

**Planning**  
**SERVICE PLAN 2004/2007**  
**HALF YEARLY REPORT (SEPTEMBER 2004)**

**SERVICE DESCRIPTION**

- 1.1 The division provides services to residents of the district and the development industry consisting of: **Local Plan** - part of the Development Plan, **Development Control and Building Control**.
- 1.2 The Council has a legal duty under the Planning Acts and the Building Acts to:
- prepare a Local Plan and to monitor its effective implementation
  - prepare for the introduction of the new Local Development Framework
  - control development including enforcement of unauthorised development and the removal of untidiness from land
  - protect Listed Buildings and identify, conserve and enhance Conservation Areas
  - protect trees and hedgerows of amenity value
  - control building works in the interests of health and safety, energy conservation and accessibility
  - ensure the removal of danger from structures that have become dangerous.

**THE HALF YEAR IN CONTEXT**

The key opportunity has been the availability of £361,000 of Planning Delivery Grant.

The key challenges have been:

- the continuing rise in the number of applications for planning permission (further projected rise by 8%-10% in the number of planning applications) and Building Regulations Approval received and the need to recruit and deploy additional staffing resources to deal with them
- maintaining performance levels in expectation of securing further performance related planning support grant so as to develop the service further to cope with the expanding workload in a manner that maintains/improves customer satisfaction
- bringing forward a revision of the Local Plan. The Local Plan Inquiry has been concluded but the Inspector's report is still awaited
- gearing up to introduce the new Development Plan regime following the introduction of the Planning and Compulsory Purchase Act 2004.

**ACHIEVEMENTS**

<b>ACTION</b>	<b>OUTCOMES</b>
Provide input to the South Derbyshire Community Strategy	The Community Strategy now formulated. Planning officers have provided input to topic groups. Development Plan will eventually form the spatial content of the Community Strategy.
Adopt new South Derbyshire Local Plan and convert the policies into a Local Development Document	Draft inspector's report received, indicating substantial acceptance of the Council's planning strategy. Adoption expected before April.
Secure a viable platform on which to continue to provide and develop D C and B C data systems with management and internet capability	New Oracle based platform successfully installed with Sx3 software. On line submission of applications and Web access to details of applications/decisions on the register achieved.

<b>ACTION</b>	<b>OUTCOMES</b>
Appoint new staff to assist with maintaining Development Control/development plan process and improve working conditions	Three new technician posts filled + temporary/agency support workers and IT technician. Office reorganised (temporarily) and air conditioning fitted.
Maintain HERS	Achieved; including partnership with Environmental Health private sector housing improvement fund.
Maintain the performance management framework already in place and monitor and adapt as required	Achieved. New databases covering S106 monitoring developed.
Maintain level of market penetration for Building Control, improve service delivery and prepare for Part P	Total BC market share increased by 7.4% over same period last year. Negotiations ongoing on partnerships with agents and developers under national scheme. Familiarisation/training on Part P undertaken.
Maintain capability to deliver expert advice and decision making via external consultants Focus expenditure so as to secure level of advice that fully informs decision making on where technical expertise is required	Consultancy from ESBC on trees and DWT on wildlife ongoing. Retired planning officer and Building Control Officer assisting with householder applications caseload.
Contribute to development of Housing Strategy, balanced housing markets and "greener" public open space	Comprehensive Performance Assessment complete.
Review and update Supplementary Planning Guidance including for Section 106 agreements	Guidance on S106, trees, housing and extensions, industry prepared and agreed.

### **TASKS AT RISK OF NON DELIVERY DURING THE YEAR**

<b>ACTION</b>	<b>EXPLANATION</b>
Action plan for regenerating the area between Swadlincote town centre and Woodville and provide better linkage	Awaits Local Plan and consultant's report on economic development aspects of regeneration issues.
Improvements to gateways for Swadlincote town centre	Awaits funding from Morrisons S106 agreement.
Contribute to development of CRM and pursue apportionment of additional space for overcrowded staff	Awaits implementation of office re-organisation and further roll out of CRM.

