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Date: 24 November 2015

Dear Councillor,

### **Housing and Community Services Committee**

A Meeting of the **Housing and Community Services Committee** will be held in the **Council Chamber**, on **Thursday, 26 November 2015 at 18:00**. You are requested to attend.

Yours faithfully,

Chief Executive

To:- **Conservative Group**

Councillor Hewlett (Chairman), Councillor Smith (Vice-Chairman) and Councillors Billings, Mrs Coe, Coe, Mrs Coyle, Harrison, Muller and Mrs Wyatt.

**Labour Group**

Councillors Dunn, Rhind, Richards and Taylor.



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Housing Services



## **AGENDA**

### **Open to Public and Press**

- 1** Apologies and to note any substitutes appointed for the Meeting.
- 2** To receive the Open Minutes of the Meeting held on 8th October 2015.  
  
Housing and Community Services 8th October 2015 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** OPEN SPACE, SPORT AND COMMUNITY FACILITY STRATEGY UPDATE **7 - 16**
- 8** HOUSING CAPITAL INVESTMENT PROGRAMME 2012-2017 PROGRESS REPORT **17 - 22**
- 9** UNTIDY GARDENS PROCEDURE **23 - 32**
- 10** CORPORATE PLAN 2009-15: PERFORMANCE MANAGEMENT REPORT (1 JULY - 30 SEPTEMBER 2015) **33 - 57**
- 11** COMMITTEE WORK PROGRAMME REPORT 2015/16 **58 - 60**

### **Exclusion of the Public and Press:**

- 12** The Chairman may therefore move:-  
That in accordance with Section 100 (A) of the Local Government Act 1972 the press and public be excluded from the remainder of the Meeting

as it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that there would be disclosed exempt information as defined in the paragraph of Part I of the Schedule 12A of the Act indicated in the header to each report on the Agenda.

- 13** To receive the Exempt Minutes of the Meeting held on 8th October 2015.  
Housing and Community Services 8th October 2015 Exempt Minutes
- 14** To receive any Exempt questions by Members of the Council pursuant to Council procedure Rule No. 11.



HOUSING AND COMMUNITY SERVICES COMMITTEE

8<sup>th</sup> October 2015

**PRESENT:-**

**Conservative Group**

Councillor Hewlett (Chairman), Councillor Smith (Vice-Chairman) and Councillors Billings, Mrs Coe, Coe, Mrs Coyle, MacPherson (substituting for Councillor Harrison) Muller and Mrs Wyatt.

**Labour Group**

Councillors Dunn, Rhind, Richards and Taylor.

**In attendance**

Councillor Atkin.

HCS/31 **APOLOGIES**

Apologies for absence were received from Councillor Harrison (Conservative Group).

HCS/32 **MINUTES**

The Open Minutes of the Meetings held on 11<sup>th</sup> June 2015 and 27<sup>th</sup> August 2015 were noted and approved as a true record and signed by the Chairman.

Councillor Billings referred to Minute No.HCS/16 of the 27<sup>th</sup> August 2015 Meeting, stating that he is a Parish Councillor for Hatton, not Hilton. Amendment duly noted as part of these Minutes.

HCS/33 **DECLARATION OF INTEREST**

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

HCS/34 **QUESTIONS FROM MEMBERS OF THE PUBLIC PURSUANT TO COUNCIL PROCEDURE RULE NO 10**

The Committee was informed that no questions from members of the public had been received.

HCS/35 **QUESTIONS FROM MEMBERS OF COUNCIL PURSUANT TO COUNCIL PROCEDURE RULE NO 11**

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

HCS/36 **REPORTS OF THE OVERVIEW AND SCRUTINY COMMITTEE**

There were no Overview and Scrutiny Reports to be submitted.

**MATTERS DELEGATED TO COMMITTEE****HCS/37 EXPERIAN RENTAL EXCHANGE SCHEME PHASE 2**

The Experian representative, Mr Lee Amos, delivered a presentation of the Rental Exchange Scheme to the Committee.

Comments and queried raised by Members relating to the use of, and access to, Experian reports, the authentication of those records, the Fair Processing Notice, safeguards against incorrect data, Experian's involvement in this market, the cost of record checks, the implementation timescales, publicity, debtor support and advice, provision for vulnerable tenants and the cascade of information to other Members were noted and responded to by the Experian representative and/or the Director of Housing and Environmental Services.

**RESOLVED:-**

- 1.1 *That the findings of Phase 1 of the pilot and the feedback from the Tenants Panel regarding these findings be noted.***
- 1.2 *That the move forward into Phase 2 of the Rental Exchange scheme and the undertaking of the necessary consultation with all tenants be approved.***
- 1.3 *That the Director of Finance and Corporate Service be authorised to sign the Formal Agreement with Experian.***

**HCS/38 COMMITTEE WORK PROGRAMME 2015-16**

The Director of Housing and Environmental Services presented this report and, at Member request, agreed to re-prioritise the subject matter over subsequent Meetings.

**RESOLVED:-**

***That the updated work programme be considered and approved, subject to re-prioritisation by the Director of Housing and Environmental Services.***

**HCS/39 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 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 paragraphs of Part 1 of the Schedule 12A of the Act indicated in brackets after each item.***

**MINUTES**

***The Exempt Minutes of the Meetings held on 11<sup>th</sup> June 2015 and 27<sup>th</sup> August 2015 were received.***

**TO RECEIVE QUESTIONS FROM MEMBERS OF THE COUNCIL  
PURSUANT TO COUNCIL PROCEDURE RULE NO. 11**

***The Committee was informed that no questions had been received.***

**LAND AT REPTON (Paragraph 3)**

***The Committee approved the recommendation set out in the Report, subject to Finance and Management Committee approval to the heads of terms.***

The Meeting terminated at 6.50pm.

COUNCILLOR J HEWLETT

CHAIRMAN

<b>REPORT TO:</b>	<b>HOUSING AND COMMUNITY SERVICES</b>	<b>AGENDA ITEM: 7</b>
<b>DATE OF MEETING:</b>	<b>26<sup>th</sup> NOVEMBER 2015</b>	<b>CATEGORY: DELEGATED/</b>
<b>REPORT FROM:</b>	<b>DIRECTOR OF COMMUNITY AND PLANNING</b>	<b>OPEN:</b>
<b>MEMBERS' CONTACT POINT:</b>	<b>ZOE SEWTER, OPEN SPACE AND FACILITIES DEVELOPMENT MANAGER (Ext: 5753)</b>	<b>DOC:</b>
<b>SUBJECT:</b>	<b>OPEN SPACE, SPORT AND COMMUNITY FACILITY STRATEGY UPDATE</b>	<b>REF:</b>
<b>WARD(S) AFFECTED:</b>	<b>ALL</b>	<b>TERMS OF REFERENCE: HCS07</b>

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## **1.0 Recommendations**

- 1.1 To update Members on the development of the Open Space, Sport and Community Facility Strategy and gain approval for the Vision and Principles, and to establish the notion of a hierarchy of provision.

## **2.0 Purpose of Report**

- 2.1 To update Members on the progress made on the Open Space, Sport and Community Facility Strategy and feedback on emerging principles and priorities following consultation.

## **3.0 Detail**

- 3.1 As reported at the H&CS Committee meeting of 27<sup>th</sup> August work is progressing on the development of a strategy for the development of Open Space, Sport and Community facilities.
- 3.2 The strategy process has concluded the consultation with stakeholders, land owners, National Governing bodies, Parish Councils and sports clubs and there has been general support for the following Vision:

***“Partners of South Derbyshire Sport will work together to improve opportunities within sport and health activity across the district of South Derbyshire.”***

3.3 There has also been agreement that the following principles apply to the Strategy (See Annexe No.1):

- **Ensure basic provision close to home** - all villages and urban neighbourhoods to have access to at least a basic level of open space and indoor community recreation provision within easy reach (walking distance).  
**See Annexe No.2 – Hierarchy of provision**
- **Offer a choice of activity within each Sub Area** – residents to have a choice of indoor and outdoor sports and recreational activities within their Sub Area.
- **Ensure district-wide large scale and specialist provision** – to pursue opportunities across the District (and beyond) to offer residents a wide range of choices and experiences to enhance their levels of interest, commitment and performance including: activities within the natural environment; extreme sports; large scale events and wide range of sports.
- **Encourage multi-use hubs** – encourage facility providers to cater for a range of activities and sports on their sites. Prioritise the development of community use facilities on school sites.
- **Facilitate growth and development** – support local communities, sport and recreational organisations to increase use of their facilities for sport and recreation and expand or develop new facilities where there is a proven need.
- **High quality design and management** – encourage proposals for improving existing and building new sport and open space facilities to be of high quality design and meet national standards where these exist; encourage other types of developments to incorporate features into the design that are ‘participant friendly’. Drive up use of facilities by reaching new markets and retaining existing user through high standards of management and effective marketing campaigns.
- **Support sustainability** – explore ways of increasing the sustainability and viability of facilities in terms of long term business / financial models and their carbon footprint. All new projects and developments will need to demonstrate their long term sustainability. Support voluntary sector management of facilities in line with localism policies and the Quirk Review.
- **Satisfy future demand for District residents** – to meet the needs of the future population, taking account of projected growth, residential development, changing demographics and latent demand of residents living in the District.
- **Promote cross boundary provision** – map catchment areas for use of facilities and take into account cross boundary ‘traffic’ especially for larger and more specialist facilities when assessing supply and demand.
- **Align national insight with local priorities** – in determining development and investment decisions take into account the policies, strategic priorities and insight studies of national sport, play and recreational agencies, with local assessments of need and consultation with local residents and users.



3.4 A set of headline themes have also been developed which set the context for the further development of the Strategy:

### **A Growing and Ageing Population**

- South Derbyshire is one of the fastest growing districts in England with a projected increase of 32% in its population between 2011 and 2028.
- The population is aging with a predicted 33.5% increase in residents over 55 years by 2021.
- The Local Plan includes for approximately 12,500 additional dwellings to meet the projected required supply of housing demand increasing population growth further across all sub areas of the District, with especially large concentrations proposed for the southern fringes of Derby.
- The profiles of older residents that move into new residential developments are more active.

#### *Implications for the Strategy*

- ✓ District-wide and local capacity of community facilities, playing pitches and open space needs to increase to meet the needs of its growing population.
- ✓ Consideration needs to be given to the range of activities that will encourage older people to stay or become more active for maintaining their health, wellbeing and independence.

### **Geography – A Mix of Urban and Rural Settlements**

- Mechanism for assessing needs within Sub Areas and at village/neighbourhood levels.
- Overlapping catchment areas with adjacent local authorities resulting in cross boundary movement.
- Good supply of local open space and community facilities that need to be assessed for their quality
- Rural isolation is an issue/potential issue for older people

#### *Implications for the Strategy*

- ✓ In conjunction with the LPA a hierarchy of village and urban services are proposed for the five Sub Areas of the District.

