p> <p>Increase service delivery to private customers</p> <p>Utilise BCF funding to on spend to save initiatives that prevent health problems & hospital admissions</p> <p>Establish new protocol arrangements with existing accommodation based support providers and utilise prevention budget / second homes funding to secure bed spaces</p> <p>Explore new income streams working in collaboration with healthcare partners</p>	Strategic Housing Manager
HES4	Enable people to live Independently	Loss of Supporting People funding for the sheltered housing service	Low	Severe	Treat	<p>Undertaken a full review of supported housing service to ensure financial viability</p> <p>Increase service delivery to private customers</p> <p>Explore new income streams working in collaboration with healthcare partners</p>	Strategic Housing Manager
HES5	To protect the most vulnerable including those affected by anti-social behaviour and domestic abuse.	Increase in homeless applications / presentations as Universal Credit rolls out	High	Significant	Treat	<p>Review staffing requirements in light of the implementation of the Homelessness Reduction Act 2017</p> <p>Attain National Practitioner Support Service (NPSS) standard for Homeless Service</p> <p>Increase capacity within Housing Options service. More Housing related support to prevent tenancy failure.</p>	Strategic Housing Manager

HES6	To protect the most vulnerable including those affected by anti-social behaviour and domestic abuse.	Failure to fulfil our requirements relating to the statutory homeless duty	Low	Significant	Tolerate	Ensure policies and procedures are compliant with statute Ensure staff are well trained and briefed on changes to the Council's statutory obligations Review staffing requirements in light of the implementation of the Homelessness Reduction Act 2017	Strategic Housing Manager
HES7	Maintain Financial Health	Failure to follow Council procedures / policies leading to Ombudsman finding of 'maladministration'	Low	Significant	Tolerate	Ensure procedures are reviewed regularly and staff are well trained	Housing Services Manager
HES8	Achieve proper Corporate Governance	Failure to fulfil Resident Scrutiny statutory duty	Very Low	Significant	Treat	Ensure Resident Scrutiny Panel in place and undertakes regular reviews of services	Housing Services Manager
HES9	Achieve proper Corporate Governance	Failure to meet statutory deadlines when reporting performance and statutory information to Government agencies	Very Low	Significant	Treat	Ensure deadlines are met and that ownership for each reporting deadline is identified and project managed	Business Support Manager
HES10	Maintain a skilled workforce	Loss of IT Systems and lack of specialist IT knowledge in department	Very Low	Significant	Treat	Corporate IT disaster recovery plan is in place The Council has alternative options available with suppliers	Business Support Manager
HES11	Maintain financial health	Failure to deliver the planned maintenance	Medium	Significant	Treat	Ensure that skilled officers are in place to manage the contracts and contractors delivering this programme.	Repairs and Improvement Team Leader –

						Undertaking a review of the stock condition survey to inform the future capital programme	
HES11	Maintain financial health	Failure to deliver the new build programme	Medium	Significant	Treat	Ensure that skilled officers are in place to manage the contracts and contractors delivering this programme. Undertaking a review of the stock condition survey to inform the future central programme.	Repairs and Improvement Team Leader
HES12	Maintain financial health	Increase in the cost of contracts	Medium	Significant	Treat	Ensure procurement of goods and services deliver on the Council's objectives to deliver value for money. Evaluate the range of contract letting options to deliver good value for money. Consider efficiencies that can be achieved through better management of supply chains.	Repairs and Improvement Team Leader
HES13	Maintain a skilled workforce	Failure to recruit and retain staff	High	Significant	Treat	Ensure pay and conditions appropriately remunerates staff and ensure training and development opportunities are maximised Ensure existing staff are motivated and working within their remit.	Housing DMT
HES14	Facilitate and deliver a range of integrated and sustainable housing and community infrastructure	Achieving the maximum delivery of affordable homes with the resources/options for delivery available	Low	Significant	Treat	HCA grant programme 2017-21 (SOAHP) Negotiation of s106 on all new sites Support RP's through bidding process Acquisitions / delivery options report to Members Utilise Commuted Sums / RTB receipts	Strategic Housing Manager

						where possible and HRA reserves & headroom	
HES15	Facilitate and deliver a range of integrated and sustainable housing and community infrastructure	Insufficient supply of affordable homes to meet Council needs relating to allocations and homelessness	Medium	Significant	Treat	Up-to-date housing needs data. Ensure delivery of affordable units through planning gain. Work with HCA to deliver LA new builds in the future. Review Allocations Policy to reflect need and available stock.	Strategic Housing Manager
HES16	Deliver services that keep the District clean and healthy	Major incident (disease outbreak, pollution, severe weather)	Low	Significant	Tolerate	Backfill the staff resources with agency staff	Env Health Manager/ Direct Services Manager
HES17	Maintain financial health	Loss of revenue to the Food Safety Business/ Environmental permitting	Low	Severe	Tolerate	Main income streams are from export certificates. Volumes are entirely outside our control. Continue to support local exporting businesses	Env Health Manager
HES18	Achieve proper Corporate Governance	Legal challenge over statutory function in Environmental Health	Medium	Significant	Treat	Effective governance and review of officer decisions	Env Health Manager
HES19	Deliver services that keep the District clean and healthy	Failure to deliver minimum statutory service duties in Food Safety and Pollution Control	Low	Minor	Tolerate	Continuously keep under review and deploy available resources based on areas of highest potential failure	Env Health Manager
HES20	Deliver services that keep the District clean	Temporary loss of fuel supply at depot	Medium	Minor	Treat	Contingency suppliers in place	Direct Services Manager