### **2004/2005 PERFORMANCE INDICATORS**

<b>INDICATOR</b>	<b>2003/04 (actual)</b>	<b>2004/05 (target)</b>	<b>2004/05 (estimate)</b>
<b>Best Value PIs</b>		<i>As in 2004 BVPP</i>	
106 %New homes on brown field sites	68%	60%	N/A
109a % major Planning apps in 13 weeks	50%	58%	50%%
109b % minor Planning apps in 8 weeks	68%	65%	68%
109c % other Planning apps in 8 weeks	86%	80%	82%

<b>INDICATOR</b>	<b>2003/04 (actual)</b>	<b>2004/05 (target)</b>	<b>2004/05 (estimate)</b>
<b>200a</b> Development Plan adopted and under 5 years old? Yes/No	No	Yes	Yes
<b>200b</b> Proposals on deposit for alteration or replacement within 3 years Yes/No	Yes	N/A	N/A
<b>204</b> The percentage of appeals allowed against the authority's decision to refuse on planning applications	New Indicator	36%	30%
<b>205</b> Score against a quality of service checklist	New Indicator	83%	78%

## **EMERGING ISSUES**

# ECONOMIC DEVELOPMENT DIVISION SERVICE PLAN 2004/2007

## HALF YEARLY REPORT (SEPTEMBER 2004)

### SERVICE DESCRIPTION

The Division is responsible for:

- Economic Development - encouraging inward investment; providing support to businesses; promoting the availability of sites and premises; developing partnerships and working with a wide range of organisations to regenerate the area; monitoring trends in the local economy etc
- Tourism promotion and development
- Rights of Way - ensuring that the district's 365 miles of public rights of way are accessible and well maintained
- *Asset and Estate Management - including strategic asset management activities (linked to the Asset Management Plan); the day to day management of the Council's land and non housing properties; and, the disposal of surplus assets*

Economic Development, Tourism and Rights of Way fall within the terms of reference of the Environmental and Development Services Committee; Asset and Estate Management are matters for the Finance and Management Committee and these areas of work are shown in *italics*.

### THE HALF YEAR IN CONTEXT

Over the past 6 months, work has focussed on:

- responding to proposals for changes in the way tourism is delivered at a sub regional and local level
- continuing to develop and populate datasets on the Derbyshire-wide Destination Management System
- working with Groundwork Erewash to promote and deliver the Environmental Improvement Scheme (an EMDA funded grant scheme to improve the external appearance of business premises)
- developing and launching a new set of walks leaflets - 'Five Country Walks in South Derbyshire' and preparing the National Forest & Beyond guides for 2005
- *negotiating the disposal of Sheltered Housing Units at Woodville and Castle Gresley*
- *reviewing the utilisation of space in the Civic Offices*
- *reviewing the policy of transferring community and recreational assets to Parish Councils and other bodies where appropriate*

## ACHIEVEMENTS

ACTION	OUTCOME
<p><b>Strategic Asset Management</b> (Service Plan Ref. ED5)</p>	<ul style="list-style-type: none"> <li>• Negotiations are now almost complete for the sale/development of sheltered housing units at Bass's Crescent (Castle Gresley) and Small Thorn Place (Wodville). This should provide a large capital receipt for the Council along with new affordable accommodation.</li> <li>• A review of office space in the Civic Offices is now complete and proposed plans have been subject to consultation. Detailed costing are now being prepared for the alterations. (Funding was approved by the Finance and Management Committee in October.)</li> </ul>
<p><b>Economic Development</b> (Service Plan Ref.ED7)</p>	<ul style="list-style-type: none"> <li>• Work has recently begun on the development of a new Economic Development Strategy - contact is being made with key economic partners and the collection of baseline data is underway.</li> <li>• Environmental Improvement Scheme - all of the budget for this 3 year £60,000 scheme has now been allocated. Groundwork Erewash Valleys is currently investigating the possibility of continuing the scheme beyond March 2005</li> <li>• Information has been provided to EMDA in response to 50 inward investment enquiries; feedback on outcomes is awaited.</li> <li>• Helping to identify and develop economic projects for funding through the Derby and Derbyshire Economic Partnership</li> <li>• Assisting with arrangement to host the national Coalfield Communities Conference</li> </ul>
<p><b>Tourism</b> (Service Plan Ref. ED8)</p>	<ul style="list-style-type: none"> <li>• A baseline assessment of visitor numbers and expenditure within the local economy was completed in 2002. The survey is undertaken every three years and preliminary work has begun on the 2005 survey (with consideration of the survey methodology etc)</li> <li>• Discussions are continuing with other Councils and tourism partners on delivery structures for tourism at a sub-regional and local level. The outcome is likely to impact upon future service delivery by the Council and a review of the Tourism Strategy will be required.</li> <li>• Work has also continued on the development of the Destination Management System with Derbyshire partners</li> </ul>

