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Chief Executive

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Date: 30th March 2016

Dear Councillor,

Council

A Meeting of the **Council** will be held in the **Council Chamber**, on **Thursday, 07 April 2016 at 18:00**. You are requested to attend.

Yours faithfully,

Chief Executive

To:- **Conservative Group**

Councillor Atkin (Chairman), Councillor Murray (Vice-Chairman) and Councillors Billings, Mrs Brown, Mrs Coe, Coe, Mrs Coyle, Mrs Farrington, Ford, Grant, Mrs Hall, Harrison, Hewlett, MacPherson, Muller, Mrs Patten, Mrs Plenderleith, Roberts, Smith, Stanton, Swann, Watson, Wheeler and Mrs Wyatt.

Labour Group

Councillors Bambrick, Chahal, Dunn, Pearson, Rhind, Richards, Shepherd, Southerd, Mrs Stuart, Taylor, Tilley, and Wilkins.

AGENDA

Open to Public and Press

- 1** Apologies
- 2** Presentation: Northgate Modern Apprentice Scheme.
- 3** To confirm the Open Minutes of the Council Meeting held on the
29th February 2016 (CL/106-CL/121).
Council 29th February 2016 Open Minutes **7 - 18**
- 4** To receive any declarations of interest arising from any items on the
Agenda
- 5** To receive any announcements from the Chairman, Leader and
Head of Paid Service.
- 6** To receive any questions by members of the public pursuant to
Council Procedure Rule No.10.
- 7** To receive any questions by Members of the Council pursuant to
Council procedure Rule No. 11.
- 8** To authorise the sealing of the documents.
- SEALED DOCUMENTS **19 - 20**
- 9** GAMBLING ACT 2005 – LOCAL AREA PROFILE PLAN **21 - 26**
- 10** SAINSBURY’S WASTE LESS SAVE MORE PARTNERSHIP: **27 - 32**
GRANT AWARD OUTCOMES AND FINANCIAL IMPLICATIONS
- 11** SWADLINCOTE TOWNSCAPE ACTIVITY PLAN **33 - 36**
- 12** CORPORATE PLAN 2016-2021 **37 - 106**

13	PAY POLICY STATEMENT 2016/17	107 - 122
14	MEMBER ROLE PROFILES	123 - 158
15	CYCLE OF MEETINGS 2016/17	159 - 162
16	COMMUNITY GOVERNANCE REVIEW	163 - 224
17	To receive and consider the Open Minutes of the following Committees:-	
	Overview and Scrutiny Committee 10th February 2016 Open Minutes	225 - 228
	Planning Committee 1st March 2016 Open Minutes	229 - 232
	Licensing and Appeals Sub-Committee 2nd March 2016 Open Minutes	233 - 234
	Environmental and Development Services Committee 3rd March 2016 Open Minutes	235 - 238
	Housing and Community Services Committee 10th March 2016 Open Minutes	239 - 242
	Finance and Management Committee 17th March 2016 Open Minutes	243 - 246
	Planning Committee 22nd March 2016 Open Minutes	247 - 252
	Licensing and Appeals Sub-Committee 23rd March 2016 Open Minutes	253 - 254
	Etwall Area Forum 13th January 2016 Open Minutes	255 - 260

Melbourne Area Forum 26th January 2016 Open Minutes	261 - 264
Linton Area Forum 27th January 2016 Open Minutes	265 - 268
Swadlincote Area Forum 2nd February 2016 Open Minutes	269 - 274
Newhall Area Forum 3rd February 2016 Open Minutes	275 - 280
Repton Area Forum 16th February 2016 Open Minutes	281 - 286
18 To review the compositions of the Committees, Sub-Committees and Working Panels for the remainder of the municipal year.	
19 To review the compositions of Substitute Panels.	
20 To review representation on Outside Bodies.	

Exclusion of the Public and Press:

- 21** The Chairman may therefore move:-
That in accordance with Section 100 (A)(4) of the Local Government Act 1972 (as amended) the press and public be excluded from the remainder of the Meeting as it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that there would be disclosed exempt information as defined in the paragraph of Part I of the Schedule 12A of the Act indicated in the header to each report on the Agenda.
- 22** To confirm the Exempt Minutes of the Council Meeting held on 29th February 2016 (CL/122-CL/125).
Council 29th February 2016 Exempt Minutes
- 23** To receive any Exempt questions by Members of the Council pursuant to Council procedure Rule No. 11.
- 24** To receive and consider the Exempt Minutes of the following Committees:-
Licensing and Appeals Sub-Committee 2nd March 2016 Exempt

Minutes

Environmental and Development Services Committee 3rd March
2016 Exempt Minutes

Housing and Community Services Committee 10th March 2016
Exempt Minutes

Finance and Management Services Committee 17th March 2016
Exempt Minutes

Planning Services Committee 22nd March 2016 Exempt Minutes

Licensing and Appeals Sub-Committee 23rd March 2016 Exempt
Minutes

MINUTES of the MEETING of the
SOUTH DERBYSHIRE DISTRICT COUNCIL
held at the Civic Offices, Civic Way, Swadlincote
on Monday 29th February 2016
at 6.00pm

PRESENT:-

Conservative Group

Councillor Atkin (Chairman), Councillor Murray (Vice Chairman), Councillors Billings, Mrs Brown, Mrs Coe, Coe, Mrs Coyle, Mrs Farrington, Ford, Grant, Mrs Hall, Harrison, Hewlett, Muller, Mrs Patten, Mrs Plenderleith, Roberts, Smith, Stanton, Swann, Watson, Wheeler and Mrs Wyatt.

Labour Group

Councillors Bambrick, Chahal, Dunn, Pearson, Rhind, Richards, Shepherd, Southerd, Mrs Stuart, Taylor, Tilley and Wilkins.

CL/106 **APOLOGIES**

Apologies for absence from the Meeting were received from Councillor MacPherson (Conservative Group).

CL/107 **PRESENTATION**

The Chairman welcomed Mr Terry McDermott, Chief Fire Officer, and Mr Gary Platt, Station Manager, of the Derbyshire Fire & Rescue Service, to the meeting. The Fire Officers gave a presentation to Members about the Fire Service's domestic Sprinkler Initiative.

Queries regarding the potential for false activations, effectiveness against kitchen fires, progress with amended building regulations and installation costs were responded to by the Fire Officers.

The Chairman and Members thanked Mr McDermott and Mr Platt for their presentation.

CL/108 **OPEN MINUTES OF THE COUNCIL**

The Open Minutes of the Council Meeting held on 21st January 2016 (Minute Nos. CL/85-CL/102) were approved as a true record.

CL/109 **DECLARATIONS OF INTEREST**

On behalf of all Members, the Chairman declared a pecuniary interest in relation to Item 8) Council Tax Setting 2016/17, in accordance with Clause 14(4)(vi) of the Members' Code of Conduct.

CL/110 ANNOUNCEMENTS FROM THE CHAIRMAN, LEADER AND HEAD OF PAID SERVICE

The Chairman of the Council outlined the various engagements he had attended since the last Council on 21st January 2016, namely Derbyshire Children's Holiday Centre's 125 year celebration launch event; the Homeless service at Derby Cathedral; the presentation of two gold awards to the Development Team by the Local Authority Building Control relating to the Boardwalk at Mercia Marina; a tree dedication for Holocaust Week at Rosliston Forestry Centre; the receipt of three trees from the Burton Mail 'Pennies from Heaven' campaign; the Air Training Corps Swadlincote 1211 Annual Ball; the Licensing of Reverend Philip Boshier as Priest in charge of the benefice of Winshill and Assistant Curate in the benefice of Hartshorne and Bretby; a Derby & Derbyshire Schools Orchestra and Derbyshire City & County Youth Orchestra concert at the Riverside Centre, Pride Park, conducted by Peter Stark; the award of 'Best Fancy Dress Team' at the Swadlincote Pancake Races to J B Kind Doors; the South Derbyshire Day at Pride Park and the Derbyshire Amateur Swimming Association County Championships at Matlock.