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

REPORT TO:	ENVIRONMENTAL AND DEVELOPMENT SERVICES COMMITTEE	AGENDA ITEM: 8
DATE OF MEETING:	1st MARCH 2018	CATEGORY: RECOMMENDED
REPORT FROM:	STRATEGIC DIRECTOR (SERVICE DELIVERY)	OPEN
MEMBERS' CONTACT POINT:	MATT HOLFORD – ENVIRONMENTAL HEALTH MANAGER	DOC:
SUBJECT:	ENFORCEMENT AND COMPLIANCE REPORT	REF:
WARD(S) AFFECTED:	ALL	TERMS OF REFERENCE: EDS14, HCS10

1. Recommendations

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

2. Purpose of Report

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

3. Background

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

Demands for services

- 3.5 The demand for our services this year is illustrated by Figure 1 in the report appendix.
- 3.6 In the first three quarters of 2017/18 there has been a 55% reduction in complaints about dogs (fouling and dangerous dogs) and a 15% reduction in noise complaints compared to last year. Complaints about abandoned vehicles remain very high compared to historical levels.
- 3.7 Unfortunately complaints about abandoned vehicles remain very high compared to historical levels. Complaints about air pollution are 10% higher than last year.
- 3.8 Fly tipping incidents are roughly the same as last year and remain a corporate priority to try to reduce.

Demands for Inspections of Businesses

- 3.9 Food hygiene and pollution control laws require that businesses are risk assessed and then inspected with a frequency based on national legal guidance. Figure 2 in the appendix to this report illustrates the number of inspections carried out.
- 3.10 More than 85% of food businesses have been awarded the top score for their food hygiene. Over 98% of food businesses are defined as 'broadly compliant', which means that our food inspectors are satisfied that they can be left to manage their own hygiene practices until their next programmed inspection.

Legal Interventions

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

Punitive Outcomes from Offences

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

Table 1 – Summary of Punitive Outcomes following Offences

	2013-14	2014-15	2015-16	2016-17	2017-18 Q1 to 3
Total Fixed Penalty Notices	3	6	34	91	46
Dog offences	0	1	23	9	4
Fly tipping & waste offences	1	1	0	7	5
Litter	2	4	8	65	30
Community Protection Notice / PSPO breach	0	0	3	10	7
Formal Cautions	0	3	3	1	3
Prosecutions	0	0	3	1	4

- 3.15 Overall the Council is making significantly greater use of fixed penalty notices for low level offences than has previously been the case.
- 3.16 In 2015-16 Safer Neighbourhood Wardens focused on using FPNs to improve the control of dogs within the Districts parks and open spaces. Anecdotal feedback from park users is that the increase in enforcement activity in 2016 resulted in a significant improvement in dog stewardship in the parks. In 2016/17 significantly more FPNs were issued for littering offences - mainly relating to material being left illegally at the recycling sites at Hatton and Willington. The Council has also increased its use of the new anti-social behaviour laws which enables fixed penalty notices to be issued for breaches of Community Protection Notices and Public Spaces Protection Orders.
- 3.17 Fixed Penalty Notices are issued where the recipient admits to the offence and agrees to pay the fine to discharge their liabilities. If the recipient of an FPN subsequently fails to pay the fine then the Council should be considering the need to prosecute for the offence. To date no prosecutions have been taken for failure to pay an FPN.

Matters of Particular Note

- A man from Derby has been prosecuted and fined over £2,500 for dumping household waste near to Findern. For the first time the courts also took the unprecedented action of banning him from driving for 6 months. The Safer Neighbourhood Warden team brought the prosecution despite the man initially denying any knowledge of the incident and claiming that the vehicle identified as responsible was not in his possession at the time of the incident.



- A man from Church Gresley has been given a 5 year Criminal Behaviour Order to stop his anti-social behaviour in Swadlincote town centre. The Order prohibits the man him from harassing residents, consuming or carrying alcohol in public areas or entering any retail or business premise within Swadlincote town centre other than for collecting medication. He must also leave any public place within Swadlincote Town Centre when requested to do so by a police officer or a PCSO, or a Council authorised officer.
- A man formerly of Overseal has been fined over £12,000 for illegally burning waste. The waste consisted of a mix of plastics, rubber and other materials being burned in a large skip on his property in May 2017. This exposed residents to potentially high levels of air pollution. The man had been given previous verbal advice and warnings about how to dispose of waste properly.



- Twenty-two Council officers were taken through an intensive two day training course on the use of the Police and Criminal Evidence Act in gathering and presenting criminal evidence.

4. Financial Implications

- 4.1 None to minor adverse. Most forms of actions to achieve compliance have a cost implication. In cases of formal legal interventions we will always seek to recover costs, however most of the rest of the costs are currently established within the revenue budgets of each of the relevant departments.