<b>Rights of Way</b> (Service Plan Ref. ED9)	<ul style="list-style-type: none"> <li>• A new set of (5) walks leaflets has been produced and published</li> <li>• Over the past 6 months, some 154 complaints/obstructions about Public Rights of Way have been resolved</li> <li>• The annual Rights of Way Forum (with user groups and Parish Councils) was held in September</li> </ul>
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### TASKS AT RISK OF NON DELIVERY DURING THE YEAR

ACTION	EXPLANATION
<b>Economic Development</b> (Service Plan Ref. ED7)	The development of a Marketing Strategy for South Derbyshire needs to take place in the context of a new Economic Development Strategy. Although work has now started on the latter, it may not be completed before the year end.
<b>Tourism</b> (Service Plan Ref. ED8)	The programme for the development of an Action Plan for promoting the National Forest to local people has slipped (due to other priorities). However, it is hoped to regain the momentum later in the year.
<b>Rights of Way</b> (Service Plan Ref. ED9)	Installation of the Countryside Access Management System (a footpath management IT system) is dependent on further development by Derbyshire County Council.

### 2004/2005 PERFORMANCE INDICATORS

Best Value Performance Indicators		2003/04 (actual)	2004/05 (target)	2004/05 (estimate)
BVPI No.				
156	% of local authority buildings open to the public in which all areas are suitable for and accessible to disabled people	60% (Auditors unable to verify)	70%	TBA
180a(i)	Energy consumption/sq m of local authority operational property, compared with comparable buildings in the UK as a whole - electricity	67%	67%	TBA
180a(ii)	Ditto - fossil fuels	30%	30%	TBA
Local Performance Indicators		2003/04 (actual)	2004/05 (target)	2004/05 (estimate)
% of Tourism enquiries dealt with in 4 working days		97% 824 of 846	95%	97% (based on 512 of 531 as at 30 Sept.)

*It should be noted that the Service Plan also contains a large number of national and local property performance indicators. These will be reviewed and reported when the new Corporate Property Manager takes up her post.*

## **EMERGING ISSUES**

In September, the Division's duties were split between Policy and Financial Services, as part of the organisational restructuring. There is a need to ensure that staff are fully integrated into their new teams and that the impact on the work programme is minimised.

*A new Corporate Asset Manager has recently been appointed under the revised senior management structure. Their key role will be to develop and integrate asset and estate management into the Council's Corporate Plan and Financial Strategy. The role will help to deliver the key tasks in the Service Plan, in particular, the development of a Corporate Property Strategy.*

Developing a new vision and strategy for Economic Development is an urgent task as this will then provide a context for future priorities and work programmes.

# TECHNICAL SERVICES DIVISION SERVICE PLAN 2004/2007

## HALF YEARLY REPORT (SEPTEMBER 2004)

### SERVICE DESCRIPTION

1.1 *The Division covers the work of 2 units: **Grounds & Facilities** & **Waste & Cleansing***

*The Grounds and Facilities unit has responsibility for the management, maintenance and development of the Council's urban parks, cemeteries, open space, common land, outdoor sports pitches, play areas and allotment sites. In addition to this the Unit manage the Town Hall, Council owned village halls and the contracts covering the management and development of The Green Bank Leisure Centre and Swadlincote Market. The Unit also has responsibility for the Council's statutory and discretionary land drainage functions and ancillary services during flooding. The Council's main public events, the Festival of Leisure and the 'Switch On' of the Christmas Lights are also managed by the Unit, which also offers advice to a variety of statutory and voluntary organisations on a range of recreation related issues.*