The Head of Paid Service referred to the question raised by Councillor Taylor at the last Council Meeting relating to laying a wreath in Woodville on Remembrance Day. He confirmed that the matter had been discussed with Councillor Taylor and satisfactorily resolved for the future.

CL/111 QUESTIONS BY MEMBERS OF THE PUBLIC PURSUANT TO COUNCIL PROCEDURE RULE NO. 10

Council were informed that no questions had been received.

CL/112 QUESTIONS BY MEMBERS OF THE COUNCIL PURSUANT TO COUNCIL PROCEDURE RULE NO. 11

Council were informed that no questions had been received.

CL/113 COUNCIL TAX SETTING 2016/17

The Leader moved the resolutions contained in the report, commenting on the Council's budget, its financial position and the proposed level of Council Tax for 2016/17. The Leader stated that whilst the Council's financial position has continued to stabilise, with a good level of reserves and maintained / improved services and with plans in place to address the anticipated reduction in core funding, the December 2015 Financial Settlement had presented the Council with a financial challenge.

The Leader stated the need to continue identifying efficiencies, different ways of working, the need to continue the provision of value for money services, with no impact on front line services. Central Government would, he stated, be urged to protect the New Homes Bonus allocation and to allow for greater levels of Business Rates retention.

The Leader highlighted that the spending plans within the 2016/17 budget showed no cuts to services and that with prudent planning, financial provision is in place to protect services into the medium term, whilst also allowing for an increase in contributions to parish councils and partners in the voluntary sector next year. As a growth area, the Leader stated, the Council has benefited from additional income, but is mindful of the associated cost pressures and the impact on the local infrastructure, hence its pursuit of regional funds to ensure an appropriate share of resources is spent in South Derbyshire.

The Leader, whilst stressing a commitment to keep Council Tax as low as possible, made reference to the difficult financial position and proposed an increase of 1.95% for South Derbyshire District Council services in 2016/17.

Councillor Richards responded and stated any increase was unlikely to meet with public approval and felt that South Derbyshire, as a low spending council, did not deserve to be in the position it now found itself in. He stated that a combination of continued growth and reduction in grants had made the Council a victim of its own success. Particular attention was drawn to the costs associated with the 2015 Efficiency Dividend and planning appeals, both amounting to substantial sums that the Council could, Councillor Richards felt, ill afford in the current financial climate. Whilst Councillor Richards expressed a view that the situation had been created by the Government, he advised the Labour Group would reluctantly support the recommendations.

RESOLVED:-

That Council approved the following resolutions:

- 1. It be noted that on 14th January 2016, the Finance and Management Committee calculated the Council Tax Base 2016/17:***
 - (a) For the whole area as 30,990 (Item T in the formula in Section 31B of the Local Government Finance Act 1992, as amended by the Localism Act 2011).***
 - (b) For dwellings in those parts of its area to which a Parish Precept relates as 20,942.***
- 2. Calculate that the Council Tax Requirement for the Council's own purpose for 2016/17 (excluding Parish Precepts) is £4,747,048.***
- 3. That the following amounts be calculated for the year 2016/17 in accordance with Sections 31 and 36 of the Localism Act 2011:***
 - (a) £49,586,225***

Being the aggregate of the amounts which the Council estimates for the items set out in Section 31A (2) of the Act taking into account all precepts issued to it by Parish Councils.
 - (b) £44,159,897***

Being the aggregate of the amounts which the Council estimates for the items set out in Section 31A (3) of the Act.

(c) £5,426,328

Being the amount by which the aggregate of 3(a) above exceeds the aggregate of 3(b) above, calculated by the Council in accordance with Section 31A (4) of the Act as its Council Tax requirement for the year. (Item R in the formula in Section 31B of the Act).

(d) £175.10

Being the amount at 3(c) above (Item R) all divided by Item T (1a above) calculated by the Council in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year (including Parish Precepts).

(e) £679,280

Being the aggregate amount of all Parish Precepts referred to in Section 34 (1) of the Act.

(f) £153.18

Being the amount at 3 (d) above less the result given by dividing the amount at 3 (e) above by Item T (1a above) calculated by the Council in accordance with Section 34 (2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish Precept relates.

- 4. To note that Parish Councils have issued precepts to the Council in accordance with Section 41 of Local Government Finance Act 1992 for each category of dwellings in the Council's area as indicated in Schedule A***
- 5. To note that the County Council, the Police and Crime Commissioner and the Fire and Rescue Service for Derbyshire, have issued Precepts to the Council in accordance with Section 40 of the Local Government Finance Act 1992 for each category of dwellings in the Council's area as indicated in Schedule B.***
- 6. That the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the aggregate amounts shown in Schedule C, as the amounts of Council Tax for 2016/17 for each part of its area and for each of the categories of dwellings, this being the aggregate of Schedules A and B.***
- 7. That in accordance with Section 52 (ZB) of the Local Government Finance Act 1992, the Council determines that the amount of council tax shown at 3 (f) of £153.18 is not excessive compared to 2015/16 and therefore there is no requirement for a local referendum.***

As required by the Council's Procedure Rules a recorded vote was taken:

The Members who voted for were: Councillors Atkin, Bambrick, Billings, Mrs Brown, Chahal, Mrs Coe, Coe, Mrs Coyle, Dunn, Mrs Farrington, Ford, Grant, Mrs Hall, Harrison, Hewlett, Muller, Murray, Mrs Patten, Dr Pearson, Mrs Plenderleith, Rhind, Richards, Roberts, Shepherd, Smith, Southerd, Stanton, Mrs Stuart, Swann, Taylor, Tilley, Watson, Wheeler, Wilkins and Mrs Wyatt.

No Members voted against the above resolutions.

CL/114 **HERITAGE LOTTERY FUND PROJECT – SWADLINCOTE TOWNSCAPE**

The Planning Services Manager presented the report to Council.

The Leader confirmed that Councillors Murray and Mrs Wyatt would be the Grants Panel members from the Conservative Group, with Councillor Richards stating that Councillor Taylor would be the Labour Group representative. Similarly, it was also confirmed that Councillors Murray and Watson (Conservative Group) and Councillor Taylor (Labour Group) would be the Members appointed to the Project Board.

RESOLVED:-

1.1 That Councillors Murray, Mrs Wyatt and Taylor be appointed for the Grants Panel and Councillors Murray, Watson and Taylor for the Project Board for the Heritage Lottery Fund supported project for the Swadlincote Conservation Area

1.2 That Members noted the procedure and draft terms of reference for the Grants Panel and Project board

CL/115 **COMBINED AUTHORITY AND DEVOLUTION DEAL**

The Chief Executive referred to the reports submitted to Council on 9th February 2015 and 5th November 2015 regarding this subject and requested that Members consider the report before them.

The Leader stressed the importance of the debate concerning the future governance of the local communities and of the Council itself, outlining the key issues as he saw them:

The Leader stated that whilst devolution of government powers would be desirable to most in principle, it should mean powers being exercised at the lowest level where they can be delivered efficiently with democratic accountability. Some could not be at a District level, such as infrastructure and much of economic development, better suited to be at the City / County level, whereas planning could not only be at District, but Parish level.

The powers of an elected Mayor and Combined Authority were not known in detail, the Leader stated, partly because much was yet to be agreed, but also as the Secretary of State has the power to add or subtract powers before and after local authorities have signed up. In principle the Mayor would only exercise powers devolved from Government, powers not currently decided on

locally. There is the additional power to increase Business Rates by 2% if a majority of the private sector members of the Local Enterprise Partnership agree, a small, unrepresentative sample, the Leader felt.

The Leader suggested that whilst an elected Mayor might be appropriate for a fairly homogeneous area dominated by a large city, such as Greater Manchester, it did not sit as well with such a large and diverse area as Derbyshire, still less well with Derbyshire and Nottinghamshire.