5. Corporate Implications

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

6. Community Implications

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

7. Conclusion

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

Figure 1 - Requests for Enforcement Action

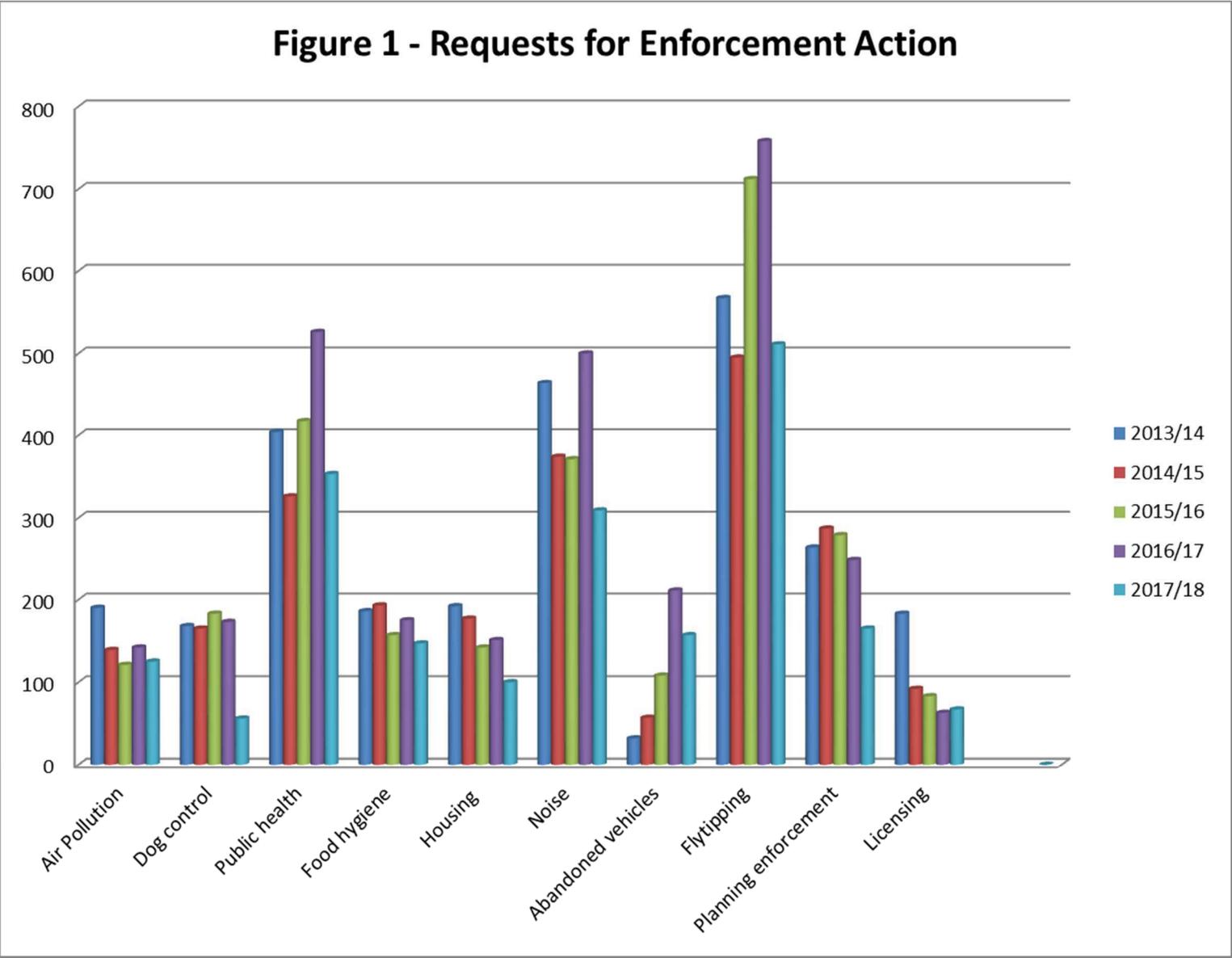


Figure 2 - Proactive Inspections of Businesses

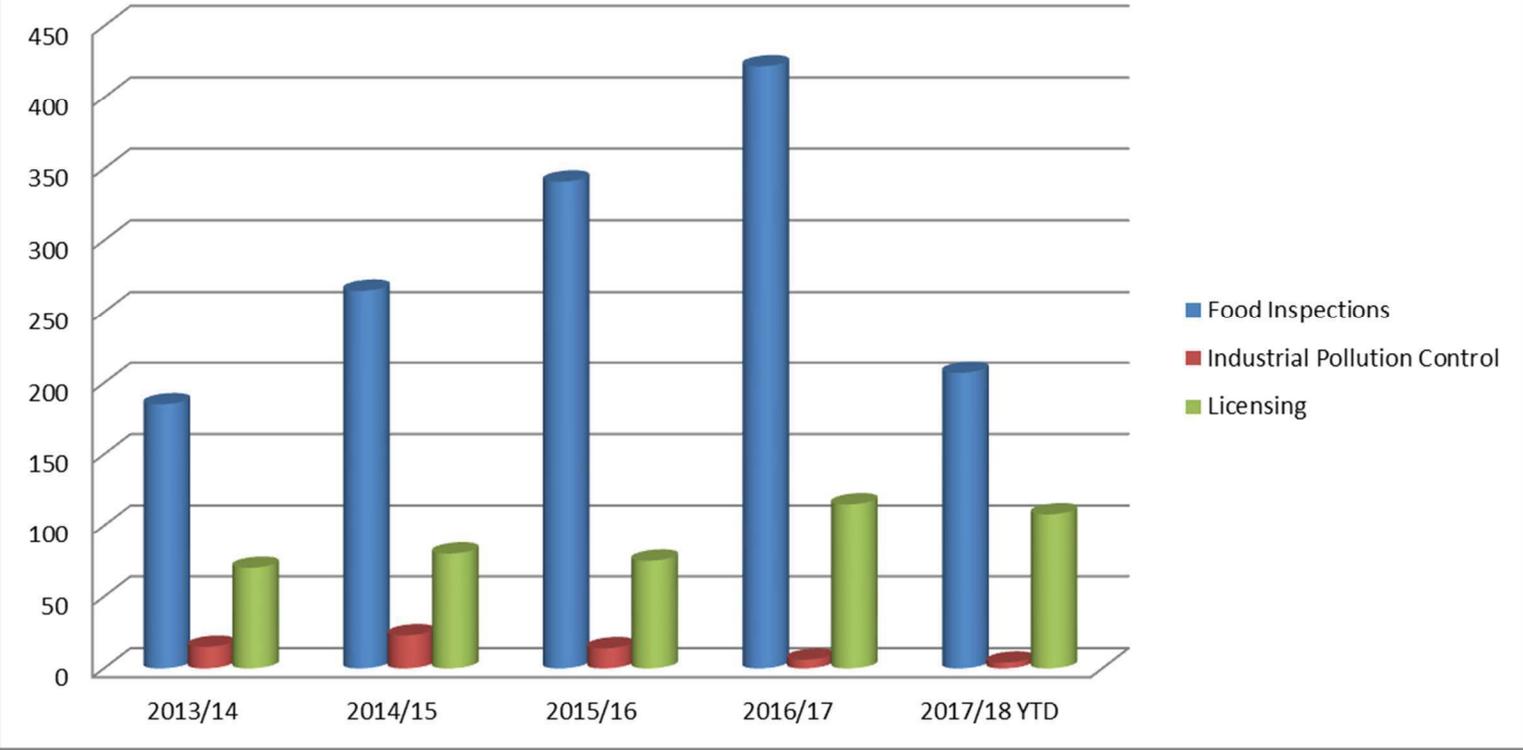
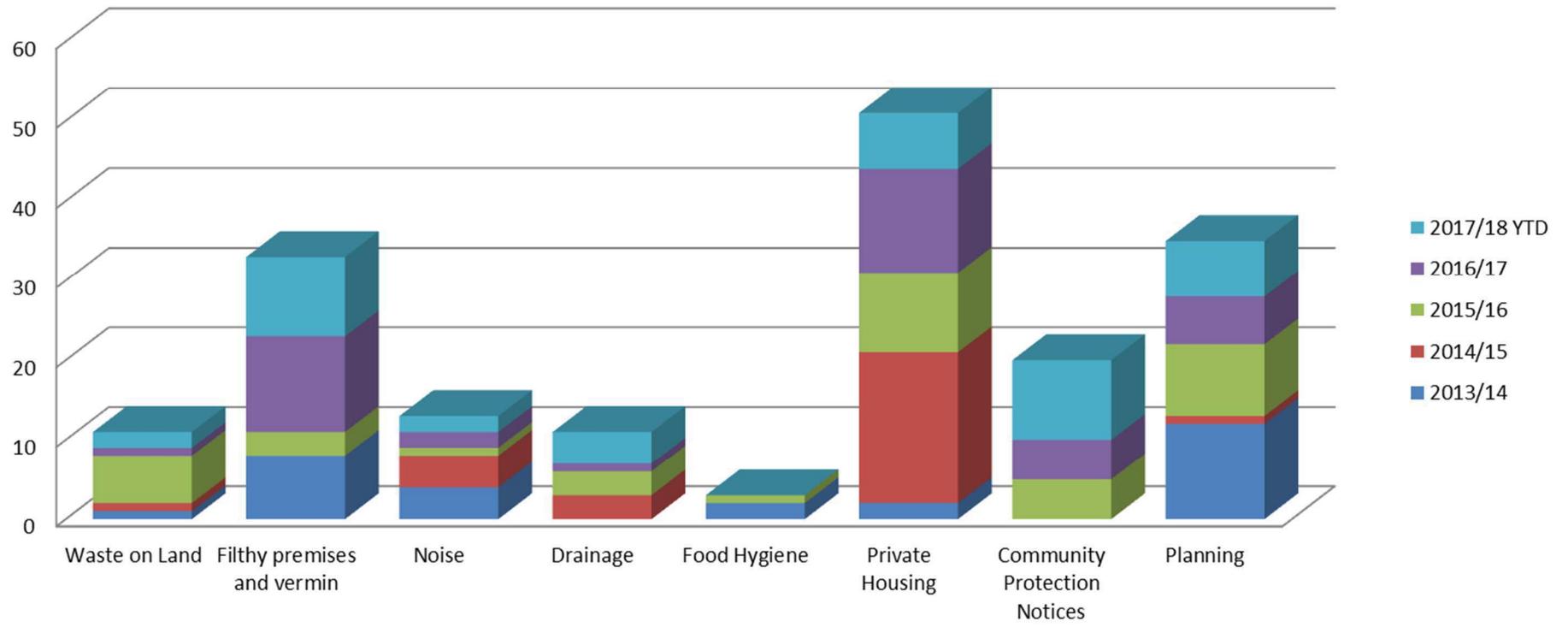


Figure 3 - Enforcement Notices Served



REPORT TO: ENVIRONMENTAL AND DEVELOPMENT SERVICES COMMITTEE
AGENDA ITEM: 9
DATE OF MEETING: 1st MARCH 2018
CATEGORY: DELEGATED/ RECOMMENDED
REPORT FROM: CHIEF EXECUTIVE
OPEN/EXEMPT PARAGRAPH NO:
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	November 2017 to January 2018
Private Hire Vehicles (5 days)	100%
Private Hire Drivers (10 days)	100%
Private Hire Operators (5 days)	100%