The Waste & Cleansing Unit's main responsibilities are the collection of domestic and commercial waste, recycling and the cleansing of roads and public areas both directly and in conjunction with parish lengthsmen. In providing these services, the Unit has responsibility for the management and maintenance of a vehicle fleet of 46 (includes those used for grounds maintenance). In addition to these services the Unit has responsibility for the maintenance of over 140 bus shelters, the erection of street nameplates and litter bins, the 'day to day' management of public car parks, clearing of road gulleys and weed spraying and the operation of public toilets (3 in partnership with parish councils). The Unit also has responsibility for removing fly tipping on public land and the highly successful 'Clean Team'.

1.1 The services of the Division are provided to a wide range of internal and external customers with the largest customer base being the general public. In addition, external customers include parish councils and private companies (trade and clinical waste). Services are also undertaken for Derbyshire County Council (grounds maintenance, gullies and weed control).

1.2 The Division is also very much involved in partnership working. These include, Parish Councils, The National Forest, community groups, most notably 'Friends of Parks Groups', sports clubs, the Derbyshire and Peak Park Sport and Recreation forum and local schools in the development of new facilities. While we have contractual relationships with SLM and MIL, an important part of these relationships has been partnership working over new developments. The Division also has a fairly major involvement in action groups under the Crime & Disorder Partnership, including motorcycle action and youth nuisance and through these groups involvement with the Police and Youth Service.

### THE HALF YEAR IN CONTEXT

The main service related challenges faced by the Division were:

#### Waste & Cleansing Unit

- The challenge of meeting the Council's statutory recycling targets.



- Meeting the challenges of the new regulations regarding the processing of waste into compost.
- Continuing to meet the challenges of the new tipping arrangements following the closure of the Bretby Landfill Site (both the operational and financial implications).

**Grounds & Facilities Unit**

- *Meeting the challenges of the rapid population growth on the area with particular emphasis on ensuring grounds & leisure services meet the needs of the community both in terms of level and quality of service.*
- *Ensuring that operational services remain competitive.*
- *Contributing to the delivery of the identified gaps in the 'Public Space' CPA diagnostic assessment.*
- *Managing the delivery of a range of diverse capital projects ensuring that suitable strategies exist for the on-going management of these projects.*
- *Linking effectively with Crime & Disorder initiatives. The outcome of anti-social behaviour often takes place on sites managed by the Unit, who also have a role in providing a range of diversionary facilities.*

**ACHIEVEMENTS**

*i.e. completed tasks*

<b>Waste &amp; Cleansing</b>	
<b>ACTION</b>	<b>OUTCOMES</b>
Develop and implement a Waste Minimisation and Recycling Plan.	The Plan is scheduled to be presented for approval by Members in November.
Meet statutory recycling targets.	<p>The expansion of the compost scheme to a further 6,000 households in Hartshorne, Woodville, Castle Gresley (part), Coton in the Elms, Linton, Rosliston and Walton on Trent.</p> <p>The preparation work for the expansion of the recycling boxes scheme to a further 12,000 households in the district commencing in November 2004.</p> <p>The fortnightly paper collection service has been introduced to a further 3,000 households. 94% of households in the district now receive the service.</p> <p>Partnerships have been developed with other Councils and the private sector to secure composting facilities to meet new regulations.</p>