The Leader went on to state that the Combined Authority would only exercise powers devolved from the Mayor or those held concurrently with local authorities and where there are vital local interests, such as spacial strategy, local authorities would have a veto. The Leader invited Members to consider how this might work in practice with 19 Council's, with some matters requiring an unanimous vote. He stated that a great deal of the authority's work would be in committees, sub-committees and working parties, with only the two City's and two County's having the resources in terms of officer time to support this, the City's and County's likely to chair most of the bodies, affording the Districts and Borough's minimal opportunity to input or influence.

The Leader commented that additional money would be made available by Government, in the region of £30million a year / £900million over 30 years to be spent at the discretion of the Mayor, spread across the 19 Council's, but he queried the following:

- The proportion of the £30million that would be used relating to the costs of the Mayor and Combined Authority. These costs would be large, he suggested, accommodating for a Mayor, Deputy Mayors, their support staff, communications team, a head of paid service and a large officer support for the Combined Authority, plus the cost of public consultation and elections. It had, the Leader stated, been suggested that sums be taken from the Business Rate Pool, even though these funds have already been committed in the Council's medium-term financial plans.
- As with all Government funding, the ability to tell whether the authority had received more than it would ordinarily.
- The credibility of a commitment over a thirty year period containing several changes of Government and Chancellors, when, for example, details relating to Business Rates and New Homes Bonus are not known for three of four year time.

If the authority was to sign up, the Leader continued, powers would be taken from Districts, Cities and Counties and passed to an elected Mayor and Combined Authority, costs would increase and due to the above, the continued existence of the Districts and County's may come under threat. The Leader felt that whilst new unitary authorities may or may not be a good idea, they should come about through common interests and experience of joint working, not be forced by the agenda of others. In theory, he stated, there is the option to sign up in principle now and determine whether to ratify in October, but the Leader expressed a view that this was more apparent than real. Initially, the authority had signed up to a Derby and Derbyshire Combined

Authority, to be then informed that it would need to include Nottingham and Nottinghamshire, then that an elected Mayor would also be required, with the Districts and Boroughs at no stage having a real input or the opportunity to slow or reverse the process. The Leader stated that by October the detail will have moved on, monies would have been expended and he doubted how realistic it would be for an authority to withdraw at a later date if they signed up now in principle.

With regard to the consequences of not signing up to the current deal, the Leader stated that if a significant number of authorities either did not sign up or opted to join the Sheffield City region, then the deal bid would collapse and alternative options would have to be reviewed. If only a small number of authorities did not sign up, the Secretary of State has the power to force those authorities to do so. He queried whether that power would be exercised, given that both the Secretary of State and Chancellor have previously stated that only councils that support a deal should be members of it. In the meantime, both the counties and the D2N2 Local Enterprise Partnership would retain their responsibilities for South Derbyshire and the other Districts.

In conclusion, having considered all available information on the North Midlands Devolution Deal, the Leader proposed the following two resolutions:

- 1) That South Derbyshire District Council does not support and will not participate in the proposed Devolution Deal.
- 2) That no Council funds may be expended on the Deal nor on transition arrangements towards it.

In seconding the proposals, Councillor Harrison expressed a view that whilst there would undoubtedly be advantages in such a scheme, the North Midlands Devolution Deal proposals were short in detail in many areas.

Councillor Richards stated that currently more questions than answers existed and that he had concerns regarding the fragmentation of Derbyshire if the incorrect decision was taken. Whilst he was aware of some of the potential benefits of the Deal, he was yet to determine his decision, but could not support the proposed resolutions at this time.

Councillor Dunn drew attention to the current working relationship between the Council and the County Council, querying the impact and potential consequences if the Deal progressed or failed to do so. He warned that if the Council failed to approve the Deal proposal at this time, it would be a missed opportunity and the Council could find itself abandoned. If the Council did approve the Deal now, but later felt it could not continue, he stated that the Council could still withdraw from the process before October. Councillor Dunn therefore urged Members to support the Combined Authority proposals.

Councillor Mrs Patten referred to the mixed advice being issued by the County Council, referring initially to a Derbyshire scheme, then a Derbyshire / Nottinghamshire scheme, doubting a fair share for Derbyshire in these circumstances.

Councillor Southerd expressed his view that the Derbyshire scheme had held most merit, that the Derbyshire / Nottinghamshire scheme, whilst pertinent, was supported by a Secretary of State influenced by Central Government. Councillor Southerd had no wish to see the break-up of Derbyshire and felt that if the proposals were unsatisfactory, they could not be supported. However, his difficulty with the proposed resolution was that withdrawing from the process now would deprive the Council of the further detail it sought and that the process would continue in any event. Councillor Southerd therefore recommended that the Council remain with the process at this time, withdrawing later if required.

Councillor Ford found the Deal proposals full of unknowns, heavily bureaucratic and costly, unrelated to the people of Derbyshire.

Councillor Watson indicated that to accept the current proposals was to accept the principles, making it potentially very difficult to later withdraw. He stated a need to preserve Derbyshire, to further reduce bureaucratic costs, not increase them and therefore supported the proposed resolutions.

Councillor Mrs Coyle expressed the need to wait for a better deal and therefore expressed her support for the resolutions proposed by the Leader.

The Leader clarified the point that the current Devolution Deal is not necessarily a done deal, that other schemes have progressed without it, that the fragmentation of Derbyshire is a common concern, although he was aware that other councils are already electing to join other schemes. The potential for new jobs and homes are already part of the Local Enterprise Partnership and Local Plans across the region.

The Leader concluded that to accept the current Devolution Deal proposals would commit the Council to transitional preparations, incurring substantial costs and may make it legally difficult to disengage in October.

In line with the Council's Procedure Rules, Members requested a recorded vote on this matter.

The Members who voted for were: Councillors Atkin, Billings, Mrs Brown, Mrs Coe, Coe, Mrs Coyle, Mrs Farrington, Ford, Grant, Mrs Hall, Harrison, Hewlett, Muller, Murray, Mrs Patten, Mrs Plenderleith, Roberts, Smith, Stanton, Swann, Watson, Wheeler and Mrs Wyatt.

The Members who voted against were: Councillors Bambrick, Chahal, Dunn, Dr Pearson, Rhind, Richards, Shepherd, Southerd, Mrs Stuart, Taylor, Tilley and Wilkins.

RESOLVED:-

1.1 That South Derbyshire District Council does not support and will not participate in the proposed Devolution Deal.

1.2 That no Council funds may be expended on the Deal nor on transition arrangements towards it.

CL/116 INDEPENDENT REMUNERATION PANEL

The Chief Executive presented the Report to Council.

Councillor Rhind stated his view that this exercise was another example of monies being expended unnecessarily.

The Leader supported the recommendations, stating the need for the exercise to be conducted based on full information being received by the Independent Remuneration Panel whilst conducting a review.

RESOLVED:-

- 1.1 That Richard Penn be appointed Chairman of the Independent Remuneration Panel to make recommendations to the Council on Members' Allowances.***
- 1.2 That the Chief Executive be authorised to appoint two further members from the local community to serve on the Panel.***
- 1.3 That the Members of the Panel be paid any agreed fees and expenses incurred by them in carrying out their duties.***
- 1.4 That the Terms of Reference for the Panel, as detailed in the report, be approved.***

CL/117 OPEN MINUTES

Council received and considered the open minutes of its Committees.