Licensing Act 2003

Type of Licence Application	November 2017 to January 2018
Personal licence (10 days).	100%
Grant of premises licence (15 days after grant)	100%
Variation of designated (15 days after grant)	100%
Transfer of premises licence holder (15 days after grant)	100%
Variation of premises licence (15 days after grant)	100%
Minor variation of premises licence (15 days after grant)	100%
Temporary event notice (1 day)	100%

Enforcement

Type of Application	November 2017 to January 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: 10
DATE OF MEETING:	1st MARCH 2018	CATEGORY: DELEGATED
REPORT FROM:	STRATEGIC DIRECTOR (SERVICE DELIVERY)	OPEN PARAGRAPH NO:
MEMBERS' CONTACT POINT:	KEVIN EXLEY kevin.exley@south-derbys.gov.uk	DOC:
SUBJECT:	DRAKELOW PARK UPDATE	REF:
WARD(S) AFFECTED:	SEALES, LINTON	TERMS OF REFERENCE: EDS03

1.0 Recommendations

- 1.1 That Members note the following update on Drakelow Park provided in response to the request made by the Chair of the Environmental and Development Services Committee on the 25 January 2018.

2.0 Purpose of Report

- 2.1 To make Members aware of the current status of housing and infrastructure delivery on the Drakelow Park site.

3.0 Detail

- 3.1 The application for Drakelow Park consisting of a mixed use application for 2,239 homes together with employment park; two local centres comprising retail, services, leisure, employment and community uses; public open spaces; a new primary school, associated landscape and infrastructure was submitted to the Planning Authority in 2009. Outline consent was issued in 2012 and a number of subsequent applications for reserved matters or Section 73 (variation of condition applications) have been made since 2012 as summarised in Appendix 1.
- 3.2 To date there have been 96 housing completions on site with three further plots under construction as of October 2017. A recently consented reserve matters planning application for a further 94 dwellings (phase 2) to the west of the phase 1 development will allow the continued development of the site and will provide sufficient plots to allow further development for around the next 18 months based on historic delivery rates.
- 3.3 At Planning Committee in May 2011 the Committee resolved to constrain the delivery of affordable housing on the advice of the District Valuer, in order to secure a revenue stream given the considerable early capital investment in site infrastructure. As such no affordable homes are likely to be delivered on the site before December

2019, indeed none were delivered within phase 1 of the scheme or are proposed in phase 2. Although phase 3 could include some provision if it is to include completions post December 2019. The Section 106 secures a minimum 27% of affordable housing required for the remainder of the development in order to achieve the required minimum level of 20% across the whole site.

- 3.4 In November 2015 the developer sought to vary a condition to allow 400 homes on the site to be occupied ahead of the construction of the Walton Bypass. (Previously the condition only allowed for 100 homes to be occupied before the bypass was constructed). This variation of condition (Section 73) application was considered at Planning Committee in February 2016 before being consented by the Authority in June 2016. However, this condition remains a significant long-term constraint given the likely cost of the bypass and the need to deliver this key piece of infrastructure early on in the delivery of the site.
- 3.5 In February 2015 DCLG awarded Local Growth Funding (LGF2) to the D2N2 Local Enterprise Partnership for a range of schemes. This included an indicative allocation to assist in the delivery of the bridge and bypass. At this point the cost of the scheme was estimated at around £11,759,500 and it was proposed that work on the bypass/bridge would begin in December 2016 with completion likely in March 2018. However the funding did not progress and the offer was withdrawn in February 2017. The current timeframe for the delivery of the bridge remains uncertain, but will have to be delivered prior to the completion of the 401st home on the site.
- 3.6 The District Council continues to liaise with the developer and other partners to facilitate the timely delivery of housing and infrastructure on this site.

4.0 Financial Implications

- 4.1 None identified.

5.0 Corporate Implications

- 5.1 Ongoing development will contribute to the delivery of sustainable housing and community infrastructure in line with key aims in the Place chapter of the Corporate Plan.

6.0 Community Implications

- 6.1 Ongoing development will contribute to the delivery of housing, employment and community infrastructure to meet long term strategic needs of local communities.

7.0 Appendices

- 7.1 Site Chronology: Drakelow Park

Appendix 1: Site Chronology: Drakelow Park

May 2009: Outline Planning Application submitted (Reference 9/2009/0341)

July 2010 – June 2011: Proposals considered at Planning Committees in July 2010, May 2011 and June 2011. These reports provided consideration of the merits of the scheme generally, but in particular considered the amount of and timing of affordable housing to be provided as part of the scheme*.

March 2012: Outline Planning Consent was granted.

April 2014: 9/2014/0363 approval of reserved matters for phase 1 (99 dwellings) of previously approved outline application. Consented July 2014.

December 2014: Development commences on site.

November 2015: Application to vary condition 47 of permission 9/2009/0341 to allow 400 homes to be occupied on the site prior to the widening of the Walton on Trent By-pass. Consented June 2016.**

June 2016: Part 1 Local Plan Adopted. Site makes provision for 2,239 homes (of which 1,200 forecast to come forward to 2028) and 12ha of employment land provision. Policies H6 and E1F apply to the site.

October 2017, Phase 1 development - 96 homes completed with remaining 3 U/C.

October 2017: 9/2017/1074 Approval of Reserved Matters for Phase 2 for 94 dwellings. Consented January 2018.