### **Strategic Direction and Focus**

- Significant Countywide and District Plans that set the direction are under review making the future focus less certain.
- The value of being active is recognised as a priority theme in the various plans and in the long term Sustainable Community Strategy.
- Key considerations at national and local level are whether to target inactive people and encourage them to become active and/or to cater for those who are already active and encourage them to become more active (to optimise the health benefits and strengthen the infrastructure through supporting clubs and volunteering).
- New Countrywide Strategies are emerging for cycling and green ways.

### *Implications for the Strategy*

- ✓ Proceed based on local consultation and insight and seek to influence the emerging strategies.
- ✓ Consider including a 'fourth' strand to the Strategy – to cover greenways.

## **Local Access**

- Consultation findings support local access to a range of open space and facilities.
- Insight studies reveal the importance of 'doorstep' activities close to homes.

### *Implications for the Strategy*

- ✓ Explore how the SDDC can work with Parish Councils, Village Halls and the Urban Core to improve access to and quality of local provision.
- ✓ Identify barriers to access and work with partners to remove/reduce them
- ✓ Importance of well-connected network of footpaths & routeways
- ✓ Identify significant gaps in existing provision.

## **Choice of Activity**

- Local consultation and insight indicates the demand for:
  - A wide range of sports and activities
  - Popularity of outdoor recreational activities including walking, cycling and gardening
  - Swimming
  - Formal sports
  - Indoor activities such as fitness, dance etc.

### *Implications for the Strategy*

- ✓ Local provision (as above)
- ✓ Sub Area – choice of sports and activities
- ✓ Districtwide – offer for large scale and specialist facilities
- ✓ Connective greenways

3.5 This set of principles and the proposal for a hierarchy of provision from local neighbourhood level to Districtwide facility provision will, if accepted, provide the basis for the final stage of Strategy development in terms of consultation on the draft Strategy, and individual area development plans.

3.6 The Strategy and Action Plan will be presented to this committee in February 2016 for adoption.

## **4.0 Financial Implications**

4.1 There are no increased financial implications currently arising from this strategy. If the strategy is not adopted then the Council is vulnerable to challenge from developers when entering into s106 negotiations, as there is no firm and robust evidence base. This source of funding is potentially at risk without this Strategy in place.

## **5.0 Corporate Implications**

- 5.1 The Strategy development and the projects being progressed are a key action within the 'Promoting Healthy Facilities and Lifestyles' objective and the 'promotion of cultural events' in the 'Lifestyle Choice' priority. The project would also contribute to supporting the 'Safer Neighbourhoods' objective of the 'Safe and Secure' priority in that it would provide significant opportunities for youth engagement.

## **6.0 Community Implications**

- 6.1 The ongoing consultation and engagement with local people, community sports groups and Parish Councils throughout the development and delivery of the strategy will identify opportunities for significant investment and improvement in sport, recreational and community facilities across the District.

## **7.0 Conclusions**

- 7.1 South Derbyshire is continuing to plan for and provide its growing community with quality sport and recreation facilities which will promote health and wellbeing as well as enabling people to achieve their sporting potential.

# South Derbyshire

## Open Space, Sport and Community Facilities Strategy

### VISION

***“Partners of South Derbyshire Sport will work together to improve opportunities within sport and health activity across the district of South Derbyshire.”***

- **All villages and urban neighbourhoods to have a basic level of local community provision within easy walking distance** – everyone who lives in a village or town to be within a 10 minute walking distance (1 km) and have access to:
  - One LEAP (local equipped area for play)
  - Natural green space
  - Green corridor for walking and cycling
  - Outdoor open space for informal sport and physical activity and local community events
  - Indoor community facility for informal sport and physical activity and local community events
  - Community sport and physical activity champion – part of a district-wide network of local volunteer leaders

#### Opportunities Close to Home – Local Service Villages

Our community hall has lots going on including exercise classes for all abilities; afternoon tea dances; weekend activities for youngsters and can be hired out by clubs and for special events. It’s on the route of a 1km and 5km walk or jogging circuit and acts as the central focus of our annual festival that show cases all of the different activities and groups in our area.

*e.g. Findern Village Hall; Ticknall Village Hall; Rosliston Village Hall*

- **All villages and urban neighbourhoods to have a choice of community sport and recreation provision within easy cycling distance through designated key service villages and neighbourhood hubs** - everyone who lives in a village or town to be within a 10 minute cycle ride or a 5 minute drive time (5 km) and have access to:
  - Choice of local equipped areas for play (LEAP)
  - One neighbourhood equipped area for play (NEAP)
  - Large (e.g. 100 ha) site of natural green space
  - Choice of green corridors for walking and cycling
  - Choice of outdoor open space for informal sport and physical activity and local community events
  - Choice of indoor community facilities for informal sport and physical activity and local community events
  - One floodlit Multi use games area
  - Playing pitches for a variety of outdoor sports, including a bowling green

#### Key Service Villages and Neighbourhood Hubs

Designated key villages and neighbourhood hubs will offer a range of formal sport, physical activity and bigger range of play opportunities at a central location that serves surrounding villages and urban neighbourhoods. In some of these areas the hubs already exist; in other areas the facilities need to be developed or improved. These hub areas will be well distributed across South Derbyshire so that all villages and urban neighbourhoods are within easy reach of at least one of them. These hubs provide venues that can host inter village or neighbourhood competitions and festivals.

**NORTH WEST:** Etwall; Hatton; Hilton  
**NORTH:** Repton; Stenson; Willington;  
**NORTH EAST:** Aston; Melbourne  
**CENTRAL:** Church Gresley; Midway; Newhall; Swadlincote; and Woodville  
**SOUTH:** Linton; Overseal;

- **Each Sub Area to have a hub with a range of sport and active recreational facilities** – that meet the sport and recreation needs of its residents (as set by national standards) including:

- Urban Parks or multifunctional recreation grounds
- Semi natural accessible green space
- Provision for children and young people
- Youth facilities (e.g skate park/pump track)
- Provision for older people e.g. Bowling green, outdoor gym
- Playing pitch provision for a variety of sports
- Indoor sports facilities including: gyms; indoor community halls for a range of activities

- **Large scale and specialist provision within the District** – everyone who lives in the District has access to a wide range of sport and active recreation provision including:

- Leisure centres with swimming pools
- Large venues for hosting festivals and events
- Extensive areas of natural green space
- Water based sports
- Park based activities
- Long distance walking and cycling routes
- Extreme sports
- Specialist and sport specific venues

#### **Proposed Sub Area Hubs**

All with an adequate supply of open space, sport and community facilities to meet the needs of residents living in these areas.

**NORTH WEST:** Hilton Village Hall; Hatton Playing Fields

**NORTH:** Repton Village Hall; Stenson Fields Community facilities; Willington Village Hall;

**NORTH EAST:** Cockshut Lane & Assembly Rooms, Melbourne; Recreation in Aston

**CENTRAL:** Maurice Lea Memorial Park; Eureka Park; Swadlincote Woodlands; Woodhouse Recreation Ground; Newhall Park; Chestnut Avenue; Greenbank Leisure Centre; Woodville Recreation Ground

**SOUTH:** Linton Village Hall; Overseal Village Hall; Rosliston Forestry Centre;

#### **Choice of Opportunities to Suit Everyone**

Working with local partners to offer a wide choice of sports and physical activities to attract and retain the various interests of all residents, taking into account provision within surrounding areas of a 20 minute drive time.

*Apex Climbing Centre Swadlincote,  
Woodhouse Multisports hub;  
Etwell Leisure Centre multisport centre;  
Greenways and the National Forest Way;  
Rosliston Forestry Centre;  
Conkers Circuit and Albert Village Lake*

## **PRINCIPLES**

The following principles are proposed for guiding policy, development and investment decisions to help achieve the vision:

- **Ensure basic provision close to home** - all villages and urban neighbourhoods to have access to at least a basic level of open space and indoor community recreation provision within easy reach (walking distance).
- **Offer a choice of activity within each Sub Area** – residents to have a choice of indoor and outdoor sports and recreational activities within their Sub Area.
- **Ensure district-wide large scale and specialist provision** – to pursue opportunities across the District (and beyond) to offer residents a wide range of choices and experiences to enhance their levels of interest, commitment and performance including: activities within the natural environment; extreme sports; large scale events and wide range of sports.
- **Encourage multi-use hubs** – encourage facility providers to cater for a range of activities and sports on their sites. Prioritise the development of community use facilities on school sites.
- **Facilitate growth and development** – support local communities, sport and recreational organisations to increase use of their facilities for sport and recreation and expand or develop new facilities where there is a proven need.
- **High quality design and management** – encourage proposals for improving existing and building new sport and open space facilities to be of high quality design and meet national standards where these exist; encourage other types of developments to incorporate features into the design that are ‘participant friendly’. Drive up use of facilities by reaching new markets and retaining existing user through high standards of management and effective marketing campaigns.
- **Support sustainability** – explore ways of increasing the sustainability and viability of facilities in terms of long term business / financial models and their carbon footprint. All new projects and developments will need to demonstrate their long term sustainability. Support voluntary sector management of facilities in line with localism policies and the Quirk Review.
- **Satisfy future demand for District residents** – to meet the needs of the future population, taking account of projected growth, residential development, changing demographics and latent demand of residents living in the District.
- **Promote cross boundary provision** – map catchment areas for use of facilities and take into account cross boundary ‘traffic’ especially for larger and more specialist facilities when assessing supply and demand.
- **Align national insight with local priorities** – in determining development and investment decisions take into account the policies, strategic priorities and insight studies of national sport, play and recreational agencies, with local assessments of need and consultation with local residents and users.