RESOLVED:-

That the open minutes of the following Committees were approved as a true record:-

<i>Etwall Joint Management Committee</i>	<i>11.01.16</i>	<i>EL/37-EL/41</i>
<i>Housing and Community Services:</i>		
<i>Special – Budget</i>	<i>12.01.16</i>	<i>HCS/58-HCS/65</i>
<i>Finance and Management:</i>		
<i>Special – Budget</i>	<i>14.01.16</i>	<i>FM/88-FM/96</i>
<i>Planning</i>	<i>19.01.16</i>	<i>PL/144-PL/152</i>
<i>Overview and Scrutiny</i>	<i>20.01.16</i>	<i>OS/36-OS/44</i>
<i>Housing and Community Services</i>	<i>04.02.16</i>	<i>HCS/68-HCS/81</i>
<i>Licensing and Appeals Sub-Committee</i>	<i>09.02.16</i>	<i>LAS/40-LAS/42</i>
<i>Planning</i>	<i>09.02.16</i>	<i>PL/153-PL/166</i>
<i>Finance and Management</i>	<i>18.02.16</i>	<i>FM/99-FM/109</i>

CL/118 THE COMPOSITION OF COMMITTEES, SUB-COMMITTEES & WORKING PANELS FOR THE REMAINDER OF THE MUNICIPAL YEAR

Council were informed that no changes had been made to the composition of committees, sub-committees and working panels since its last meeting.

CL/119 COMPOSITION OF SUBSTITUTE PANELS

Council were informed that no changes had been made to the composition of the substitute panels since its last meeting.

CL/120 REPRESENTATION ON OUTSIDE BODIES

Council were informed that no changes had been made to the composition of the substitute panels since its last meeting.

CL/121 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 for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined under the paragraphs of Part 1 of Schedule 12A of the Act as indicated in the reports of Committees.

EXEMPT MINUTES OF THE COUNCIL

The Exempt Minutes of the Council Meeting held on 21st January 2016, (Minute Nos. CL/103-CL/105) were approved as a true record.

EXEMPT QUESTIONS BY MEMBERS OF THE COUNCIL PURSUANT TO COUNCIL PROCEDURE RULE NUMBER 11

Council was informed that no questions had been received.

COMBINED AUTHORITY AND DEVOLUTION DEAL – EXEMPT ANNEXES

Council considered and noted the content of the Exempt Annexes.

EXEMPT MINUTES

Council received and considered the Exempt Minutes of its committees.

RESOLVED:-

That the Exempt Minutes of the following Committees be approved as a true record:-

Housing and Community Services:

<i>Special – Budget</i>	<i>12.01.16</i>	<i>HCS/66-HCS/67</i>
<i>Finance and Management</i>		
<i>Special – Budget</i>	<i>14.01.16</i>	<i>FM/97-FM/98</i>
<i>Housing and Community Services</i>	<i>04.02.16</i>	<i>HCS/82-HCS/85</i>
<i>Licensing and Appeals Sub-Committee</i>	<i>09.02.16</i>	<i>LAS/43</i>

Planning

09.02.16

PL/167-PL/168

Finance and Management

18.02.16

FM/110-FM/114

The meeting terminated at 8.05pm.

COUNCILLOR N ATKIN

CHAIRMAN OF THE DISTRICT COUNCIL

REPORT TO:	COUNCIL	AGENDA ITEM: 8
DATE OF MEETING:	7th APRIL 2016	CATEGORY: DELEGATED
REPORT FROM:	CHIEF EXECUTIVE	OPEN
MEMBERS' CONTACT POINT:	DEMOCRATIC SERVICES 01283 595848 / 595722	DOC:
SUBJECT:	SEALED DOCUMENTS	REF: J. BEECH
WARD(S) AFFECTED:	VARIOUS	TERMS OF REFERENCE: N/A

1.0 Purpose of Report/Detail/Recommendation

1.1 To authorise the Sealed Documents listed below, which have no specific authority:-

<u>Date</u>	<u>No. of Seal</u>	<u>Nature of Document</u>
26.02.16	11320	Transfer – 72 Darklands Road, Swadlincote
14.03.16	11326	Transfer – 69 Salisbury Drive, Midway

2.0 Financial Implications

2.1 None.

3.0 Corporate Implications

3.1 None.

4.0 Community Implications

4.1 None.

5.0 Background Papers

5.1 Seal Register

REPORT TO:	COUNCIL	AGENDA ITEM: 9
DATE OF MEETING:	7 TH APRIL 2016	CATEGORY: RECOMMENDED
REPORT FROM:	CHIEF EXECUTIVE	OPEN
MEMBERS' CONTACT POINT:	EMMA McHUGH (EXT. 5716) emma.mchugh@south-derbys.gov.uk	DOC:
SUBJECT:	GAMBLING ACT 2005 – LOCAL AREA PROFILE PLAN	REF:
WARD(S) AFFECTED:	ALL	TERMS OF REFERENCE: EDS

1. Recommendations

- 1.1 That Members approve and adopt the Council's Gambling Act 2005 Local Area Profile Plan.

2. Purpose of Report

- 2.1 To provide Members with the outcome of a consultation with interested parties.
- 2.2 To provide Members with the necessary information to be able to give full consideration to the recommendation contained at paragraph 1.1 of this report.

3. Detail

- 3.1 In November 2015, Council approved and adopted the Gambling Act 2005 Statement of Licensing Policy. Members were advised that a local area profile would be produced by April 2016 to assist operators in producing their local risk assessments. Local risk assessments are required as part of the Social Responsibility Code, from April 2016, identifying and mitigating the local risks to the licensing objectives posed by the provision of gambling facilities at each premises.

Consultation

- 3.3 A consultation took place between 22nd February 2016 and 18th March 2016. Copies of the Policy were sent to all Responsible Authorities, existing licensees and other major stakeholders. The Policy was also placed on the Council's website.
- 3.4 One response was received in relation to the Plan from Councillor Harrison. No other responses were received. The draft Plan is attached as **Appendix 1**.

4. Financial Implications

- 4.1 There are no financial implications to the Council.

- 4.2 Recommendation 1.1 will have no financial implications on existing licence holders.

5. Corporate Implications

- 5.1 These proposals will provide a clear framework for anyone wishing to start their own business which will contribute directly to the corporate vision to make South Derbyshire a better place to live, work, and visit, and to the theme of sustainable growth and opportunity.
- 5.2 These proposals will continue to demonstrate to members of the public that the Council takes the protection of local residents, children, and vulnerable adults from the potential harms of gambling activities seriously, which contributes to the theme of safety and security.



**South
Derbyshire
District Council**

Gambling Act 2005

Statement of Licensing Policy

Local Area Profile Plan

Introduction

As part of the Social Responsibility Code, from April 2016, licence holders will be required to assess the local risks to the licensing objectives posed by the provision of gambling facilities at each of their premises and have policies, procedures and control measures to mitigate those risks.

The Council as Licensing Authority would expect an operator's local risk assessment to cover the following areas:

- The premises' building;
- Location of the premises;
- Protecting children;
- Protecting vulnerable people;
- Crime and disorder prevention.

This list is not exhaustive.

The Licensing Authority will require the operator to provide their local risk assessment where there are concerns in relation to the premises in order for the Licensing Authority to assess the measures in place to address the specific concerns.

Any applicant applying for the grant or variation of a premises licence must include a local risk assessment in addition to their application. The local risk assessment must assess the local risks to the licensing objectives posed by the provision of the applicant's proposed gambling facilities at the premises. The applicant must have policies, procedures and control measures to mitigate the risks identified in the assessment. These policies and procedures must be submitted with the application.

The Licensing Authority would expect the local risk assessment to be reviewed following any significant changes in local circumstances i.e. new schools or hostels and any substantiated complaint in relation to the premises.

The Licensing Authority would expect the operator to work with the Licensing Authority to improve any areas of the local risk assessment that do not adequately mitigate the risks identified, have inadequate measures to reduce risks or fail to identify all of the local risks.

Local Area Profile Plan

The Licensing Authority recognises that it is not a mandatory requirement to have a local area profile however the Licensing Authority believes that a local area profile will assist licence holders in producing their risk assessments.

The local area plan is intended to increase awareness of local risks and improve information sharing, to facilitate constructive engagement with licence holders and a more coordinated response to local risks.