*Affordable Housing provision deferred until after first 600 homes built or five years after commencement of development – whichever is sooner. This would lead to a minimum of 27% provision in remaining development to achieve a required minimum of 20% affordable housing across whole site. In event of fewer homes being built in the first 5 years, then a lesser percentage will be due in the remaining development.

**Section 73 application to vary condition 47 of permission 9/2009/0341 allows for 400 homes to be occupied ahead of the development of the Walton Bypass and bridge. Previously this condition allowed for 100 homes to be occupied before completion of the bypass.

REPORT TO:	ENVIRONMENTAL & DEVELOPMENT SERVICES COMMITTEE	AGENDA ITEM: 11
DATE OF MEETING:	1st MARCH 2018	CATEGORY: DELEGATED OPEN
REPORT FROM:	DIRECTOR OF SERVICES	
MEMBERS' CONTACT POINT:	IAN HEY Ext 8741 ian.hey@south-derbys.gov.uk	DOC:
SUBJECT:	DESIGNATION OF NEIGHBOURHOOD AREA	REF:
WARD(S) AFFECTED:	HILTON	TERMS OF REFERENCE:

1.0 Recommendations

1.1 That the Committee formally designates the Hilton, Marston-on-Dove and Hoon Neighbourhood Area in accordance with the application from Hilton Parish Council.

2.0 Purpose of Report

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

3.0 Detail

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

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

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

3.4 Any representation about the application needed to be made to the Council by 5pm on 9th February 2018. No representation was received.

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

- Hilton Parish Council is an appropriate body to make the application.
- The area applied for is an appropriate area and
- The application has been publicised appropriately via the Council's website and public display in the former ecclesiastical parish of Marston-on-Dove that covers Hilton, Marston-on-Dove and Hoon.

4.0 Financial Implications

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

5.0 Corporate Implications

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

6.0 Community Implications

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

7.0 Conclusions

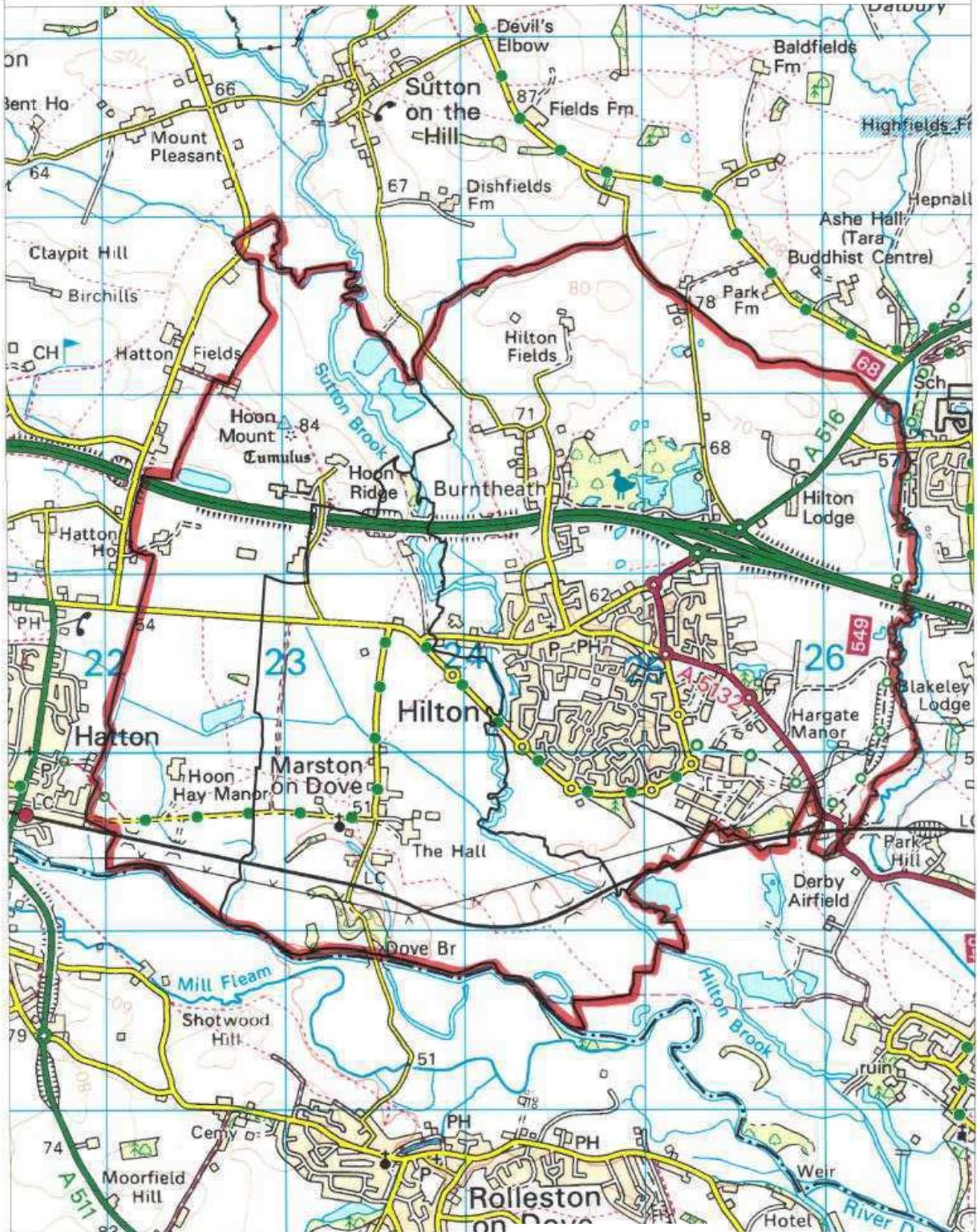
- 7.1 The appropriate regulations have been followed and there is no reason to not designate a Neighbourhood Area.