## STRATEGIC OBJECTIVES

The Strategy will seek to achieve the following objectives:

1. Satisfy the future needs of the population determined by local interpretation of national standards for parks and gardens; amenity open space; semi natural green space; play provision for children and young people; playing pitch provision and sports facility provision.  
*Measured by production and regular review of the Open Space, Sport and Community Facilities Strategy*
2. Apply a hierarchy of provision for residents living in villages and urban neighbourhoods to have access to local community open space, with increasing choice of sports facilities in key villages and neighbourhood hubs servicing the surrounding areas; to large scale venues and specialist facilities offering a wide choice and serving the district.  
*Measured by the establishment of an open space, sport and community facilities infrastructure network for villages and the urban core in terms of provision and mechanisms to link with providers*
3. Facilitate and support villages and local neighbourhoods to undertake community-led plans, projects, management and marketing of local facilities.  
*Measured by the number of villages and neighbourhood areas actively involved and being supported.*
4. Identify priorities and secure funding from a range of sources for a rolling programme of improvement and new development to address identified gaps in provision and projected population growth.  
*Measured by the level of investment and completion of projects that address identified priorities*
5. Work with facility providers to increase access to and usage of their facilities and develop robust business plans for ensuring long term sustainability.  
*Measured by the number and range of facilities included in the Directory and an annual partner survey.*
6. Encourage high quality design and management of open space and facilities.  
*Measured by the number of providers with quality awards (such as Green Flag, Clubmark and Quest)*
7. Coordinate promotion and marketing of community sport and recreation facilities across the District.  
*Measured by the number and range of facilities included in the Directory; monitoring of web users and social media activity; and general awareness surveys.*
8. Increase the involvement of partners and facilitate partnership working amongst facility providers and key user groups in implementing the Open Space, Sport and Facilities Strategy  
*Measured by annual partner survey*

Annexe No.2

Settlement Hierarchy and Typologies					
Classification		Settlements			
Urban Areas		Swadlincote Urban Core (incl. Midway; Newhall; Church Gresley; Woodville); edge of Derby (Stenson Fields; Boulton Moor; Mickleover); edge of Burton (Stanton)			
Key Service Villages		Aston-on-Trent; Etwall; Hatton; Hilton; Linton; Melbourne; Overseal; Repton; Shardlow; Willington			
Local Service Villages		Coton-in-the-Elms; Findern; Hartshorne; Castle Gresley; Netherseal; Newton Solney; Rosliston; Ticknall; Weston-on-Trent			
Rural Villages		Ambaston; Barrow-on-Trent; Bretby; Burnaston; Cauldwell; Church Broughton; Coton Park; Dalbury; Drakelow Village; Egginton; Elvaston; Foremark; Foston; Ingleby; King's Newton; Lees; Long Lane; Lullington; Marston-on-Dove; Milton; Radbourne; Scropton; Smisby; Stanton-by-Bridge; Sutton-on-the-Hill; Swarkestone; Thulston; Trusley; Twyford; Walton-on-Trent			
SETTLEMENT HIERARCHY					
		Urban Areas	Key Service Villages	Local Service Villages	Rural Villages
OPEN SPACE TYPOLOGY	Parks & Gardens	A large site, catering for sports events; outdoor music; concerts and fun / activity days. Toilets; seating and electricity points are provided. Several well distributed smaller sites	A Park; garden or outdoor recreation area to facilitate community events	An outdoor recreation area to facilitate small community events	Access to a Park; garden or outdoor space within the catchment area for community events
	Amenity Greenspace	Informal recreation areas contained within defined housing estates	Informal recreation areas contained within residential areas	Open spaces, able to facilitate informal recreation within residential areas	Open spaces within residential areas
	Provision for children & young people (NPFA Standards)	A large NEAP in each key area, containing facilities for toddlers; children and young people - 400m catchment. LEAPs located strategically across the settlement and included in new housing estates - 240m catchment	1 NEAP located within the settlement. Above 1,000 population threshold, a further LEAP per additional 1,000 population	1 LEAP located within the settlement, and included in new housing estates (threshold 50+ houses)	1 LEAP located within the settlement
	Routes & Connections	Access point to a local network of well-defined; signposted, and maintained Public Rights of Way			
	Semi-Natural Greenspace (ANGSt Standards)	Provision of Semi-Natural Greenspace, in line with ANGSt Standards. Provision should be made of at least 2ha of accessible Natural Greenspace per 1,000 population, according to the following principles: > No person should live more than 300m from their nearest natural greenspace > There should be at least one accessible 20ha site within 2km from home > There should be one accessible 100ha site within 5km > There should be one accessible 500ha site within 10km > Provision of at least 1ha of LNR per 1,000 population			
LEISURE & PLAYING PITCH TYPOLOGY	Major Built Leisure Facilities (i.e. Multi-Court Sports Hall; Swimming Pool; Artificial Turf Pitch)	Access to a Multi-Court Sports Hall; Swimming Pool and Artificial Turf Pitch within a 10 minute drive time	Access to a Multi-Court Sports Hall; Swimming Pool and Artificial Turf Pitch within a 15 minute drive time	Access to a Multi-Court Sports Hall; Swimming Pool and Artificial Turf Pitch within a 15 minute drive time	Access to a Multi-Court Sports Hall; Swimming Pool and Artificial Turf Pitch within a 20 minute drive time
	Local Built Leisure Facilities (e.g. Village Hall / Church Hall / School Hall, and MUGA)	Several sites within the settlement, providing a wide variety opportunities to engage in indoor / outdoor sports / physical activity	At least one site, but preferably more than one in the settlement, providing opportunities to engage in indoor / outdoor sports / physical activity	At least one site in the settlement, providing opportunities to engage in indoor / outdoor sports / physical activity	Access to at least one site, providing opportunities to engage in indoor / outdoor sports / physical activity within a 5 minute drive time
	Grass Pitches (i.e. Football; Cricket; Rugby Union)	Several grass pitches, with associated changing facilities, to meet local demand, located either on Public Parks; School sites, or in Sports Club environments	At least one site, but preferably more than one, in the settlement, with associated changing facilities, to meet local demand, located either on a Public Park; School site, or in a Sports Club environment	At least one site in the settlement, with associated changing facilities, providing opportunities to play formal pitch-based sports, ideally located on an outdoor recreation area	Access to at least one site, with associated changing facilities, providing opportunities to play formal pitch-based sports within a 5 minute drive time



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<b>REPORT TO:</b>	<b>HOUSING AND COMMUNITY SERVICES COMMITTEE</b>	<b>AGENDA ITEM: 8</b>
<b>DATE OF MEETING:</b>	<b>26<sup>TH</sup> NOVEMBER 2015</b>	<b>CATEGORY: Delegated</b>
<b>REPORT FROM:</b>	<b>DIRECTOR OF HOUSING AND ENVIRONMENTAL SERVICES</b>	<b>OPEN</b>
<b>MEMBERS' CONTACT POINT:</b>	<b>LEE CARTER Ext 5797</b>	<b>DOC:</b>
<b>SUBJECT:</b>	<b>HOUSING CAPITAL INVESTMENT PROGRAMME 2012-2017: PROGRESS REPORT</b>	<b>REF:</b>
<b>WARD(S) AFFECTED:</b>	<b>ALL</b>	<b>TERMS OF REFERENCE: HCS01</b>

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## **1. Recommendations**

- 1.1 Members approve this half yearly 2015/2016 progress report for the Housing Capital Investment Programme.
- 1.2 Members to approve the expenditure proposals contained within the report.
- 1.3 Members approve to use some of the projected underspend to progress Phase 2 of new building development and regeneration programme.

## **2. Purpose of Report**

- 2.1 To provide a half yearly progress report on the Capital Investment Programme, as requested at the February Committee 2012, which details the progress to the end of September 2015 and the anticipated progress to March 2017, the end of the five year programme.

## **3. Capital Investment Programme 2012 - 2017**

- 3.1 Actual expenditure and completions to 30<sup>th</sup> September 2015, and anticipated expenditure and completion to March 2017, the end of the five year programme.
  - 3.1.1 This report details the progress made in respect of the programme approved in 2012 in terms of expenditure, and numbers of properties, where specified.
  - 3.1.2 The following table (Table 1) shows what was originally anticipated to be completed by 30<sup>th</sup> September 2015 compared to the actual outturn.
  - 3.1.3 Although there is clear variance in some projects from the programme as at 30<sup>th</sup> September 2015, no combined projects have gone over the overall 5 year budget of £27.5m.

3.1.4 The expenditure and numbers completed table shows all of the schemes. Some of the schemes, however, did not have property numbers indicated in the original programme, meaning a variance of numbers completed cannot be given.

Scheme	Total Budget to 30th September 2015 (£)	Total Expenditure to 30th September 2015 (£)	Variance - Expenditure (£)
Planned External Maintenance	2,296,500	2,390,288	93,788
Kitchen Replacements (Property Numbers)	2,700,000 (965)	1,866,017 (701)	-833,983 (-264)
Bathroom Replacements (Property Numbers)	1,145,000 (635)	1,550,277 (734)	405,277 (99)
Central Heating Upgrades (Property Numbers)	3,000,000 (1,000)	3,088,943 (1,179)	88,943 (179)
Electrical Rewires (Property Numbers)	2,050,000 (933)	2,269,693 (852)	219,693 (-81)
Roofing (Property Numbers)	2,250,000 (392)	2,954,320 (599)	704,320 (207)
External Insulation	595,000	561,868	-33,132
Loft Insulation	191,000	18,117	-172,883
Door Replacement	525,000	333,731	-191,269
Window Replacements	275,000	442,527	167,527
Showers and Extract Fans (Property Numbers)	1,900,000 (1,900)	917,368 (1,712)	-982,632 (-188)
Smoke Alarms	690,000	226,837	-463,163
Non-Traditional Properties	220,000	14,349	-205,651
Environmental and Garage Site Improvements	600,000	148,943	-451,057
Community Rooms / Communal Areas	60,000	44,675	-15,325
Lift Replacements	90,000	126,899	36,899
Unforeseen Decent Homes Work	190,856	71,486	-119,370
<b>TOTAL PROGRAMME</b>	<b>18,784,180</b>	<b>17,032,115</b>	<b>-1,752,065</b>

Table 1 – Budget, Actual Expenditure and Completed Properties as at 30<sup>th</sup> September 2015

3.1.5 The five year capital investment programme was established on the 2009 stock condition survey, which was based on a 25% internal survey. This data was then extrapolated across the remainder of the stock i.e. all programmes could not be based on actual surveyed data, assumptions had to be made, which is generally accepted best practice within the industry. In reality this has led to some variances in actual works carried out compared to those originally anticipated based on the 2009 data. Showers are an example of this variance as the actual numbers installed (and anticipated to be installed) fall short of that originally planned due to the 2009 data. In contrast to this, due to the original data being some 6 years old now, certain elements have required greater

investment i.e. rewires due to detailed periodic inspections highlighting greater need to invest in this safety critical element.

3.1.6 The anticipated position at the 31<sup>st</sup> March 2017 is as shown below.

Scheme	Total Budget to 31st March 2017 (£)	Total Anticipated Expenditure to 31st March 2017 (£)	Variance - Expenditure (£)
Planned External Maintenance	3,341,000	3,380,288	39,288
Kitchen Replacements (Property Numbers)	3,900,000 (1,394)	3,762,458 (1,461)	-137,542 (67)
Bathroom Replacements (Property Numbers)	1,670,000 (926)	1,793,966 (854)	123,966 (-72)
Central Heating Upgrades (Property Numbers)	4,350,000 (1,450)	4,555,756 (1,635)	205,756 (185)
Electrical Rewires (Property Numbers)	2,950,000 (1,342)	3,659,946 (1,326)	709,946 (-16)
Roofing (Property Numbers)	3,700,000 (634)	3,129,320 (634)	-570,680 (0)
External Insulation	850,000	561,868	-288,132
Loft Insulation	192,000	18,117	-173,883
Door Replacement	750,000	420,731	-329,269
Window Replacements	350,000	492,527	142,527
Showers and Extract Fans (Property Numbers)	2,800,000 (2,800)	1,238,183 (2,112)	-1,516,817 (-688)
Smoke Alarms	760,000	234,741	-525,259
Non-Traditional Properties	220,000	666,349	446,349
Environmental and Garage Site Improvements	1,050,000	1,050,000	0
Community Rooms / Communal Areas	90,000	107,966	17,966
Lift Replacements	90,000	126,899	36,899
Unforeseen Decent Homes Work	289,365	151,159	-138,206
<b>TOTAL PROGRAMME</b>	<b>27,352,365.00</b>	<b>25,350,273.85</b>	<b>-2,002,091.15</b>

Table 2 – Budget, Anticipated Expenditure and Completed Properties as anticipated at 31<sup>st</sup> March 2017.