	The Recycling Centres collection and cleansing arrangements have been reviewed and updated. A refurbishment plan has been submitted for Members' consideration.
Review costs of service.	Consultant engaged to provide a report on the competitiveness of the service's unit costs.
Implement a plan to reduce instances of fly tipping.	South Derbyshire is leading a County-wide group aiming to develop a Code of Best Working Practice for Derbyshire.
<b>Grounds &amp; Facilities</b>	
<i>Progress provision of new leisure facilities in the Hilton area.</i>	<i>New BMX skateboard area completed</i> <i>Village Plan at draft stage</i> <i>Bid to Football Foundation for new changing provision at ex. MOD football pitch scheduled for submission Oct 04</i>
<i>Implement the restoration proposals for Maurice Lea Memorial Park</i>	<i>Delivery of capital works on programme</i> <i>Public meeting on restoration proposals well attended, first meeting of 'Friends Group' scheduled for November 04</i>
<i>In partnership with others, development of a recreation and conservation area on the ex coal stacking site at Coton Park</i>	<i>Groundworks at site completed</i> <i>Some additional funding obtained but still a funding gap in the region of £40k to fully complete all elements of the project.</i>
<i>Address shortfalls in South Derbyshire Facilities Strategy</i>	<i>Project to deliver All Weather Training Pitch at Pingle School on schedule.</i>
<i>Work with other divisions to improve the quality of open space &amp; play provision throughout the District</i>	<i>In conjunction with Planning, consultants appointed to undertake Planning Policy Guidance (PPG17) review of open space and leisure facilities.</i>
<i>Improve land drainage infrastructure to minimise flooding risk throughout District</i>	<i>Delivery of DEFRA funded flood alleviation works on programme.</i>
<i>Continue to develop the market operation in Swadlincote</i>	<i>Meeting scheduled for early Nov. 04 to review contractual arrangements for Market</i>

#### TASKS AT RISK OF NON DELIVERY DURING THE YEAR

ACTION	EXPLANATION
<b>Waste &amp; Cleansing</b>	
Implement a plan to reduce instances of fly tipping.	Two out of the four members of staff in the Waste Development Team have tendered their resignations with effect from this October and, therefore, progress may stall in the County-wide group mentioned above. Plans to extend last year's Pilot Scheme in Findern may also have to

	be put on hold.
Communication Plan.	As above.
<b>Grounds &amp; Facilities</b>	
<i>Progress development of new leisure facilities to meet the needs of the growing population in the north west of the District.</i>	<i>Partners have concluded that the project to provide a new leisure centre on the John Port School site is unachievable.</i>
<i>Continue the development of Swadlincote Urban Forest Park</i>	<i>No progress made with seeking a specialist partner to work with the Council on the development of the site</i>
<i>Improve maintenance standards in urban parks, recreation areas and cemeteries</i>	<i>While work continues on seeking further burial space for Gresley &amp; Etwall Cemeteries looks unlikely that this will be resolved by the end of this financial year</i>

## 2004/2005 PERFORMANCE INDICATORS

<b>BEST VALUE INDICATORS</b>	<b>2003/04 (actual)</b>	<b>2004/05 (target)</b>	<b>2004/05 (estimated)</b>
BVPI 82a – Total tonnage of household waste arisings – percentage recycled.	9.20%	7.80%	7.80%
BVPI 82b – Total tonnage of household waste arisings – percentage composted.	8.30%	10.50%	10.50%
BVPI 84 – Kg of household waste collected per head.	450	461	528
BVPI 86 – Cost of waste collection per household	£41.20	£41.20	£41.20
BVPI 91 – Percentage of population resident in the authority's area served by a kerbside collection of recyclables.	88.70%	90%	90%

BVPI 199 – Percentage of relevant land falling below accepted levels of cleanliness as defined under EPA 1999.	34%	32%	34%
<b>LOCAL INDICATORS</b>			
Number of collections missed per 100,000 collections of household waste.	12	12	12
Percentage of missed household waste collections put right by the end of the relevant period.	89%	97%	90%
Percentage of other public complaints put right by the end of the relevant period.	89%	97%	90%
Percentage compliance with the requirements set for the refuse and recycling services.	94%	93%	93%
Percentage compliance with the requirements of the street cleansing service.	93%	93%	93%
Percentage of litter bins correctly emptied on the prescribed day.	81%	93%	93%
The number of repeat failures per 100,000 household waste collections.	1	1	1
The average time taken to remove fly tips.	1	1	1
Public complaints about the refuse service (per month).	28	35	35
Public complaints about the street cleansing service (per month).	0.5	3	1

## EMERGING ISSUES

- The securing of the funding to expand the recycling boxes scheme to a further 12,000 households in the district commencing in November this year.