In order to produce a local area profile, the Licensing Authority requested data from a number of bodies including the Responsible Authorities in order to assess any potential and actual risks relating to gambling within the District. The Licensing Authority has considered the Joint Strategic Needs Assessment in producing this local area profile.

Enquiries with relevant organisations have not revealed any data to suggest that there are any areas within the District that could be identified as a risk.

However, the local area profile plan is required to identify any potential risks that might arise, therefore in light of current research into gambling, the Licensing Authority has identified the following potential risk areas and provided additional information to assist licence holders.

Children, Adolescents and Young Adults

Children, adolescents and young adults have been explicitly identified as being vulnerable to the experience of gambling problems or at risk of experiencing gambling problems.

The licensee needs to be aware of the proximity of schools and vulnerable adult centres and residential areas with a high concentration of families with children and the Licensing Authority would expect to see additional measures in place to mitigate any existing or potential risks in such areas.

The Licensing Authority will carefully consider an application located near to these types of premises and decide whether there is a need for any conditions to mitigate the risks in light of the third licensing objective. Each case will be decided on its own merits and will depend on the type of gambling that is proposed for the premises. However, the Licensing Authority will consider additional controls if the licence holder does not have sufficient measures in place.

Licence holders need to be aware of the location of the following 'sensitive' buildings within in the District:

- Schools and Colleges (a list is available on Derbyshire County Council's website);
- Youth Centres – Athenaeum in Melbourne.

The Licensing Authority expects licence holders to ensure that advertising relating to the premises, or relating to events at the premises, is not displayed when children are likely to be near the premises.

Mental Health

There is a consistent body of evidence demonstrating a strong association between gambling and mental health problems. This suggests that people with common mental disorders, substance use/abuse problems and psychoses have higher rates of problem or at-risk gambling than those without these conditions. With this in mind, the licensee needs

to be aware of the following premises within the District which if in close proximity to the gambling premises then extra measures must be in place to mitigate the risks:

- Supported housing for people with drug and alcohol issues at Midland Road, Swadlincote

People with learning difficulties have been identified as being at risk of experiencing harm as they are identified as not being able to make an informed choice about whether to gamble.

Unemployment

There is a consistent body of evidence showing that those who are unemployed and who gamble are more likely to experience adverse outcomes from their gambling than those in paid employment.

Evidence has shown that those living in deprived areas are more likely to experience problems with gambling. The Newhall and Stanton Ward has been identified as an area of high deprivation in the Joint Strategic Needs Assessment where agencies are keen to foster higher aspirations within the teenage and early 20 age groups. The Licensing Authority would expect a licensee to identify measures to be taken to reduce exposure to young adults and parents within this ward.

This local area profile will be reviewed as required when further information and/or data becomes available.

REPORT TO:	COUNCIL	AGENDA ITEM: 10
DATE OF MEETING:	7TH APRIL 2016	CATEGORY: RECOMMENDED
REPORT FROM:	CHIEF EXECUTIVE	OPEN
MEMBERS' CONTACT POINT:	GILLIAN COATES (01283 595994) gillian.coates@south-derbys.gov.uk	DOC: u/ks/budgets/budget round 201617/waste less save more FM report
SUBJECT:	SAINSBURY'S WASTE LESS, SAVE MORE PARTNERSHIP: GRANT AWARD OUTCOMES AND FINANCIAL IMPLICATIONS	REF:
WARD(S) AFFECTED:	ALL	TERMS OF REFERENCE:

1.0 Recommendations

- 1.1 That the development of the Waste Less, Save More Partnership and associated Council projects are approved.
- 1.2 That £35,000 is allocated from the General Fund Reserve to enable the Business and Recycling Manager to be seconded to the Partnership.
- 1.3 That the Council's Contract Procedure Rules (Tendering Procedures) are set-aside in order to purchase a specialised vehicle for operational delivery.
- 1.4 That a small contingency budget of £5,000 per year is set-up to meet any running costs of the specialised vehicle beyond December 2016.
- 1.5 That any additional personnel that are employed on a temporary basis to deliver projects comply with the Council's HR processes and are cost neutral.
- 1.6 That all income and expenditure associated with projects and grant funding complies with the Council's financial procedural rules.
- 1.7 That any further Environmental Education schemes as outlined in the report are added to the delivery programme if there are no further resource implications for the Council.

2.0 Purpose of Report

- 2.1 To report on the outcome of the recent grant awards that will provide funding for activities that will help to achieve the aims of the Waste Less, Save More (WLSM) partnership with Sainsbury's.

- 2.2 To seek approval for the allocation of resources to continue to work with Sainsbury's to deliver the project in order to achieve the project's aims to reduce the amount of food disposed of in the urban area by 50% and reduce spending on food by £350 per household.
- 2.3 The purchase of the required specialised WLSM on the Go vehicle will require a resolution to waive tendering rules and the reasons for this request are detailed in the report. It is considered that the purchase of a specialised vehicle is necessary to meet the requirements of the project within immediate timelines and in the interests of the partnership between Sainsbury's and South Derbyshire District Council.
- 2.4 In addition, a small budget is requested for the on-going maintenance of a vehicle beyond December 2016 in order to support corporate events along with local markets to attract visitors and for the benefit of the local economy. It is anticipated income streams will be generated from the local markets, sponsorship and hire fees to cover costs of maintenance. However in the event of a shortfall, some provision is requested.

3.0 Detail

- 3.1 In October 2015 the South Derbyshire Waste less, Save more Network, a group of 42 locally based organisations, was formed in order to develop and submit a bid for £1million investment from Sainsbury's to reduce food waste and food spending in the area.
- 3.2 The funding attracted 189 bidders from all over the country and the South Derbyshire bid was shortlisted to the final five. On 1st December 2015, the Network was invited to Sainsbury's headquarters in London where it was announced that the Swadlincote bid had been successful.
- 3.3 On 5th December a celebratory Winter Warmer event was held in very breezy conditions on The Delph, in Swadlincote. Sainsbury's provided chefs and produce to cook up four different soup recipes which were given out as examples of what can be made from unused vegetables.
- 3.4 Members of the network attended before joint ideas generation session with Sainsbury's in London on 21st December followed by a meeting where the governance of the project and grant making procedure were agreed.
- 3.5 To provide an opportunity for local community groups to access WLSM grants a special community forum was held at Sharpe's Pottery on 27th January 2016. Detailed ideas for projects were developed and project teams to submit bids by the deadline of 19th February were formed.
- 3.6 The WLSM partnership was formally launched in the Sainsbury's store in Swadlincote on Wednesday 27th January 2016. A special 'Waste Warriors' game was premiered alongside a stall to giveaway fridge thermometers, leftovers monitoring stickers and food measuring packs were exchanged for tips on saving food and money. All tips given were entered into a competition to win a home visit for a Rescue Chef.

Purchase and Utilisation of a Specialised Catering Vehicle

- 3.7 To serve as a focal point for the WLSM partnership officers developed a bid for a specialised vehicle to engage and educate large numbers of the community at events and schools. Extensive market research has been undertaken within the supply market in order to determine an approximate cost and to obtain general advice and information about a suitable vehicle specification to meet the needs of the project. To procure a specialised vehicle through the normal process would take a minimum of 16 weeks and would impact the delivery of the project aims.
- 3.8 Based on 'Best Value' taking into account the optimum combination of whole life cost and quality necessary including timescales, disposal cost of goods and mutually beneficial relationships between South Derbyshire District Council and Sainsbury's, officers are seeking to purchase a second hand vehicle that meets the specification requirements, for a maximum cost of £30,000.
- 3.9 This specialised vehicle will stand out from the crowd to provide a focal point that will attract up to 40,000 members of the public and engage them in a new fun and innovative way to help communities, businesses, schools and sample streets to cut food waste by 50% and save households £350.
- 3.10 The capital cost of the vehicle will be financed from the funding that has been awarded to the Council (detailed later in the report). As the vehicle is highly specialised, there is a limited market available. Although the vehicle is "second hand" it is a cheaper option compared to the purchase of a new vehicle which would need to be modified.
- 3.11 As the price of £30,000 is above the Council's tendering threshold of £25,000, it will require the Council's normal tendering procedures to be set-aside in this instance.
- 3.12 This is required in order to purchase a vehicle from the second hand market and to meet the timescales of the project.
- 3.13 The vehicle will only be required on a short-term basis until December 2016, after which it can be sold with any proceeds coming back to the Council. However, it is anticipated that vehicle could be retained in order to support corporate events along with local markets to attract visitors and for the benefit of the local economy. It is anticipated income streams will be generated from the local markets, sponsorship and hire fees to cover costs of maintenance. However in the event of a shortfall, a small budget of £5,000 is requested.