### 3.2 Decent Homes Standard

3.2.1 All of the Council's properties remain compliant with the Decent Homes Standard as a result of the works undertaken, and this is expected to be the same at the end of the current financial year and at the completion of this programme in March 2017.

- 3.2.2 Routine property inspections or complaints from tenants continue to reveal unforeseen non-decent elements e.g. heating failures (that were originally planned to be improved post 2017) necessitating them being brought forward to the current five-year plan which is funded from the existing capital budget.
- 3.2.3 It is still anticipated that overall, the original programme approved in February 2012 of £27.5m will not be exceeded; indeed total expenditure is presently anticipated to be £25,350,273 which is 7.3% under budget. However, ensuring the stock remains decent is a fundamental principle of this programme, and continues to achieve target.
- 3.2.4 The projected anticipated underspend at the end of March 2017, is likely to be in the region of £2,002,091 (subject to final detailed surveys). It is proposed to utilise this underspend to progress Phase 2 of the new build development and regeneration programme, which is subject to a separate report to be presented to members for approval.

### 3.3 Procurement

- 3.3.1 Contracts are in place for all of the major schemes, with the exception of the External Wall Insulation and Roof Covering Replacement Contract. Both Contracts are now complete. Any future works required of this nature will have to be procured to ensure value for money is obtained.
- 3.3.2 An extension to the Domestic Electrical Rewiring Contract which is undertaken by British Gas Social Housing Limited (trading as P.H.Jones) was awarded a one year extension based on a 1.5% increase in 2015/16, contracted to the original contract terms, with a further 1.5% increase to be awarded in 2016/17 ensuring the contractor continues to perform very well and they achieve all the KPIs.
- 3.3.3 A 5% increase was granted to Laker (BMS) Limited who undertakes the kitchen replacements, based solely on the supply of materials only. The supplier, Moores Group, increased their supplier rates by 5%. No increases to labour costs have been awarded.
- 3.3.4 Reviews are also underway on the Planned External Maintenance Contract which is undertaken by Harvey & Clark Limited, they are currently on year 4 of the programme and any potential increases will be agreed in conjunction with the Council's procurement team. Renuvo Limited who undertake the Heating Installation Replacements and are also on year 4 of the programme and likewise any increases in tender values will be agreed with the procurement team.

### 3.4 Environmental and Garage Sites Improvements

- 3.4.1 Proposals are now in place to undertake Improvement works to Stanley Close, Woodville and Bailey Avenue, Overseal garage sites which are currently a liability to the Council. Tenders have been issued for the re-surfacing of the car park and to several driveways in St. Johns Drive, Newhall. Plans are also underway to improve the parking issues within Foston Close, Hatton.

3.4.2 Six additional car parking spaces have been provided to resolve significant parking issues within Wilmot Avenue, Weston on Trent. The feedback from tenants has been very positive, and has provided Housing Services with a 'blue-print' to undertake further schemes around the district.

### 3.5 Communal Areas

3.5.1 Internal decoration to the communal areas is now complete within Brightman House and Holmes Court Midland Road, Swadlincote and High Street, Woodville. This involves internal painting throughout, new flooring and new signage to the front of both blocks. The success of these projects has driven the formalisation of a strategy to roll out across the District and proposals will now be prepared for 5 other sites.

### 3.6 Solid Fuel Heating

3.6.1 The Council in its Sustainable Community Strategy specifies a target of reducing carbon emission per person under the broad heading of Vibrant Communities, to achieve this target the Housing Service has been investigating new technologies that would significantly contribute towards the Council achieving this target.

3.6.2 The Housing Service has undertaken research into possible renewable technologies for all non-gas households due to the poor performance of solid fuel properties. There are currently 47 properties on solid fuel, which do not have access to the gas network. The Solid Fuel systems consume large amounts of energy, resulting in high costs to heat the properties.

3.6.3 It has been identified that installing Air Source Heat Pumps would be the most viable option to all non-gas households.

3.6.4 The Council have tested Air Source Heating systems in several properties previously and proves to be very successful. The cost of installing the Air Source systems amounts to an average of £7,500 per property, compared to an average gas installation of £3,000. However, funding can be received through the Renewable Heat Incentive (RHI) which will amount to on average £3,500 per property received over 7 years.

3.6.5 To fund the project, the initial outlay of expenditure will come within the region of £350,000. However, circa £164,000 of this will be received in the next 7 years, due to the RHI income. The recommendation is to approve the budget of £350,000 (which has been accounted for within Table 2) to allow the works to be undertaken. The approval of this budget will not result in exceeding the 5 year budget of £27.5m.

### 3.7 Non-Traditional Properties

3.7.1 Following full survey work by Michael Dyson and Associates of the non-traditional properties, the highlighted short term repairs have been undertaken.

3.7.2 With the deterioration in concrete joints and areas of decay in timber elements it is a necessity that the improvements are undertaken within this 5 year plan. However, only £220,000 was budgeted for in the original programme and works are estimated to be in the region of £652,500. The recommendation is to approve

the budget of £440,000 (which has been accounted for within Table 2) to allow the works to be undertaken. The approval of this budget will not result in exceeding the 5 year budget of £27.5m.

## **5. Financial Implications**

- 5.1 The proposals within this report ensure that the original budget of £27.5m is not exceeded, and the original ambition of having all Council properties maintaining the Decent Homes Standard over the five year programme can be achieved.

## **6. Corporate Implications**

- 6.1 The corporate implications of the report has direct relevancy on all four of the Council's corporate themes and specifically on a number of priorities contained within each theme.

## **7. Community Implications**

- 7.1 The approved five year programme is delivering on tenant priorities of replacing old and outdated internal fittings/components and fixtures and undertaking environmental improvements. The programme also ensures that all stock meets the Decent Homes Standard.

## **8. Background Papers**

None

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<b>REPORT TO:</b>	<b>HOUSING AND COMMUNITY SERVICES COMMITTEE</b>	<b>AGENDA ITEM: 9</b>
<b>DATE OF MEETING:</b>	<b>26<sup>th</sup> NOVEMBER 2015</b>	<b>CATEGORY: RECOMMENDED</b>
<b>REPORT FROM:</b>	<b>HOUSING OPERATIONS MANAGER – CHRIS HOLLOWAY</b>	<b>OPEN</b>
<b>MEMBERS' CONTACT POINT:</b>	<b>CHRIS HOLLOWAY (01283 595957)</b> <a href="mailto:chris.holloway@south-derbys.gov.uk">chris.holloway@south-derbys.gov.uk</a>	<b>DOC:</b>
<b>SUBJECT:</b>	<b>UNTIDY GARDENS PROCEDURE</b>	<b>REF:</b>
<b>WARD(S) AFFECTED:</b>	<b>ALL</b>	<b>TERMS OF REFERENCE: HC 01</b>

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## **1.0 Recommendations**

1.1 Members approve the introduction of the untidy gardens procedure

## **2.0 Purpose of the Report**

2.1 To give members an oversight of how the Housing Operations team intend to manage untidy gardens in the district.

## **3.0 Detail**

3.1 Untidy gardens are a breach of the Council's tenancy agreement (clause 6 paragraph G) which states;

### **3.2 6 Behaviour of tenants**

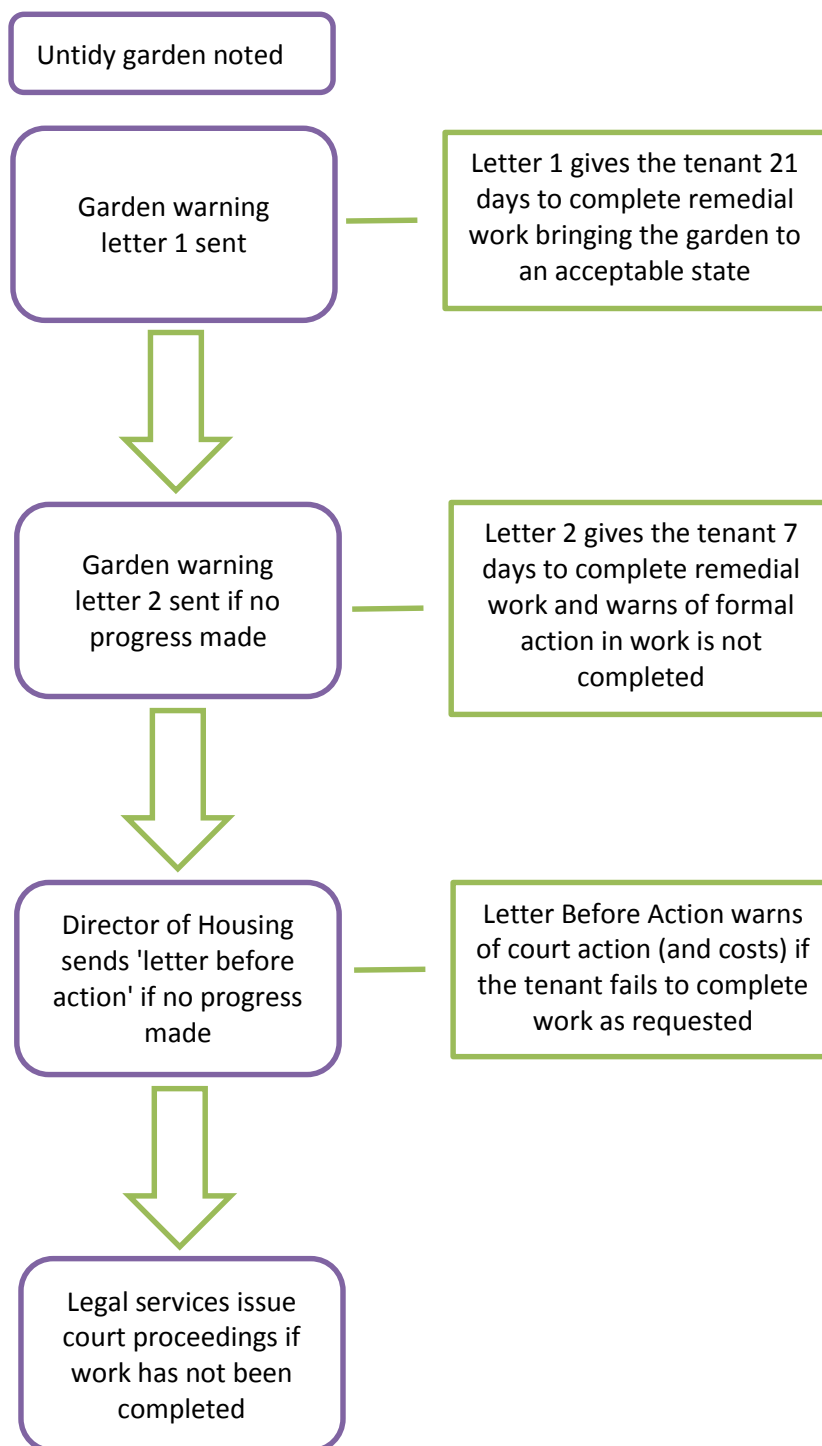
**You, your partner or any member of the household, including lodgers, sub-tenants and visitors to the property, must:**

**g) care for the garden in a reasonable way and to a reasonable standard, including cutting back the hedges regularly.**

3.3 Left unchecked, untidy gardens can make an estate look 'run down', attract anti-social behaviour and reduce an area's 'kerb appeal' meaning that vacant properties may become hard to let to new applicants.