# ENVIRONMENTAL HEALTH SERVICE PLAN 2004/2007

## HALF YEARLY REPORT (SEPTEMBER 2004)

### SERVICE DESCRIPTION

The Division is divided into 4 units, Commercial and Licensing, Environmental Protection and Private Sector Housing & Housing Strategy. Most functions are statutory and these include: -

- Regulating Standards relating to Food, Health & Safety, which includes the substances and premises.
- Corporate Health and Safety
- Various licensing functions, includes Private Hire Vehicles, Animal Boarding etc
- Investigation and Enforcement of Service Requests for contaminated land, pollution, public health, noise, air quality and other nuisances along with Abandoned Vehicles
- The provision of services dealing with stray dogs, dog fouling & pest control.
- Dealing with enforcement of travellers on Council owned land and management of short stay gypsy sites.
- *Improving private sector housing stock through delivery of grants, enforcement and promotion of energy efficiency.*
- *Co-ordinating the Councils Housing Strategy, Housing Needs Surveys and work on Supporting People*

### THE HALF YEAR IN CONTEXT

The main challenges faced by the Department were:-

- On going Implementation of the Contaminated Land Strategy.
- Implementation of the new customer call centre for initial enquiries for the service and re-shaping procedures to fit, e.g. Pest Control appointment system and abandoned vehicles
- Further development of the Environmental Health Computer System. (FLARE)
- *Integration of disabled adaptations service in the public and private sector.*
- Setting up a risk based Health & Safety and Food Based inspection Regime
- Preparation for the implementation of the new Licensing Act
- Development of key Health & Safety Policies, procedures and risk assessments
- *On-going refurbishment of Lullington X-Roads Short stay gypsy caravan site*
- *The commissioning and completion of the South Derbyshire House Condition and Energy Survey in 2004. Early indications from the draft report suggest the energy efficiency performance of the private sector housing stock is below the national and regional average. This will impact on the decent home target and requires substantial investment to reduce the number of households in fuel poverty.*
- *Extention of the Decent Home Standard to include all private sector dwellings together with targets for vulnerable people.*

The main opportunities faced by the Department were

- To link in with other key health professionals to drive the government's health promotion and ill-health prevention agenda.
- To use the FLARE computer system to improve efficiency, performance management and E-Government compliance.
- *To use the Housing Regulatory Reform Order to reprioritise capital resources spending.*

- Working with key agencies to develop gypsy traveller policies throughout Derbyshire.
- Working with partners to produce a new "Housing Strategy" for the district.

## ACHIEVEMENTS

The following table outlines the main key tasks undertaken and the outcomes.

ACTION	OUTCOMES
EH Regulating Services (EH4)	All enforcement work is monitored by the unit managers using the FLARE computer system. Any Notices or prosecutions are approved by the appropriate manager to ensure it is in line with the Enforcement Procedure. Some of the actions are reported within this table. Any variations to the policy or procedures are reported as necessary.
Food Enforcement	So far this year we have inspected 188 food premises out of a total of 300 inspections required. We have recently taken evidence for a prosecution under the Food Safety Act and will be issuing a formal caution at another premise for again offences under the Food Safety Act
Health & Safety Enforcement	Of the 57 High risk premises that we need to inspect this financial year we have inspected 18 of them. We have additionally instigated legal proceedings against 2 premises and await court appearances.
Abandoned Vehicles	We have dealt with 92 complaints concerning abandoned vehicles for the first 2 periods of this year, as apposed to 202 for the same period last year. We have so far this year collected 10 vehicles under the vehicle disposal scheme but will be undertaking publicity of the scheme in conjunction with a national campaign believed to commence November
Inspection of IPPC Part B pollution control premises (EH9)	9 Inspections undertaken of IPPC installations in accordance with inspection risk rating. Toyota A2 application being assessed and will be determined and issued within the next 2 months.
Air Quality	Expansion of the current Nitrogen Dioxide monitoring sites within the area from 8 to 11. On-going assessments of sites indicate levels are currently below the National Air Quality Objectives.
Dog Warden Service	From April the Dog Warden has dealt with 41 Stray dogs and 29 dog fouling complaints. Regular patrols are maintained of the Hot Spot areas.
Pest Control	968 Pest Control Treatments were completed during the past 6 months. The highest request for service was 619 wasp nests, 195 rats & 83 mice treatments. Health & Safety risk assessments reviewed and updated.
Private Hire	New Private Hire conditions are presently in the pipeline and will be brought to committee in the near future. These have been out for consultation with the operators and their comments noted. The new flare computer system is in operation and has improved the efficiency of the administration side and brought about financial savings.
Butchers shops, Infectious Disease animal boarding tatooisists and ear piercing	All butchers licences are on schedule for completion this year and the Food Standards Agency have reported a national improvement in food Hygiene standards in butcher's shops since licensing commenced. All other licensing activities are now on the Flare computer system
Sampling of private water supplies	All samples taken analysed and brought to the attention of owner. All necessary remedial action taken.
New Liquor Licensing Regime (EH6)	Policy out for consultation and completed by 20 <sup>th</sup> October 2004, to Council November 4 <sup>th</sup> for resolution and adoption of Act. The Authority will receive first licence application on 7 <sup>th</sup> February 2004.
Bonfire Licensing Scheme	Work now commenced on these years' events in SDDC in