Proposed Projects

- 3.14 The WLSM grant award panel, comprising representatives of Sainsbury's, Hubbub, an environmental charity, together with the Chief Executive of South Derbyshire CVS, met on 24th February to determine the outcome of bids.
- 3.15 The decisions of the WLSM grant award panel and details of bids submitted by SDDC are detailed in the following table.
- 3.16 It should be noted that other bids, for example regarding picnic resources, will be submitted in April, July or other deadlines depending on resources, which may need to commence immediately. Therefore, it is requested that if these bids are agreed without any further resource implications for the Council, that these are added to the delivery plan as detailed in the following table.

<u>Project & Team</u>	<u>Details</u>	<u>Awarded</u>	<u>Notes</u>
WLSM Food Saver Champs & WLSM on the Go vehicle - Gillian Coates & Nicola Lees	To provide a team and team leader to 'doorstep' local residents to engage them in WLSM activities and measure food waste disposal and food shopping savings. WLSM on the Go vehicle to visit streets, schools and events to bring the WLSM message to life with cooking demonstrations and handy tips.	£180,000 - £200,000	Final details regarding numbers of staff and length of employment to be agreed. Staff to be employed by Hubbub from agencies that specialise in providing staff for environmental project engagement. The staff will be managed by the Council. Vehicle cost in excess of £25,000 and will require members to permit exception to Contract Procedure rules.
'Fab Food' Education bid - Andy Chalmers/ Kate Allies	To deliver food waste audits and activities to deliver the WLSM messages in schools An assistant to deliver these activities has been allocated from the Food Saver Champs bid	£30,000 – £38,000	Final breakdown of costs to be agreed but will include management and admin time.
'Menu Magicians' education and community bid Andy Chalmers/ Kate Allies	To run alongside Fab Food and provide a magic show giving food waste issues the 'wow' factor and helping promote the project/ increase community engagement	£12,115 (£9,625 Magician and show costs) (£2,190 SDDC project management, admin and promotion costs)	Magician to be paid directly by Hubbub/ Sainsbury's not SDDC Full cost recovery on SDDC time based on £25/hr (wages/ oncosts/ core costs for Env Education team)

WLSM 'Top Trumps' game - Matt Holford	To develop a 'Top Trumps' style card game using the most commonly waste food types and facts about shelf life, best storage and level of harm.	£11,500	Sainsbury's to assist in sourcing potential provider of the card game.
WLSM food waste kit for tenants - Chris Holloway	Kit containing basic food items, utensils and storage containers plus recipe cards to be provided to new Council housing tenants	£11,000	This project will be delivered and supported by the Housing Team
WLSM bin stickers- Gillian Coates	Stickers to be affixed to the black refuse and brown compost bins at 18,000 Swadlincote homes to promote the WLSM scheme and signpost residents to food waste saving hints and tips.	£5,700	Design and print collaboration with Derbyshire County Council waste management team and Sainsbury's

4.0 Financial Implications

- 4.1 With the exception of the WLSM on the Go vehicle the projects above can be funded from the grants awarded by the WLSM panel.
- 4.2 It is proposed that the WLSM on the Go vehicle is purchased and owned by the Council from Sainsbury's investment funds. It is placed on the asset register and its value depreciates over the life of the vehicle to an estimated residual value. There is no risk that the residual value will not be met if the vehicle was to be disposed.
- 4.3 To maximise operational and service efficiencies the vehicle will be serviced, stored and maintained by the in-house team at our Depot facilities at a cost of £5,000 per annum from January 2017, if it is retained.
- 4.4 It is not expected that the vehicle will be added to the rolling programme of vehicle replacements as it comes to the end of its life. A number of factors will be considered at replacement time including available capital resources, need, reliability, servicing and maintenance and fit for purpose.

Education Bids/ Environmental Education Project team

- 4.5 The bids put forward by this Team in this round and any future bid rounds will be cost neutral for the Council.
- 4.6 The management, administrative and delivery time for these bids and any others put forward by the Environmental Education Project team will be based on full cost recovery on a rate of £25 per hour
- 4.7 It is proposed to use existing part time and casual staff resources, supported by additional staff (if required) employed on temporary and/or casual contracts using the existing Environmental Education model of agreeing contracts and terms based on the time frames for the funding agreements.
- 4.8 The funding bids include the cost of employing any additional staff (if required) including recruitment and establishment costs. As these staff will be directly employed by the Council, they will be accounted for through the Council's Payroll. All relevant HR procedures will be applied.

Business and Recycling Manager

- 4.9 There will be a requirement to back-fill the post held by the Business and Recycling Manager who is leading on the WLSM partnership and there will be a cost to the Council of approximately £35,000 for a 12 month period. Under the criteria for the Sainsbury's project we are unable to claim these costs back, and as such this will be a strain on the General Fund. It should be noted, however, that as costs for the Direct Service operation were reduced by approximately £45,000 per following the recent restructure, it will be possible to off-set the impact of the Sainsbury's project against this saving for one year.

5.0 Corporate Implications

- 5.1 The partnership between South Derbyshire and Sainsbury's directly contributes to the Corporate Plan's vision to 'make South Derbyshire a better place to work, live and visit' and to the theme of 'Sustainable Growth & Opportunity – strengthening South Derbyshire's economic position within a 'clean' and 'sustainable' environment'.

6.0 Community Implications

- 6.1 The relationship between South Derbyshire and Sainsbury's directly contributes to the South Derbyshire Partnership's Sustainable Community Strategy vision of 'a dynamic South Derbyshire, able to seize opportunities to develop successful communities, whilst respecting and enhancing the varied character of our fast growing district'. 'Sustainable Development' is highlighted as a key theme, with the aim of achieving 'sustainable existing and new communities that meet the population's needs and aspirations'.

7.0 Conclusions

- 7.1 The rewards of the WLSM partnership with Sainsbury's for South Derbyshire are just beginning, it is recommended that Members support the allocation of resources to further develop the benefits for the local community of South Derbyshire.

REPORT TO:	FULL COUNCIL	AGENDA ITEM: 11
DATE OF MEETING:	7TH APRIL 2016	CATEGORY: OPEN
REPORT FROM:	STUART BATCHELOR DIRECTOR OF COMMUNITY & PLANNING SERVICES	NO:
MEMBERS' CONTACT POINT:	KATE ALLIES (EXT. 5039) Kate.allies@south-derbys.gov.uk	DOC:
SUBJECT:	SWADLINCOTE TOWNSCAPE ACTIVITY PLAN	REF:
WARD(S) AFFECTED:	SWADLINCOTE	TERMS REFERENCE:

1.0 Recommendations

- 1.1 That the ongoing delivery of the Swadlincote Townscape Heritage Scheme Activity Plan 2016-18 is approved including reference to key elements which have a high profile (e.g. Town Crier)
- 1.2 That processes for the development of the Heritage Trail and the redevelopment of the Diana Memorial Garden are agreed in principle. This includes permission to seek further funds to make the Heritage Trail larger than the initial Heritage Lottery Fund funding would support, and permission to appoint People Express Arts to lead the public consultation on arts features and design/make those features.
- 1.3 That any additional personnel employed on a temporary / casual basis to deliver projects e.g. Town Crier, comply with the Council's HR processes and are cost neutral.