3.4 The proposed untidy gardens procedure allows officers to fairly, yet robustly enforce the Council's tenancy agreement to keep our estates clean and tidy. The process map in section 3.5 details the procedure

### 3.5 Untidy Garden Procedure 'Process Map'

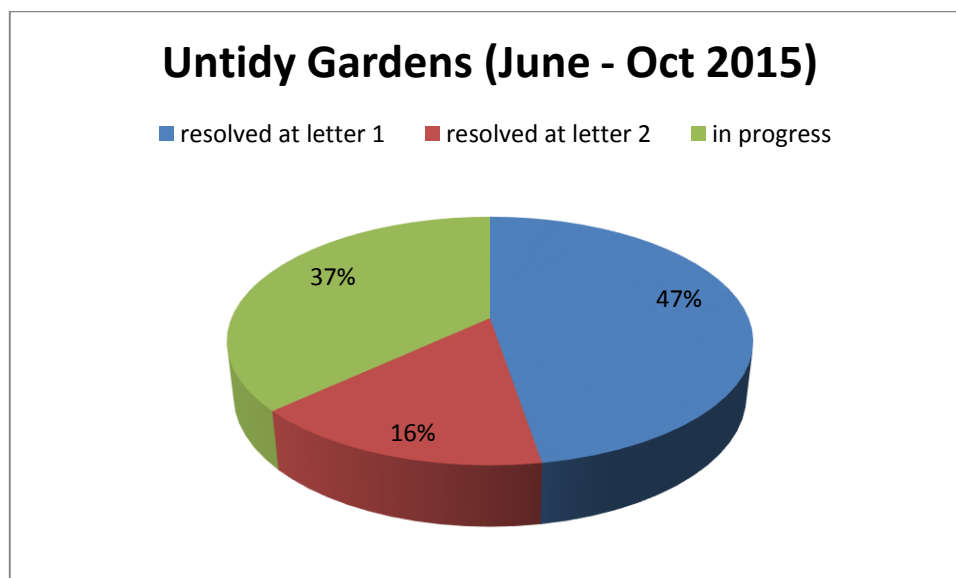


3.6 The draft procedure has been circulated to colleagues in legal services who agree with its use and implementation

3.7 The procedure has been piloted in the district from June 2015 and the chart below illustrates the rate at which untidy gardens are rectified.



### 3.8 Chart to show rectification rate of untidy gardens (June 2015 – Oct 2015)



3.9 The chart above shows that 47% (9) of all cases are resolved at first intervention, whilst a further 16% (3) are resolved at the second stage. The remaining 37% (7) are live cases which are currently being managed by housing staff.

#### **4.0 Financial Implications**

4.1 Enforcing the terms of the tenancy agreement through the courts can be a costly process, and historically court costs, whilst passed on to the tenant, are not always paid in full.

4.2 However, the position noted in 3.8 shows that all closed cases have been resolved prior to resorting to legal action. Therefore it is estimated that future legal expense will not be excessive as the procedure directs housing staff to proactively manage cases on their patch.

#### **5.0 Corporate Implications**

5.1 Not applicable at present

#### **6.0 Community Implications**

6.1 Maintaining clean and tidy estates is a key aim of the Service and the Council. This process has been developed following feedback received from residents and elected members.



# South Derbyshire District Council

## Untidy Gardens Procedure

<b>Directorate</b>	<b>Housing &amp; Environmental Services</b>
<b>Document Title</b>	<b>Untidy Gardens Procedure</b>
<b>Author</b>	<b>Chris Holloway</b>
<b>Approved By</b>	<b>Mike Haynes</b>
<b>Date of Next Review</b>	<b>May 2016</b>
<b>Version</b>	<b>1.1</b>

<b>Section</b>	<b>Title</b>	<b>Page Number</b>
1.0	Introduction	3
2.0	Scope	3
3.0	Procedure	4
4.0	Version Control	7

## Untidy Garden Procedure

### 1.0 Introduction

- 1.1 Tenants of South Derbyshire District Council have a legal obligation under the terms of their tenancy agreement to maintain and care for their garden
- 1.2 The purpose of this procedure is to enable housing officers to robustly enforce the District Council's tenancy agreement whilst giving due consideration to individual circumstances and vulnerabilities
- 1.3 In particular, this document provides direction on;
- What actions to take to investigate and resolve breaches of the Council's tenancy agreement in relation to gardens
  - How to enforce the tenancy agreement through the Courts for those tenants who fail to maintain their garden(s) to an acceptable standard
  - What information is required by legal services in order to successfully instruct them to take action
  - What steps to take where tenants have a disability or vulnerability which prevents them from maintaining their garden(s)

### 2.0 Scope

- 2.1 This procedure enables housing officers to challenge breaches of the council's tenancy agreement (clause 6, sections g and h) which details the tenant's responsibility towards their gardens. The relevant clause is found below

#### 6. Behaviour of tenants

**g) You must care for the garden in a reasonable way and to a reasonable standard, including cutting back hedges regularly.**

**h) You must not move or remove boundary hedges and fences without our written permission**

- 2.2 This procedure will be further reviewed to take account of changes to legislation to be introduced under the ASB, Crime and Policing Act (2015)

#### Ownership and Management of Cases

- 2.3 The type of tenure has a direct bearing on which agency / team is responsible for tackling the property under investigation (see below)

Tenure Type	Responsible Agency
SDDC Property	SDDC Housing Team
Registered Provider	Registered Provider
Owner Occupier	SDDC Environmental Health

## **3.0 Procedure**

### **Initial Reports**

- 3.1 Reports of untidy gardens can come from a variety of sources including tenants, Councillors, partner agencies as well as the observations of 'field-based' staff such as repair operatives and housing officers themselves.
- 3.2 If the property in question is identified as a property owned by South Derbyshire District Council then responsibility for resolving the breach of tenancy remains with the Housing department.
- 3.3 If the property is not owned by the Council then the officer receiving the complaint must acknowledge receipt and advise the complainant that they will refer their concerns on to the appropriate agency.
- 3.4 When referring an untidy garden to another agency or department, the officer must provide the complainants contact details (unless the complainant wishes to remain anonymous) to the agency and request that they contact the complainant to acknowledge receipt of their concerns.
- 3.5 When notified that a council owned property has an untidy garden, the housing officer must visit the property in question within 5 working days.
- 3.6 Photographs must be taken to show the extent of the breach of tenancy. Photographs must be of sufficient quality to be used as exhibits in court should the need arise.
- 3.7 Personal contact with the tenant is encouraged to discuss the breach of tenancy, and to advise the tenant what action is required, and in what timescales. (see 3.10 below)
- 3.8 Housing Officers must check the Orchard Housing Management system and existing risk registers prior to visiting the address to check if there are any warning markers in place for the tenant or a member of their household.
- 3.9 Personal contact with the tenant must be based on the Housing Officers judgement after considering any warnings held on the system.
- 3.10 If there are any vulnerability issues or support needs that may need to be considered – particularly any mental health issues or other disabilities, this may be a bar to court action
- 3.11 Knowledge of such issues within any department is considered to be implied knowledge for the Council who are the "Claimant" in legal proceedings, so a thorough investigation of any such issues should be carried out.

## **Formal Warnings**

- 3.12 After completing the initial visit, the housing officer must write to the tenant using letter GA1.
- 3.13 The letter must include clear details of why the condition of the garden is unsatisfactory and what work must be completed to return the garden to an acceptable standard and that a further visit will be made to inspect the garden after 21 days of the letter being issued. Tenants must also be advised that failure to return the garden to a satisfactory standard may result further action being considered.
- 3.14 When re-visiting the property, if it is clear that the required work has been completed, the housing officer will send a letter to the tenant confirming that the garden is now in a satisfactory condition and that in future the garden must be maintained to that standard using letter GAX
- 3.15 If the work has not been completed or justified reason given by the tenant for the work not being completed the Housing Officer must take further photographs of the garden and retain them to be used as evidence at a later date if required.
- 3.16 After the visit the housing officer must write to the tenant using letter GA2
- 3.17 The letter must confirm that the garden has not been brought to an acceptable standard following the first letter and state that unless improvements are made within the next 7 days then the Council may consider legal action against the tenant.
- 3.18 After re-visiting the property, if it is clear that the required work has been completed, the housing officer will send a letter to the tenant confirming that the garden is now in a satisfactory condition and that in future the garden must be maintained to that standard using letter GAX
- 3.19 If the work has not been completed the Housing Officer must send the tenant a 'letter before action' signed by the Director of Housing and Environmental Services using letter GA3 requesting work to be completed within the next 7 days. Failure to do so will lead to the council considering legal action and the recovery of the costs associated with doing so
- 3.20 After re-visiting the property, if it is clear that the required work has been completed, the housing officer will send a letter to the tenant confirming that the garden is now in a satisfactory condition and that in future the garden must be maintained to that standard using letter GAX
- 3.21 If the work has not been completed the Housing Officer must take further photographs of the garden and instruct legal services to act.

## **Legal Proceedings**

- 3.20 In cases where the tenant has failed to bring their garden(s) to an acceptable standard after receiving letter GA3, the housing officer must instruct legal services to take proceedings against the tenant for breach of tenancy
- 3.21 The housing officer must complete the 'Legal Services Request' form and have this counter-signed by the tenancy services team leader.
- 3.22 Upon receipt of the legal services request form, legal services will agree the most appropriate enforcement route with the housing officer and agree the timescales for resolving the issue.
- 3.27 The housing officer must prepare a witness statement, and email this to legal services together with the evidence. The statement must contain the following:
- Copies of letters sent
  - Details of visits made (dates and whether any contact was made)
  - Details of any discussions or telephone calls and agreed action
  - Copies of any notices served on the tenant
  - Details of any known vulnerabilities and disabilities. If these exist, then the housing officer should seek legal advice prior to referring the matter to legal services
  - The statement should also Exhibit copies of letters, notices, photographs and any other evidence e.g. letters received
- 3.28 Legal services will then check the documents and ask for any amendments. Once documents are finalised and signed by the housing officer, court proceedings may be issued, if still considered appropriate.
- 3.29 Legal Services will advise the housing officer of the hearing date, once this is received from the Court. The housing officer must attend the hearing and visit the property one day before the Court date to check if the work has been completed and advise legal services.
- 3.30 Following the Court hearing, the housing officer will check the property to ensure any work requested has been completed. In the event that it has not been undertaken the housing officer will discuss further action with legal services.