	collaboration with other Derbyshire Authorities and Derbyshire Fire and Rescue.
Contaminated Land (EH8)	On-going site investigations in line with the Contaminated Land Strategy. 74 sites have been assessed, 21 individual site appraisals in progress. Development of GIS system and FLARE to manage data being collated.
Complaint Work including noise, dust, etc	513 Service Requests have been dealt with since April. 1 pending noise prosecution, 36 Statutory Notices served.
Planning Consultations	130 Planning consultations have been received and responded to. 68% within 14 days & 98% within 28 days.
Publicity (EH3)	Programme drawn up. Web site information developed. Environmental Health Calendar profiling work of the department sent to all properties within the District in May 04. Noise awareness day reported in Burton Mail. Intruder Alarm key holder register campaign ran with officers posting out forms on District.
Commission and complete House Condition & Energy Survey of Private Sector Stock (EH10)	Fordham Research Ltd appointed to undertake survey. Fieldwork undertaken during June/July 04. Draft report issued. Presentation to member to be arranged.
Develop Landlord Accreditation Scheme Develop Rent deposit scheme( EH12)	Draft Accreditation scheme developed  Rent deposit scheme being developed jointly with Housing Dept as alternative to existing Rent Guarantee scheme available through Derbyshire housing Aid. Accreditation and Rent deposit schemes to be piloted jointly with key local landlord before being made fully available in April 2005.
Decent Homes – establish a baseline number of vulnerable households in non decent homes (EH13)	Baseline established using ODPM Ready Reckoner giving estimate of 60% of homes occupied by vulnerable meet decent home standard. This meets the target in PSA7 up to 2005. Live data from stock condition survey suggests 72.4% homes occupied by vulnerable meet the standard. This baseline estimate exceeds the PSA7 target for 2004 up to 2010.
Establish action plan for bringing empty property back into use (EH14)	Action plan drafted, empty property grant (£100K pilot scheme) established ( 4 grants in progress). NB information from the new house condition survey suggests the number of empty homes in the district is approx. half the national average of 3.3% of stock.
Commission and complete Home Energy Efficiency Scheme to contribute towards HECA target. (EH 15)	2 Schemes launched; 'Heatstreets' offering free and discounted energy conservation measures in target parishes and 'Heat project' offering discounted insulation district wide. HECA return completed for 2003/04 energy savings of approximately 2% are indicated for the year.
Gypsy/Traveller Policy (EH16)	– Derbyshire traveller issues group working on a gypsy traveller needs survey to help inform policy decisions. Attended by reps from SDDC and funding allocated to support this. On completion, group to the develop Derbyshire wide policy on gypsies.
Housing Strategy (E18)	- A new Housing Strategy for 04 – 09 has been submitted to GOEM for assessment against the "Fit for Purpose" criteria. - BME Housing Needs Study completed. - Gypsy Housing Needs assessed for those travellers on static sites. Derbyshire wide research to be undertaken to assess housing needs of those that stop-off in the district to help inform policy decisions including planning applications. - Rural Parish Surveys –SDDC has joined a partnership

with 4 other RSLs. Surveys to commence in the New Year over a 3-year period. Committee have selected East Midlands Housing Association as their preferred rural housing partner.