2.0 Purpose of Report

- 2.1 To gain approval from Members for the delivery of the Swadlincote Townscape Activity Plan 2016-18 which is funded by the Heritage Lottery Fund (HLF) including the appointment of a Town Crier, creation of a heritage trail and redevelopment of the Diana Memorial Garden.

3.0 Detail

- 3.1 The activity plan is based on extensive public consultation done during 2014. It includes 19 elements which are explained and timetabled in the background paper: *Swadlincote Townscape Heritage Scheme Activity Plan* Attached as Annexe No. 1 which has been approved and fully funded by the HLF grant.
- 3.2 The delivery of most of these activities will be monitored by the Townscape Heritage Project Officer but have been planned over the past 2 years and are being instigated by the Environmental Education Project team.

Town Crier

- 3.3 The suggestion to have a Swadlincote Town Crier came from the Townscape public consultation and has wide support from local businesses. Funding for a costume and 3 years of activity has been secured from HLF.
- 3.4 In order to appoint a Town Crier on a casual basis, Council approval is required as the position would be an addition to the establishment.
- 3.5 The postholder would be employed on a casual contract using the existing SDDC model and based on the time frame of the HLF grant offer. Flexibility to offer more hours would be based on full cost recovery of any bookings. If event organisers or businesses want to sponsor a Town Crier appearance, an appearance fee would be agreed based on the casual wage plus on-costs and administrative costs.
- 3.6 Although called the Swadlincote Town Crier, the Cultural Services team are looking at uniform variations to ensure they could also represent other parts of the District.

Heritage Trail

- 3.7 As part of the public consultation, the desire for a heritage trail around Swadlincote Town Centre was identified and built into the HLF bid.
- 3.8 This will represent a series of significant people, places, events and businesses that represent our Town. The final choice of sites will be based on public consultation. Ideas suggested so far include Salts, The Rink, Snooker Hall (birthplace of The Magic Attic), Foresters Pub (Jack Bodell); Wraggs and Sharpe's Pottery.
- 3.9 The final number of sites will be determined by the cost of the plaques plus installation, combined with additional funding which may be sought to supplement the HLF funds (see financial implications), but will be cost neutral to SDDC. There are also requests to extend the trail beyond the HLF boundary for example Springfield Junior School, designed by noted architect George Widdows.
- 3.10 Members are invited to submit their ideas for a 'long list' that will be converted to a 'short list' for the public consultation, by a sub-group of Swadlincote Cultural Partnership (chaired by Cllr Hewlett).
- 3.11 Support from Members is sought for a trail that is modelled on the popular Blue Plaque model which could include plaques in walls and pavements in blue, black, bronze or silver.
- 3.12 Flexibility in the final design is requested on the proviso that plaques will look professional and be hard wearing/easy to read and be slip resistant (if on pavements) plus any other conditions set by Members.
- 3.13 The actual plaques will be enhanced by a digital trail providing background information on the places and people involved. These trail details will be professionally researched by The Magic Attic. The trail will be launched by guided walks delivered by The Magic Attic due to take place in autumn 2016.

Diana Memorial Garden

- 3.14 As part of the HLF project this garden will be redeveloped and there will be public engagement in the works. This part of the project is being led by Design Excellence Officer, Richard Shaw.

- 3.15 People Express Arts were invited to support the submission to HLF, by supplying proposals and financial quotations for the consultation and arts related garden features to be developed by the public alongside their arts workers.
- 3.16 People Express Arts are the only Community Arts organisation in South Derbyshire and have a good track record of delivering arts projects to a high standard. The Townscape team would like to appoint them to run this part of the project for a fee of £5,000, fully funded by HLF.

4.0 Financial Implications

4.1 General activity plan:

The Activity Plan is funded by the Heritage Lottery Fund. The various events and activities will be funded and financial details are in the Activity Plan document.

- 4.2 **The Town Crier post** will be cost neutral. Initial funding is from HLF and any further developments/use of the Town Crier will be funded by fees and charges.

By the end of the Townscape Project (2018) we will know how viable the post is financially and Members will be able to decide how to take it forward.

- 4.3 **The Heritage Trail** will be cost neutral. The Townscape Project includes £500 for Trail development and plaques and £500 for research, consultation and associated events (walks).

The Environmental Education Project team are looking at HLF 'Sharing Heritage' fund as a possible option. The final trail will be based on the income which we attract from various sources.

- 4.4 **Diana Memorial Garden:** Redevelopment and community engagement are fully funded by HLF.

5.0 Corporate Implications

- 5.1 The Swadlincote Townscape Project supports the Council in its Corporate Plan priority for the development of a vibrant town centre within the Progress Theme.

6.0 Community Implications

- 6.1 The Swadlincote Townscape Project engages the local community in the creation of a vibrant town centre whilst protecting and enhancing the heritage of the Swadlincote Town Centre.

7.0 Background Papers

- 7.1 Swadlincote Townscape Activity Plan was referenced at Committee as part of the overall submission to HLF in February 2016 and prior to that on 9th April 2015.

The full document is on the Council website at: http://www.south-derbys.gov.uk/leisure_culture_and_tourism/local_history_and_heritage/swadlincote_townscape_heritage_scheme/default.asp

Swadlincote Townscape Heritage Scheme Activity Plan

1. Pop-up Heritage Display (being created by Environmental Education Project, EEP, team)
2. Heritage Trail Development and launch (EEP and Magic Attic)
3. Teacher Twilight Training / Drop in Sessions (EEP)
4. Swadlincote Townscape Science Sessions (EEP)
5. Townscape Quiz/ Survey Trails Walks & Talks (EEP and Magic Attic)
6. Townscape TV (Burton TV)
7. Building Maintenance 'Have a go' days, 'advice' days, events/ days, taster days in schools, secondary school industry visits (BSDC, Chameleon, Ibstock Brick & others)
8. School Engagement and Decision Days (DCC Environmental Studies)
9. Photography workshops & exhibition panels (Sharpe's)
10. Family workshops 'Our Secret Swadlincote' (Sharpe's)
11. Family Workshops - Project themes (clay & mixed media) (Sharpe's)
12. Firing Clay - Young person & family workshops (Sharpe's)
13. Glass workshops (Sharpe's)
14. Exhibition at Sharpe's Pottery Museum (Sharpe's)
15. Story Telling and Literacy Events / Activities (DCC Library Service)
16. Treasure Hunts - Mystery Trail (EEP)
17. Town Crier (EEP/ Cultural Services)
18. Redevelopment of the Diana Memorial Garden (Design Excellence Officer)
19. Bursaries for students doing heritage skills courses with BSDC and Chameleon School of Construction to enable them to buy specialist tools

REPORT TO:	FULL COUNCIL	AGENDA ITEM: 12
DATE OF MEETING:	7 th APRIL 2016	CATEGORY: DELEGATED/ RECOMMENDED
REPORT FROM:	CHIEF EXECUTIVE	OPEN
MEMBERS' CONTACT POINT:	FRANK McARDLE	DOC:
SUBJECT:	CORPORATE PLAN 2016 - 2021	REF:
WARD(S) AFFECTED:	ALL	TERMS OF REFERENCE:

1.0 Recommendations

- 1.1 That the Corporate Plan 2016 – 2021 (**Appendix 1**), as well as the associated Action Plan (**Appendix 2**) and Evidence Base (**Appendix 3**), are considered and approved.

2.0 Purpose of Report

- 2.1 To present the Corporate Plan 2016 – 2021. This sets out a vision and strategy for the Council over the next five years. The Evidence Base brings together background information and policies that will impact on the District during that time period, while the Action Plan details strategic and service measurable achievements that deliver against the key aims identified in the Corporate Plan.