## **Vulnerable Tenants**

- 3.32 Whereas vulnerability cannot be used as a reason not to fulfil the tenants' obligations in the tenancy agreement, housing officers must seek to ensure that the action we take is both proportionate and reasonable.
- 3.33 If a tenant has a disability which prevents them from maintaining their garden, the housing officer should explore alternate resolutions before considering legal action such as;

- Referral to external agencies (such as Age UK for elderly tenants)
- Assistance from nearby relatives / support networks
- Having work completed by the Council and re-charging the tenant.

Complex cases involving vulnerable or disabled tenants should be discussed with the Tenancy Services Team Leader to obtain advice prior to commencing legal action.

#### 4.0 Version Control

Version	Date	Author	Details
1.0	June 2015	Chris Holloway	New Document
1.1	September 2015	Chris Holloway	Sections 3.19 – 3.30 altered following recommendations from legal services



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<b>REPORT TO:</b>	<b>HOUSING AND COMMUNITY SERVICES COMMITTEE</b>	<b>AGENDA ITEM: 10</b>
<b>DATE OF MEETING:</b>	<b>26th NOVEMBER 2015</b>	<b>CATEGORY: DELEGATED</b>
<b>REPORT FROM:</b>	<b>DIRECTOR OF HOUSING &amp; ENVIRONMENTAL SERVICES / DIRECTOR OF COMMUNITY &amp; PLANNING</b>	<b>OPEN</b>
<b>MEMBERS' CONTACT POINT:</b>	<b>MIKE HAYNES (ext. 5775) STUART BATCHELOR (ext. 5820)</b>	<b>DOC:</b>
<b>SUBJECT:</b>	<b>CORPORATE PLAN 2009-15: PERFORMANCE MANAGEMENT REPORT (1 JULY - 30 SEPTEMBER 2015)</b>	
<b>WARD (S) AFFECTED:</b>	<b>All</b>	<b>TERMS OF REFERENCE: HCS</b>

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## 1.0 Recommendations

1.1 That progress against performance targets is considered and approved.

## 2.0 Purpose of Report

2.1 To report details of progress during the period 1 July to 30 September 2015, in relation to the Council's Corporate Plan 2009 –2015. These are relevant to this Committee under the 'Safe & Secure' and 'Lifestyle Choices' themes. Please note until the new Corporate Plan is reviewed and agreed, the progress for Quarter two is measured against performance targets set in the Council's Corporate Plan for the period 2009 –2015.

## 3.0 Detail

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

### Safe & Secure

- *Delivering a range of housing provision and services that address community requirements*
- *Safer communities*

### Lifestyle Choices

- *Delivering community based recreational and cultural activities that promote a healthier lifestyle*
- *Helping the community reduce its 'environmental footprint'*

3.2 Details are provided in the following appendices:

- Appendix A - Progress against key projects

- ☑ Appendix B - Progress against performance measures
- ☑ Appendix C – Managing risks

3.3 The headline performance is that all key projects and performance measures have been achieved, except for six measures within the ‘*Safe and Secure*’ theme and one within the ‘Lifestyle Choices’ theme. These are listed below:

- LM 08 - Reduction in energy consumption from the Council’s own operational centres
- SM 09 -Effectiveness of local authority actions to reduce incidents of fly tipping.
- SM 10 - Reduction in the number of Anti Social Behaviour (ASB) calls to service.
- SM 11 - Reduction in the number of domestic Burglaries per 1,000 population.
- SM 13 – Reduction in the number of incidents of Criminal Damage per 1000 population.
- SM 16 - Improved street and environmental cleanliness in terms of litter, detritus, dog fouling and weeds to above grade C as defined in the Codes of Practice for Litter and Refuse.
- SM17 –% of environmental disputes improved based on customer feedback.

#### **4.0 Financial Implications**

4.1 None directly

#### **5.0 Corporate Implications**

5.1 None directly

#### **6.0 Community Implications**

6.1 The Council aspires to be an “excellent” Council in order to deliver the service expectations to local communities. This report demonstrates how priorities under the ‘*Sustainable Growth & Opportunity*’ themes contribute to that aspiration.

## Appendix A: Life Style Choices: Projects 2015/16 Q2

<b>LP 01 - Support local communities in delivering cultural events across the district</b>			
Quarter	Task	Progress	Status
1	Deliver: <ul style="list-style-type: none"> <li>Liberation Day</li> <li>Festival of Leisure</li> </ul> Deliver the Glade in The Forest programme, including: <ul style="list-style-type: none"> <li>Dance in the Forest</li> </ul>	Liberation Day, Festival of Leisure and Dance in The Forest successfully delivered. Also delivered The Tale of Benjamin Bunny as part of The Glade programme.	Green
2	Deliver the Glade In The Forest programme, including: <ul style="list-style-type: none"> <li>Last Night of the Proms</li> </ul> Support the delivery of National Play Day.	National Play Day and Last Night of the Proms delivered.	Green
3	Deliver the Swadlincote Christmas Lights Switch On.		
4	Support the delivery of the Pancake Races.  Agree 2016/17 programme.		

<b>LP 02 - Deliver improved leisure facilities for the community.</b>			
Quarter	Task	Progress	Status
1	Commence redevelopment works for the Grove Hall.  Procure building works at Cockshut Lane, Melbourne.	Grove Active project building works commenced.  Procurement continuing for clubhouse, tennis courts and Artificial Grass Pitch.	Green
2	Complete building works at Grove Hall.  Commence building works at Cockshut Lane, Melbourne.	Clubhouse building works commenced on September 1. Artificial grass pitch construction began on September 7.	Green
3	Install youth facilities at Newhall Park.		

## Appendix A: Life Style Choices: Projects 2015/16 Q2

<b>LP 02 - Deliver improved leisure facilities for the community.</b>			
Quarter	Task	Progress	Status
4	Continue to progress building works Cockshut Lane, Melbourne.		

<b>LP 03 - To increase levels of participation in sport and physical activities</b>			
Quarter	Task	Progress	Status
1	Continue to deliver the 'Igniting the Legacy' project.  Deliver: <ul style="list-style-type: none"> <li>National Forest Walking Festival</li> </ul>	Igniting the Legacy project continues to be delivered with a range of partners.  National Forest Walking Festival delivered with 74 walks and 1,111 walkers - an increase of 9 per cent on last year.	Green
2	Deliver summer play and sport schemes, including new provision.	Summer Holiday Playscheme programme successfully delivered.	Green
3	Delivery of: <ul style="list-style-type: none"> <li>Local Sports Awards</li> <li>Delivery of physical Inactivity fund project</li> </ul>		
4	Produce a programme of activities linked to 2016 flagship sporting events.		

## Appendix A: Life Style Choices: Projects 2015/16 Q2

<b>LP 04 - Engage people in reducing their 'environmental impact.' through the Environmental Education and Open Spaces projects</b>			
<b>Quarter</b>	<b>Task</b>	<b>Progress</b>	<b>Status</b>
<b>1</b>	Deliver: <ul style="list-style-type: none"> <li>• 4 x conservation task days</li> <li>• 3 x environmental events</li> </ul> Produce Parklife leaflet.  Set up Wildlife Group at Swadlincote Woodlands	Task days held at Rosliston: April 14, May 8, May 13, May 19 Environmental events: Dawn Chorus, 'Creature Features (Env Forum); Science event; 2 x wildlife watch; 2 x workshops at Festival of Leisure; 3 x heritage walks  Conservation day at Appletree Meadow – April 26 Conservation days at Swadlincote Woodlands – April 7; May 5; June 2 and June 18  Parklife leaflet produced and distributed  26 week Butterfly Transect established at Swadlincote Woodlands – weekly counts undertaken	<b>Green</b>
<b>2</b>	Deliver: <ul style="list-style-type: none"> <li>• 4 x conservation task days</li> <li>• 2 x environmental events</li> </ul> Achieve Green Flag Award at Eureka Park and Maurice Lea Memorial Park.	Four conservation task days delivered at Swadlincote Woodlands and two at Coton LNR. Environmental events: Orchard Day x 2; Nightworld; 7 x Wildlife Watch; 2 x heritage walks; pond workshop (Env Forum). 1 x conservation task at Rosliston (TCV)  Green Flag Awarded to Eureka Park and Maurice Lea Memorial Park in July.	<b>Green</b>
<b>3</b>	Deliver: <ul style="list-style-type: none"> <li>• tree planting activities in 3 x parks</li> <li>• 4 x conservation task days</li> <li>• 2 x environmental events.</li> </ul> Progress Local Nature Reserve designation at Swadlincote Woodlands.		

## Appendix A: Life Style Choices: Projects 2015/16 Q2

### LP 04 - Engage people in reducing their 'environmental impact.' through the Environmental Education and Open Spaces projects

Quarter	Task	Progress	Status
4	Deliver: <ul style="list-style-type: none"> <li>• 4 x conservation task days</li> <li>• 1 x Environmental Forum event</li> <li>• 2x Environmental events</li> </ul> Submit Eureka Park and Maurice Lea Park Green Flag applications.		

## Appendix A: Life Style Choices: Projects 2015/16 Q2

<b>LP 05 - Reduce the number of vulnerable council tenants and private households experiencing fuel poverty</b>			
Quarter	Task	Progress	Status
1	The Green Deal funding stream was cancelled by the government and Solar PV and other renewables are under review. It affects both the Green Deal Loan and the Green Deal Home Investment Fund, the latter of which we were using for External Wall Insulation. The latest information is that the PV and others will have the FIT (Feed in Tariff) either removed or reduced. We are fortunate that the vast majority of our solid wall properties have now been completed under the old funding scheme. To review during Q2.		<b>Abandoned</b>
2			
3			
4			

<b>LP 06 - Deliver continuous improvement of the Council's environmental performance, through on-going accreditation to ISO 14001</b>			
Quarter	Task	Progress	Status
1	Hold annual senior management review of EMS performance.	Annual senior management review held in Q1 with a positive attendance from SDDC and partner site management teams. Review considered the implications of pending ISO 14001 standard revisions and the full recertification audit scheduled for September 2015. Positives were taken from energy reductions across SDDC's estate and a steady improvement over the three year certification cycle in areas such a procedural control and legal evaluation.	<b>Green</b>

## Appendix A: Life Style Choices: Projects 2015/16 Q2

<b>LP 06 - Deliver continuous improvement of the Council's environmental performance, through on-going accreditation to ISO 14001</b>			
<b>Quarter</b>	<b>Task</b>	<b>Progress</b>	<b>Status</b>
<b>2</b>	Prepare for and achieve accreditation to the amended ISO14001 through SGS external environmental audit.	External recertification audit to the newly revised ISO 14001 standard took place over the 2nd week in September. The audit team highlighted six non conformities to the new standard, issues which we must address. However, South Derbyshire District Council and partner sites have been successfully recommended for full certification to ISO 14001 FDIS 2015 (ISO 14001:2015) - making us one of the first organisations internationally to achieve this.	Green
<b>3</b>	Progression of Non Conformance Reports arising from the external audit to close out		
<b>4</b>	Ongoing programme of EMS activities. Delivery of internal audits and progression of Non Conformance Reports to close out		



## Appendix A: Safe & Secure: Projects 2015/16

### SP 01 - Facilitate new affordable housing for people unable to access the housing market

Quarter	Task	Progress	Status
1	Draft Local Housing Needs Study draft report prepared.	Consultants draft report received.	Green
2	Finalise Local Housing Needs Study report.	Report finalised.	Green
3	Draft Affordable Housing Supplementary Planning document prepared.		
4	Consult and finalise Affordable Housing Supplementary Planning document (subject to Local Plan Part 1 approval).		