8.0 Background Papers

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



Proposed neighbourhood area boundary for Hilton Neighbourhood Plan



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Neighbourhood area boundary

Not to scale



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

1. Name of Parish Council: Hilton

2. Name of Neighbourhood Area: Hilton, Marston-on-Dove and Hoon

3. Parish Clerk details: **Clare Orme**

Hilton Parish Council

PO BOX 8094, Swadlincote, Derbyshire. DE11 1FR

Tel: Office 01283 730969 – Mobile 0771 9599132

Email: clerk@hiltonparishcouncil.org.uk

Website: www.hiltonparishcouncil.org.uk

4. First contact details if different from the Parish Clerk:

Charles Cuddington – Treasurer, Hilton Neighbourhood Development Plan Steering Group

Tel: 01283732671

Email: charles@cuddington.org

5. Additional contact: **Clare Orme**

Hilton Parish Council

PO BOX 8094, Swadlincote, Derbyshire. DE11 1FR

Tel: Office 01283 730969 – Mobile 0771 9599132

Email: clerk@hiltonparishcouncil.org.uk

Website: www.hiltonparishcouncil.org.uk

6. Relevant body:

I confirm that we are the relevant body to undertake neighbourhood planning in our area in accordance with section 61G of the 1990 Act and section 5C of the 2012 Regulations

7. Intention of the Neighbourhood area:

We intend to undertake a Neighbourhood Development Plan

8. Explanation / justification of choice of area:

The area of Hilton, Marston-on-Dove and Hoon represents the Church Parish. Within the Church Parish but outside Hilton there are various shared amenities i.e. Church, Cemetery and Cricket Ground. Marston currently has no active Parish Meeting representative and Hoon has no Parish Meeting representative. By

9. Extent of the area (Map to be included):

10. Declaration:

Hilton Parish Council hereby apply to designate a neighbourhood area as described on this form and the accompanying plan.

Signed.....*EMC*.....

Position.....*CLERK/RFO*.....

Date*17.11.2017*.....

REPORT TO:	ENVIRONMENTAL AND DEVELOPMENT SERVICES COMMITTEE	AGENDA ITEM: 12
DATE OF MEETING:	1st MARCH 2018	CATEGORY: OPEN
REPORT FROM:	STRATEGIC DIRECTOR (SERVICE DELIVERY)	NO:
MEMBERS' CONTACT POINT:	KATE ALLIES ENVIRONMENTAL DEVELOPMENT MANAGER (01283 535039) Kate.allies@south-derbys.gov.uk	DOC: u/ks/budgets/budget round 2018/19/Swadlincote heritage trail EDS march 2018
SUBJECT:	SWADLINCOTE HERITAGE TRAIL	REF:
WARD(S) AFFECTED:	SWADLINCOTE, WOODVILLE, HARTSHORNE, MIDWAY, CHURCH GRESLEY, NEWHALL & STANTON	TERMS OF REFERENCE: EDS 04

1.0 Recommendations

- 1.1 That the funding received from the Heritage Lottery Fund in order to complete the Swadlincote Heritage Trail is noted.

2.0 Purpose of Report

- 2.1 To update members on the funding received for Swadlincote Heritage Trail. The principle of establishing a trail and its funding were approved by the Committee in September 2017.

3.0 Detail

- 3.1 The final Swadlincote Heritage Trail project incorporates leaflets, plaques, 3 lecterns, an App, material on the council website and various public and school engagement activities to celebrate Swadlincote's heritage as detailed in the previous report. The value of the project is £37,150 which includes staff time as well as physical resources.
- 3.2 Derbyshire County Council Councillors have supported the Heritage Trail through their Leadership programme: Councillor Sean Bambrick, Councillor Linda Chilton, Councillor Gary Musson and Councillor Stuart Swann have contributed £3,500 in total.
- 3.3 SDDC Economic Development have been able to contribute £2,150 (mostly from the Portas funding) towards the tourism element of the trail and to fund some additional costs which had to be found in advance of the HLF decision, for example, paying for the Planning Application.
- 3.4 This funding, along with an East Midlands Airport contribution previously secured of £702, was used as match funding for a larger application to the Heritage Lottery Fund.

- 3.5 The Environmental Education Project team submitted an application for £30,000 to the Heritage Lottery Fund "Our Heritage" which has been successful.
- 3.6 The intention is to start work immediately and have the trail leaflets completed in time for the National Forest Walking Festival in May and the website, together with some plaques installed by mid-June 2018 ready to launch the project at the Festival of Leisure.
- 3.7 A full project schedule is available from the Environmental Development Manager.

4.0 Financial Implications

- 4.1 Work on the trail to the end of 2017 was funded by the Heritage Lottery Fund as part of the Swadlincote Townscape Project. £702 towards the cost of plaques from East Midlands Airport Fund has also been received. Burton and South Derbyshire College have funded their work on the App for the Trail to date.
- 4.2 Ongoing work will be funded through the new grant from the Our Heritage scheme and the match funding. This includes full cost recovery for staff time spent working on the project.