## TASKS AT RISK OF NON DELIVERY DURING THE YEAR

ACTION	EXPLANATION
(EH17)Noise Policy Review	The Chartered Institute of Environmental Health Noise Management Guide final report has not been issued. Once finalised this can then form the basis of a review of the noise procedures and policy of the Authority.
(EH5) Quality Standard for Environmental Health	There has been no Environmental Health Manager over the past 14 months. This has meant this could not be co-ordinated and taken forward. Environmental Services Manager now recruited and due to start at the end of November 04.
EH14 Risk assessment and action plan of long term/ problem empty properties	This action may be suspended and resources redirected elsewhere because the House Condition Survey report indicates that the District has insignificant levels of these properties remaining.

## 2004/2005 PERFORMANCE INDICATORS

BEST VALUE INDICATOR	2003/04 (actual)	2004/05 (target)	2004/05 (estimated)
BV166 This indicator is a test of whether the Division has written enforcement policies, planned enforcement activities, consultation and satisfaction levels, responsive enforcement activities and appropriate resources	100% all procedures, policies, customer satisfaction surveys and enforcement activities in place.	100%	100% all procedures, policies, customer satisfaction surveys and enforcement activities in place.
BV62 The proportion of unfit private sector dwellings made fit or demolished as a direct result of action by the local authority	$22.75 \times 100 = 1.16\%$ 1961	0.75%	$8 \times 100 = 0.7\%$ 1148
BV64 The number of private sector vacant dwellings that are returned into occupation or demolished during 2003/04 as a direct result of action by the local authority	5	8	6
LOCAL INDICATOR	2003/04 (actual)	2004/05 (target)	2004/05 (actual)
Number of service requests responded to within 5 working days.	98.9% 623 requests 7 out of target time (Figures only for half year Sept-Mar 04, due to FLARE implementation)	95%	98.44% 513 requests completed, 8 out of target time. (505/513 * 100%)
Number of pest control treatments dealt with within 3 working days. (New Pest Diary system set up July 04 to book in appointments, so some treatments booked for beyond 3 days due to summer workloads)	Not available, Pest Control commenced on FLARE February 04.	96%	92.15% 968 treatments undertaken, 892 dealt within 3 days. (892/968 * 100%)
Achieve 100% satisfactory responses to all customer service questionnaires - satisfactory, good and above. (target 100%) (Survey results for 03-04 are only for part of	93.5% (174 out of 186 replies rated services good or	70%	97% Pollution & Pest Control (67 from 69 responses)



the year)	above)		
Number of High Risk Food Premise Inspections as a percentage	96% 281 out of 294	100%	100%
Number of High Risk Health & Safety Inspections as a percentage	100% A total of 206 Health and safety inspections in total	100%	100%
Number of inspections undertaken for IPPC installations in accordance with risk based inspection targets.	100% (45 full inspections of 41 installations)	95%	N/A until full year 9 inspections of processes (Fire officer undertake Petrol Stations)
Achieve a minimum of 95% grant budget spend	98% (£693,791 spent out of total £711,000 budget)	95%	95%

## EMERGING ISSUES

Emerging issues not mentioned in your agreed Service Plan:-

- New High Hedge Legislation and proposed amendment to Statutory Nuisance to include light pollution to be implemented. If the Environmental Health Division is allocated duties then this will have significant impact on the workload of the service. As there is also no expertise within the division in dealing with trees or light pollution, external consultants may be required along with additional training of staff.
- New BVPI proposed for Contaminated Land and IPPC installations for 05/06 onwards, which will change the way information is recorded and reported.
- *Anticipated enactment of the Housing Bill in 2005 will bring fundamental changes to the way in which house condition is assessed, together with better regulation of the private rented sector and greater flexibility in the way assistance is given to homeowners to repair and improve their homes.*
- *A "Fit for Purpose" Housing Strategy must include an on-going programme of Housing Needs Surveys. This is essential if external funds are to be secured from partners such as the Regional Housing Board, Housing Corporation and Supporting People to deliver affordable housing. There are currently insufficient funds to carry out these essential studies. Therefore, the risk of failure high.*