### SP 02 – Improve the condition of the current housing stock.

Quarter	Task	Progress	Status
1	Continue to work towards the Committee approved 5 year Capital Improvements Programme. These works will include shower instalments, kitchens, bathrooms, re-wires, re-roofing and energy efficiency works.	During Q1 56 kitchen replacements have been carried out, 101 new bathrooms fitted, 100 central heating upgrades and 72 electrical rewires have been undertaken, 10 roofs have been replaced and 74 shower and extractor fans have been fitted. A total of 339 properties have benefitted.	Green
2		During Q2, 113 kitchen replacements have been carried out, 230 new bathrooms installed, 187 central heating upgrades and 148 electrical rewires undertaken and 147 shower and extractor fans fitted. 519 properties have benefitted from this work.	Green
3			
4			

## Appendix A: Safe & Secure: Projects 2015/16

<b>SP 05 – Work with Partners to ensure diversionary activities are being delivered in 'target' locations</b>			
Quarter	Task	Progress	Status
1	Discuss half term and summer provision at PFY group, identify hotspot areas/individuals and what activities are required.	£5,000 committed to providing summer activities in three urban parks (Newhall, Eureka and Maurice Lea). Other areas identified as hotspots where delivery is required; Etwall, Aston and Stenson.	Green
2	Commission and deliver activities for the summer holidays.	37 Summer activity sessions were held over the summer holidays at parks and recreation grounds within the urban core. Over 1,400 participants attended these sessions.	Green
3	Evaluate summer activities and identify if further sessions and activities are required during the autumn term period.		
4	Liaise with Police and partners to identify hotspot areas for spring half term activities.		

<b>SP 06 - Ensure 'Safer Neighbourhoods' funding is being used effectively to combat local crime and disorder issues</b>			
Quarter	Task	Progress	Status
1	Identify local issues and work with communities and partners to develop projects.	Application received for security measures at Aston Memorial Hall. Awaiting application from Friends of Newhall Park for application for funding towards Newhall Park Skate Park.  Crime reduction advice visits provided to Aston Pavilion and Repton Scout Hut after a break in and damage occurred respectively. Both expected to submit applications for increased security.	Green
2		Application received and approved to provide CCTV at The Den in Repton (the base of the local Scout Group), for security shutters at Aston Rec, funding towards Newhall Sk8 Park and new locks at Aston Memorial Hall. Applications also received	Green

## Appendix A: Safe & Secure: Projects 2015/16

### SP 06 - Ensure 'Safer Neighbourhoods' funding is being used effectively to combat local crime and disorder issues

Quarter	Task	Progress	Status
		from Hilton School for widening the pavement for safety reasons and from Melbourne Parish Council for an upgrade to the existing CCTV system.	
3			
4			

### SP 07 - Work with our Partners and communities to reduce acquisitive crime across the District

Quarter	Task	Progress	Status
1	Programme in a number plate operation in each SNT area over summer. Deliver a shed security campaign as part of National Garden Week.	Number plate ops delivered in Hatton, Newhall and Findern Garden Centres and Melbourne.  Information on shed security was given to local garden centres to give out when sheds were purchased.	Green
2	Publicise and deliver number plate and property marking initiatives.  React to any increase in dwelling / non-dwelling breaks by working with the Police.	10 number plate security ops have been carried out over the summer, with more than 300 cars secured. The ops took place all over the District, including Findern, Hatton, Melbourne, Midway, Overseal and Swadlincote.  There has been an increase in non-dwelling thefts across Aston and Weston during the summer. Sheds and garages are being targeted, with a large number of power tools and bicycles stolen. The Safer South Derbyshire Partnership and Safer Homes scheme have leafleted the area offering free shed security visits to victims and residents.	Green
3	Hold campaigns to raise awareness of Safer Homes Scheme.		

## Appendix A: Safe & Secure: Projects 2015/16

### SP 07 - Work with our Partners and communities to reduce acquisitive crime across the District

Quarter	Task	Progress	Status
4	Plan future activity/ operations for spring and summer period.		

### SP 08 - Work with Partners to promote Community Safety Campaigns locally+

Quarter	Task	Progress	Status
1	Carry out bike marking and provide road safety information in schools as part of Bike to Work Week locally.	PCSO's attended 15 primary schools to security mark bikes and provided road safety advice as part of the SDDC Bike ability sessions.	Green
2	Attend local summer events to promote personal safety and property security.	70 parents attended an awareness raising event at John Port School, Etwall, on July 7. The evening, organised jointly by the Police, MAT and the school, aimed to help parents understand issues around internet safety, sexting, legal highs and self-harming.  PC Marriott and PCSO Beer joined Chris Smith in attending National Play Day at Maurice Lea Memorial Park in Church Gresley. The stall provided high-visibility items for children's bikes and leaflets on cycle safety. The police provided youngsters with the chance to have fingerprints taken and to dress up like a police officer.	Green
3	Work with partners to deliver local campaign as part of National Hate Crime Awareness Week in October.  Deliver a campaign around the Domestic Abuse 16 Days of action, including White Ribbon Day and Derbyshire Candle Lit Vigil.		

## Appendix A: Safe & Secure: Projects 2015/16

<b>SP 08 - Work with Partners to promote Community Safety Campaigns locally+</b>			
Quarter	Task	Progress	Status
4	<p>Work with partners to deliver local campaign in schools around Safer Internet Day in February.</p> <p>Hold a local event to promote local DV and other support services as part of International Women's Day.</p> <p>Work with partners including schools to deliver local campaign around National Child Sexual Exploitation Awareness Day in March.</p>		

<b>SP NEW – Prepare Organisational response to the introduction of Universal Credits</b>			
Quarter	Task	Progress	Status
1	<p>Establish communication line with DWP, WRG. Schedule regular meetings with the Income Team Leader.</p>	<p>DWP communication lines established with regular monthly meetings. Temporary Income Team Leader appointed to help assist the delivery.</p>	Green
2	<p>Alternative software and effectiveness of Orchard capability.</p>	<p>The Orchard system has recently undergone a health check which highlighted issues that need to be addressed. We'll be undertaking the necessary work to make the improvements required to the system during Quarter three.</p>	Green
3	<p>Monitor and assessing impact changes.</p>		
4	N/a	N/a	N/a

## Appendix A: Safe & Secure: Projects 2015/16

<b>SP NEW – Implement Derbyshire Careline Partnership</b>			
Quarter	Task	Progress	Status
1	Procurement of new alarms Monitoring equipment underway. Operational arrangements under review ready for go live.	Procurement on track, responses received and evaluation to take place in late July. Operational management group have met to review operational policies and procedures to align them to the new delivery model. Met with legal representatives to review and finalise the company structure needed to deliver the partnership.	Green
2	Procurement complete and contract signed in August 2015. Work underway to set up company structure to deliver the new Careline Partnership.	Meetings have taken place with legal representatives to progress the company structure set up. The Procurement process has been completed and an implementation plan has been developed.	Green
3	Companies set up and operational arrangements finalised. System build underway to deliver on scheduled launch date.		
4	Soft launch of the Partnership across Bolsover, Chesterfield and South Derbyshire districts with a full go live April 1 2016.		

<b>SP NEW – Implement new Tenancy Agreement</b>			
Quarter	Task	Progress	Status
1	Draft amended tenancy agreement to take into account changes in legislation and policy. Produce easy read guide for current tenancy agreement.	Initial draft of tenancy agreement produced following consultation with staff and Tenants Panel. Easy read tenancy agreement produced following consultation with Tenants Panel.	Green
2	Set out timetable for implementation of new agreement.	Final version produced after consultation with staff, tenants and Legal. Preliminary Notice of Variation to be issued in October followed by Notice of Variation in December.	Green
3	Notice of Variation issued and new agreement in place. Easy read guide updated to reflect new agreement		

## Appendix A: Safe & Secure: Projects 2015/16

<b>SP NEW – Implement new Tenancy Agreement</b>			
Quarter	Task	Progress	Status
4	Complete.		

<b>SP NEW – Council Housing New Build &amp; Regeneration Programme</b>			
Quarter	Task	Progress	Status
1	Two new build developments on site.	Pennine Way, Swadlincote, and Coton Park, Linton. are on site.	Green
2	Complete initial site appraisal for HRA/GF land.	We are now on site at Lullington Road, Overseal. Initial site appraisals have been completed and architects are working on site layout options.	Green
3	Complete site appraisals for phase two.		
4	Propose phase two development scheme & practically complete one new build.		

<b>SP NEW – Housing Strategy</b>			
Quarter	Task	Progress	Status
1	Review key housing issues and hold visioning event for internal stakeholders.	Visioning event held with key internal stakeholders and strategic outcomes agreed.	Green
2	Carry out consultation exercise on the strategic outcomes.	Consultation exercise undertaken in August with key stakeholders and partners. The draft Housing Strategy is complete, with a members briefing held.	Green
3	Finalise draft strategy for Committee Approval.		

## Appendix A: Safe & Secure: Projects 2015/16

<b>SP NEW – Housing Strategy</b>			
Quarter	Task	Progress	Status
4	Complete		



## Appendix B: Lifestyle Choices Performance Measures 2015/16 (July 1 – 30 September 2015)

Outcome	Measure	Actual / Out turn 2014/15	Target Quarter 2 2015/16	Actual Quarter 2 2015/16	Quarter Status	Annual Target 2015/16	Status	Comments/ Remedial Action
LO 1- Deliver community based recreational & cultural activities that promote 'healthier lifestyles'.	LM 01 - Adult participation in sport (Proxy measure)	34.6%	N/a	N/a	Proxy	35.6%	Proxy	Annual figure reported by Sport England.
	LM 02 - Number of leisure centre participations	825,616	192,654	392,203	Green	757,502	Green	
	LM 03 - Number of sport, physical activity and health development participations	31,890	6,080	8,954	Green	25,000	Green	To date 15,665
	LM 04 - Number of play scheme participations	9,088	6,100	7,444	Green	7,000	Green	To date 8,286
	LM 05 - Number of cultural activity participations	9,059	650	985	Green	17,830*	Green	*New benchmark

## Appendix B: Lifestyle Choices Performance Measures 2015/16 (July 1 – 30 September 2015)

Outcome	Measure	Actual / Out turn 2014/15	Target Quarter 2 2015/16	Actual Quarter 2 2015/16	Quarter Status	Annual Target 2015/16	Status	Comments/ Remedial Action
LO 2 - Helping the community reduce its 'environmental footprint'.	LM 06 - Number of environmental learning activity participations	9,009	1,250	1,831	Green	5,000	Green	We are left with 652 participations needed for each of Q3 and Q4.
	LM 07 - Energy Efficiency- average SAP (2009) rating of the Council's housing stock	62	62	62	Green	62	Green	
	LM 08 - Reduction in energy consumption from the Council's own operational centres	437.37 MWh	60.30 MWh	36.42MWh	Red	241.20 MWh/5%(KWH per m2)	Red	4.03% reduction in energy consumption (over Q2) across five operational centres – an improvement on Q1. This is projected to continue due to released savings from leisure centre refurbishment.