5.0 Corporate Implications

- 5.1 The delivery of this project supports Place theme of the Corporate Plan and in particular the development of a vibrant town centre.

6.0 Community Implications

- 6.1 The South Derbyshire Partnership board identified Raising Aspirations as one of its 6 key priorities for 2018 at the Board meeting on 31/1/18. This project is designed to showcase success industrial and personal success in a way that appeals to young people.
- 6.2 The South Derbyshire Community Strategy (refreshed in 2017) identifies the following priorities:
- Enabling people to find new ways to be more active. This project will encourage people to get outdoors and explore Swadlincote town centre (Trail 1).
 - Making South Derbyshire a better place to live work and visit.
 - This project will include professional plaques and lecterns around the town and the promotion will encourage people into the town centre.

7.0 Background Papers

- 7.1 Swadlincote Townscape Activity Plan including a Heritage Trail was referenced at Committee as part of the overall submission to HLF on 9/4/15 and again in Feb 2016. The document is on the Council website at: http://www.south-derbys.gov.uk/leisure_culture_and_tourism/local_history_and_heritage/swadlincote_townscape_heritage_scheme/default.asp

Plans for the Heritage Trail including the design of the plaques and the authorisation to apply for funding were approved at EDS on 28th Sept 2017.

The wall and pavement plaques received planning permission at Planning Committee 6th Feb 2018.

An application for Listed Building Consent application to install plaques at Bretby Pottery and Sharpe's Pottery Museum was submitted Feb 7th 2018.

REPORT TO:	ENVIRONMENTAL AND DEVELOPMENT SERVICES COMMITTEE	AGENDA ITEM: 13
DATE OF MEETING:	1st MARCH 2018	CATEGORY: DELEGATED
REPORT FROM:	STRATEGIC DIRECTOR (SERVICE DELIVERY)	OPEN
MEMBERS' CONTACT POINT:		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 – 1st March 2018
Work Programme**

Work Programme Area	Date of Committee meetings	Contact Officer (Contact details)
Reports Previously Considered By Last 3 Committees		
Key Performance Indicators – Licensing Department	16 th November 2017	Emma McHugh Senior Licensing Officer (01283) 595716
Corporate Plan 2016-21: Performance Report (1 July – 30 September 2017)	16 th November 2017	Keith Bull Head of Communications (01283) 228705
The Waste (England and Wales) (Amendment) Regulations 2012	16 th November 2017	Adrian Lowery Direct Services Manager (01283) 595764
Refuse Collection Resources	16 th November 2017	Adrian Lowery Direct Services Manager (01283) 595764
Enforcement Quarterly report	16 th November 2017	Matt Holford Environmental Health Manager (01283) 595856
Adoption of Affordable Housing Supplementary Planning Document	16 th November 2017	Karen Beavin Planning Policy Team Leader (01283) 595749

Adoption Of Design Supplementary Planning Document	16 th November 2017	Richard Shaw Design Excellence Officer (01283) 228764
Beyond the Horizon - The Future of UK Aviation	16 th November 2017	Richard Groves Planning Policy Officer (01283) 595738
'Welcome to an Active South Derbyshire' Project	16 th November 2017	Tony Sylvester Planning Services Manager (01283) 595743
Service Base Budgets 2018/19	4 th January 2018	Kevin Stackhouse Strategic Director (Corporate Services) (01283) 595811
Environmental Education Service: Service Development Proposal	25 th January 2018	Kate Allies Environmental Development Manager (01283) 535039
Derbyshire Annual Monitoring Report 2016-17 and Infrastructure Delivery Plan Update	25 th January 2018	Kevin Exley Planning Policy Officer (01283) 228717
Future of Local Planning	25 th January 2018	Karen Beavin Planning Policy Team Leader (01283) 595749
Provisional Programme of Reports To Be Considered by Committee		

Corporate Plan 2016-21: Performance Report (1 October – 31 December 2017)	1 st March 2018	Keith Bull Head of Communications (01283) 228705
Enforcement and Compliance report	1 st March 2018	Matt Holford Environmental Health Manager (01283) 595856
Key Performance Indicators – Licensing Department	1 st March 2018	Emma McHugh Senior Licensing Officer (01283) 595716
Drakelow Park Update	1 st March 2018	Tony Sylvester Planning Services Manager (01283) 595743
Designation of a Neighbourhood Area	1 st March 2018	Ian Hey Community Partnership Officer (01283) 228741
Swadlincote Heritage Trail	1 st March 2018	Kate Allies Environmental Development Manager (01283) 228741
Southern Derby Area Development Framework Document	19 th April 2018	Tony Sylvester Planning Services Manager (01283) 595743
Draft Waste Local Plan	19 th April 2018	Richard Groves Planning Policy Officer (01283) 595738

Draft Minerals Local Plan	19 th April 2018	Richard Groves Planning Policy Officer (01283) 595738
Boulton Moor Development Framework Document	19 th April 2018	Karen Beavin Planning Policy Team Leader (01283) 595749
Draft Local Green Spaces DPD	19 th April 2018	Karen Beavin Planning Policy Team Leader (01283) 595749
East Midlands Airport Noise Action Plan	19 th April 2018	Richard Groves Planning Policy Officer (01283) 595738
A38 Derby Junctions Design Consultation	19 th April 2018	Richard Groves Planning Policy Officer (01283) 595738
Corporate Plan 2016-21: Performance Report (1 January – 31 March 2018)	2018/19	Keith Bull Head of Communications (01283) 228705