## Appendix B : Safe & Secure Performance Measures 2015/16 (1 July – 30 September 2015)

Outcome	Measure	Actual / Out turn 2014/15	Target Quarter 2 2015/16	Actual Quarter 2 2015/16	Quarter Status	Annual Target 2015/16	Status	Comments/ Remedial Action
SO 1 - Delivering a range of housing services that address community requirements.	SM 01 - Number of homes vacant for more than six months.	285	N/a	326	Green	<344	Green	
	SM 02 - Gross number of affordable homes delivered ( <b>Proxy Measure</b> ).	62	N/a	0	Proxy	N/a	Proxy	33 Council new build units are on track to be delivered in quarter four.
	SM 03 - Average time (in working days) taken to re-let Council homes.	17.1 days	<21 days	16.8 days	Green	<21 days	Green	
	SM 04 - Proportion of repairs carried out 'first time' by the Council's Direct Labour Organisation.	99%	95%	99.5%	Green	95%	Green	
	SM 05 - Number of homeless presentations ( <b>Proxy measure</b> ).	134	N/a	30	Proxy	N/a	Proxy	

## Appendix B : Safe & Secure Performance Measures 2015/16 (1 July – 30 September 2015)

Outcome	Measure	Actual / Out turn 2014/15	Target Quarter 2 2015/16	Actual Quarter 2 2015/16	Quarter Status	Annual Target 2015/16	Status	Comments/ Remedial Action
	SM 06 Average length of stay (in weeks) of households which are unintentionally homeless and in priority need in Bed & Breakfast accommodation <b>(Proxy measure)</b> .	3.96 weeks	< 8 weeks	2.3 weeks	Green	< 8 weeks	Green	
	SM 07 - Number of new completed applications to join the Housing Register. <b>(Proxy Measure)</b> .	583	N/a	154	Proxy	N/a	Proxy	
	SM 08 - Number of households on the housing register <b>(Proxy measure)</b> .	1,046	N/a	1126	Proxy	N/a	Proxy	
SO 2 - 'Safer' Communities	SM 09 -Effectiveness of local authority actions to reduce incidents of fly tipping.	Grade 1 (very effective)	Grade 1 very effective	Not Effective (Grade 3)	Red	Grade 1 (very effective)	Red	Flytipping is 31% higher this year than the same period last year. We prosecuted one operator in June and we await guidance from SDDC's Legal Team on three additional cases referred for processing. Our Wardens are prioritising investigations where

## Appendix B : Safe & Secure Performance Measures 2015/16 (1 July – 30 September 2015)

Outcome	Measure	Actual / Out turn 2014/15	Target Quarter 2 2015/16	Actual Quarter 2 2015/16	Quarter Status	Annual Target 2015/16	Status	Comments/ Remedial Action
	(Continued) SM 09 - Effectiveness of local authority actions to reduce incidents of fly tipping.							there are leads, have increased the deployment of surveillance cameras in hot-spots and used press and Facebook to encourage householders not to give these operators any trade. We are of the mind that additional prosecutions will send the message that this Council operates a zero tolerance policy on fly-tipping.
	SM 10 - Reduction in the number of Anti Social Behaviour (ASB) calls to service.	2,893	722	772	Red	2,888	Red	Usual for the second period to be the highest quarter for ASB due to the summer holidays. Ongoing issues at various sites within the town centre.
	SM 11 - Reduction in the number of domestic Burglaries per 1,000 population.	3.69	0.92	1.18	Red	3.68	Red	Large % of burglaries continue to be insecure entries. Work to be done to educate members of the community to secure doors and windows.

## Appendix B : Safe & Secure Performance Measures 2015/16 (1 July – 30 September 2015)

Outcome	Measure	Actual / Out turn 2014/15	Target Quarter 2 2015/16	Actual Quarter 2 2015/16	Quarter Status	Annual Target 2015/16	Status	Comments/ Remedial Action
	SM 12 – Reduction in the number of incidents of vehicle thefts (theft of and theft from vehicles) per 1,000 population.	4.01	1.00	0.99	Green	4.00	Green	
	SM 13 – Reduction in the number of incidents of Criminal Damage per 1000 population.	6.16	1.54	1.61	Red	6.16	Red	Traditional for second quarter to be highest for criminal damage due to summer holiday period.
	SM 14 - Increase the proportion of premises that meet the Food Rating Scheme of five stars.	76.1	>75%	76.1% (449 of 590)	Green	>75%	Green	
	SM 15 - Reduce the proportion of premises that meet the Food Rating Scheme of 0 to 2 Stars.	4.1%	<5%	4.1% (24 of 590)	Green	<5%	Green	

## Appendix B : Safe & Secure Performance Measures 2015/16 (1 July – 30 September 2015)

Outcome	Measure	Actual / Out turn 2014/15	Target Quarter 2 2015/16	Actual Quarter 2 2015/16	Quarter Status	Annual Target 2015/16	Status	Comments/ Remedial Action
	SM 16 - Improved street and environmental cleanliness in terms of litter, detritus, dog fouling and weeds to above grade C as defined in the Codes of Practice for Litter and Refuse.	95%	95%	94%	Red	95%	Red	The was a small delay with the weed spraying due to the weather conditions which has impacted on the figures for the management of weeds this quarter.
	SM17 –% of environmental disputes improved based on customer feedback.	>75%	>75%	73% (104 of 143)	Red	>75%	Red	Due to resources being deployed to manage the increase in fly-tipping activity, no surveys were undertaken during the summer months.

Appendix C: Managing Risks– As at 30 June 2015

Risk Description	Likelihood	Impact	Mitigating Action
<b>Safe &amp; Secure</b>			
Loss of Homelessness Grant  <i>Main Responsible Officer – Director of Housing and Environmental Services)</i>	Treat the Risk	Remains Low	Continue to lobby County Council colleagues to maintain the grant in future years.
Increase in the level of current tenant rent arrears  <i>Main Responsible Officer – Director of Housing and Environmental Services)</i>	Treat the Risk	Medium	Performance management, target setting and adherence to collection procedures.
Costs of Housing Enforcement  <i>Main Responsible Officer – Director of Housing and Environmental Services)</i>	Treat the Risk	Low	Adherence to procedures to ensure appropriate enforcement action is taken, recharge policy and explore framework agreement with contractors to reduce costs
<b>Lifestyle Choices</b>			
Failure of/or attraction of Contractor managing facilities - closure of facilities for a period.  Costs of staffing and equipment.  <i>Main Responsible Officer – Director of Community and Planning Services)</i>	Tolerate the Risk	Remains Low	Contracts in place. Leisure Centre contract renewed in 2011.
Litigation/claims for accidents at play areas - injury to member of public.  <i>Main Responsible Officer – Director of Community and Planning Services)</i>	Treat the Risk	Remains Medium	Inspections carried out by dedicated member of staff.  New play areas are designed to meet current standards. Need to arrange further back up cover for inspections when Inspector is absent.
Dilapidation of Leisure Community facilities  <i>Main Responsible Officer – Director of Community and Planning Services)</i>	Treat the Risk	Remains Low	Annual review of risk



**Appendix C: Managing Risks– As at 30 June 2015**

<b>Risk Description</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Mitigating Action</b>
Failure of Sharpe’s Pottery Museum  <i><b>Main Responsible Officer – Director of Community and Planning Services)</b></i>	Treat the Risk	Remains Low	Annual review of risk
Failure of Business Plan for Rosliston Forestry Centre  <i><b>Main Responsible Officer – Director of Community and Planning Services)</b></i>	Treat the Risk	Remains Medium	Annual review of risk

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<b>REPORT TO:</b>	<b>HOUSING AND COMMUNITY SERVICES COMMITTEE</b>	<b>AGENDA ITEM: 11</b>
<b>DATE OF MEETING:</b>	<b>26<sup>th</sup> NOVEMBER 2015</b>	<b>CATEGORY: DELEGATED</b>
<b>REPORT FROM:</b>	<b>DIRECTOR OF COMMUNITY AND PLANNING SERVICES / DIRECTOR OF HOUSING AND ENVIRONMENTAL SERVICES</b>	<b>OPEN</b>
<b>MEMBERS' CONTACT POINT:</b>	<b>STUART BATCHELOR (EXT. 5820) / MIKE HAYNES (EXT.5775)</b>	<b>DOC:</b>
<b>SUBJECT:</b>	<b>WORK PROGRAMME</b>	<b>REF:</b>
<b>WARD(S) AFFECTED:</b>	<b>ALL</b>	<b>TERMS OF REFERENCE: G</b>

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## **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.

**Housing and Community Services Committee – 26<sup>th</sup> November 2015**  
**Work Programme 2015/16**

<b>Work Programme Area</b>	<b>Date of Committee meetings</b>	<b>Anticipated completion date</b>	<b>Submitted to Council target date</b>	<b>Contact Officer (Contact details)</b>
Open Space, Sport and Community Facility Strategy Update	26 <sup>th</sup> November 2015			Zoe Sewter Open Space and Facility Development Manager (01283) 5955753
Untidy Gardens procedure	26 <sup>th</sup> November 2015			Chris Holloway Housing Operations Manager (01283 595957)
Housing Capital Programme	26 <sup>th</sup> November 2015			Lee Carter Housing Asset Manager (01283) 595797
HRA Development Programme	26 <sup>th</sup> November 2015			Mike Haynes Director of Housing & Environmental Services (01283 595775)
Housing Services Restructure	26 <sup>th</sup> November 2015			Mike Haynes Director of Housing & Environmental Services (01283 595775)
Housing Strategy	12 <sup>th</sup> January 2016			Beverly Wagstaffe Housing Strategy, Development & Regeneration Manager (01283) 598769
STAR Survey	12 <sup>th</sup> January 2016			Martin Guest Performance & Policy Manager (01283) 595940

Public Events Policy and Update	4 <sup>th</sup> February 2016			Malcolm Roseburgh Cultural Services Manager (01283) 595774
Open Space, Sport and Community Facility Strategy Update	4 <sup>th</sup> February 2016			Zoe Sewter Open Space and Facility Development Manager (01283) 5955753
Young People Survey	4 <sup>th</sup> February 2016			Hannah Barradell-Smith Sport and Health Partnership Manager (01283) 595973
Older People Needs Survey	4 <sup>th</sup> February 2016			Hannah Barradell-Smith Sport and Health Partnership Manager (01283) 595973
Volunteering Strategy	4 <sup>th</sup> February 2016			Chris Smith Communities Manager (01283) 595924
New Facilities at Chestnut Avenue – Adoption arrangements and requirements	4 <sup>th</sup> February 2016			Malcolm Roseburgh Cultural Services Manager (01283) 595774