3.0 Detail

- 3.1 The Corporate Plan sets out our values and vision for South Derbyshire and defines our priorities for delivering services. It describes how we will work with partners to improve the quality of life of residents, community groups and businesses.
- 3.2 Our most current Plan ran from 2009/14 before being extended by an additional year. It has provided direction and a sense of purpose for making South Derbyshire a better place to live, work and visit.
- 3.3 During these six years, we have been guided by four main themes, with our budget prioritised to help deliver in these areas:
- Theme 1 - Sustainable growth and opportunity
 - Theme 2 - Safe and secure
 - Theme 3 - Lifestyle choices
 - Theme 4 - Value for money
- 3.4 There have been a series of notable successes against each of these themes.

- 3.5 At the Finance & Management Committee on September 3, 2015, Elected Members approved a process to review and update the Corporate Plan.
- 3.6 The approved process started with the collation of background figures, reports and consultation findings to create an Evidence Base. This is designed to bring together key facts that could impact upon our services, the District and its residents.
- 3.7 Five workshops, involving Elected Members, Directors and senior managers, were organised to discuss the structure and content of the new Plan.
- 3.8 The workshops highlighted that of most importance to the District and its success are People, Place and Progress. Underpinning every one of our activities are Outcomes including customer service, financial efficiency and environmental responsibility. As a result, these have been adopted as overarching themes for the new Corporate Plan, with key aims sitting underneath each one. These are as follows:

Outcomes	People	Place	Progress
Maintain financial health	Enable people to live independently	Facilitate and deliver integrated and sustainable housing and community infrastructure	Work to attract further inward Investment
Achieve proper corporate governance	Developing the workforce of South Derbyshire to support growth in relation to skills, aspirations, employability and travel to work	Enhance understanding of the planning process	Unlock development potential and ensure the continuing growth of vibrant town centres
Maintain customer focus	Protect and help support the most vulnerable, including those affected by financial challenges	Help maintain low crime and anti-social behaviour levels in the District	Work to maximise the employment, training and leisure uses of The National Forest by residents and increase the visitor spend
Be aware of and plan for financial, legal and environmental risks	Use existing tools and powers to take appropriate crime enforcement action	Connect with our communities, helping them feel safe and secure	Help to influence and develop the Infrastructure for economic growth
Promote and enable active democracy	Increase levels of participation in sport, health, environmental and physical activities	Support provision of cultural facilities and activities throughout the District	Provide business support and promote innovation and access to finance, including in rural areas

Enhance environmental standards	Reduce the amount of waste sent to landfill	Deliver services that keep the District clean and healthy	
Maintain a skilled workforce			
Promote inclusion			

- 3.10 In many cases, the aims listed could easily sit beneath another theme, underlining the fact that viewing individual services in isolation will fail to deliver the high quality and integrated approach the District needs to succeed. Many services and activities contribute to more than one key aim.
- 3.11 With the key aims in place, departments devised an Action Plan to include strategic and service projects and measures for continually improving overall performance, the services we offer and the way we deliver them. This will also help us to identify and take any remedial actions needed to ensure we meet our targets.
- 3.12 It should be noted that the Corporate Plan and Action Plan do not cover everything the Council does, but focus on issues important to residents, on national priorities set by Government and on the opportunities/challenges resulting from the changing social, economic and environmental aspects of the District.
- 3.13 The Plan forms an important part of planning for the future and leads performance management. As well as enabling effective monitoring, it links strategic priorities and objectives directly to the activities of service areas. The framework for reporting successes and areas of improvement is currently being reviewed to ensure that it is meaningful and insightful for residents, Elected Members and staff in light of the changes to the Corporate Plan.

4.0 Financial Implications

- 4.1 None directly.

5.0 Corporate Implications

- 5.1 The Corporate Plan sets out the Council's strategic objectives, priorities, measures and targets, along with key actions we will take to implement the key aims. The Plan provides a framework for us to develop service plans and for allocation of resources through the budget process.

6.0 Community Implications

- 6.1 All activities contained within the Corporate Plan complement our vision of making 'South Derbyshire a better place to live, work and visit'.



Corporate Plan

2016 – 2021

Introduction

From Leader Cllr Bob Wheeler
& Chief Executive Frank McArdle

The Corporate Plan sets out the way in which South Derbyshire District Council intends to develop and further improve its services between 2016 and 2021.

Working in conjunction with other Council plans and policies, and those of our partners, it plays an important role in ensuring that our strategic objectives are achieved for the people of South Derbyshire.

The Corporate Plan does not cover everything that the Council does, but it focuses on the issues that are most important to our residents, on national priorities set by Government and on the opportunities and challenges resulting from the changing social, economic and environmental aspects of the District.

The plan forms an important part of our planning and leads our performance management. As well as enabling effective monitoring, it links the strategic priorities and objectives of the Council directly to the activities of each service area.

The associated action plan includes measures for continually improving overall performance, the services we offer and the ways in which we deliver them. It will also help us to identify and then take any remedial actions needed to ensure we meet our targets.

We have grouped the work the Corporate Plan covers beneath three key headings; People, Place and Progress.



Cllr Bob Wheeler
Leader



Frank McArdle
Chief Executive

South Derbyshire today

The facts and figures



South Derbyshire remains one of the fastest-growing Districts in the country, the population having increased by 15% since 2001.

It is a District which covers an area of approximately 340 sq km and, according to the Office for National Statistics, more than 98,000 people now call it home. Despite strong population growth, the District remains largely rural, with many of the large-scale housing developments, including some with permission granted but not yet built, situated on the fringes of the city of Derby and the Swadlincote urban core.

Evidence base

Key plans and projections

We have researched and written an evidence base for South Derbyshire. This brings together information about the area, its economy and residents. It makes reference to policies and plans that have already and/or will in the future impact on the District.

Some key facts from it that could impact on our work in the future include:

Population growth

- By 2028, the population is expected to stand at 111,900, a growth of almost 15,000 people or 15.3% from the 97,075 figure of 2013.
- The largest population increases are expected to be among people over 75, where by 2031 there will be a 96% (4,489) increase.

Housing

- House prices are unaffordable to some residents – the average price in 2015 was five times the average income.
- The predicted population increases among older people and younger people means there will be demand for particular types of properties.

The economy

- South Derbyshire boasts 3,500 business enterprises, up from 3,100 in 2013, resulting in record numbers of people in work.
- Of the 3,500 businesses, 83% are micro (0 - 9 employees); 13% small (10 - 49); 3% medium (50 - 249); 1% large (250+).

The environment

- Derbyshire and Derby City's revised Joint Municipal Waste Management Strategy has set a recycling and composting target of 55% by 2020.
- The Council and partner sites achieved certification to the ISO 14001:2015 standard for environmental management, making us one of the first organisations internationally to do so.

Health

Public Health England's Health Profile 2015 for South Derbyshire shows the three indicators in which the District scores worst are:

- GCSEs achieved (5 x A* - C passes including English and maths)
- Smoking in pregnancy
- Excess weight in adults

Community safety

- In the year ending June 2015, the crime rate in South Derbyshire was lower than the average crime rate across similar areas.
- New tools and powers are available to tackle crime and disorder under the Anti-social Behaviour, Crime and Policing Act 2014.

Demand for digital

- As of January 2016, Digital Analytics Platform (DAP) findings discovered that 37% of people surveyed said they were more than happy to use the Internet to access services.
- More than 31,000 web sessions are currently taking place each month. This has increased by 35% since August 2010.



Our vision and values

The drivers behind our plan

‘Making South Derbyshire a better place to live, work and visit’

This vision is supported by the Corporate Plan and the work areas identified within it.

Values

Our values provide a framework for the way we want to work as a Council, helping us to deliver our vision and achieve our key objectives.

Throughout our work, we will:

- Put our residents first
- Set clear targets
- Act decisively
- Lead for success
- Actively listen and resolve problems
- Develop our staff
- Be driven by economy, effectiveness and efficiency.



People, Place, Progress

Research, consultation and workshops took place to ensure this Corporate Plan reflects the needs of the District and its residents.

It soon became clear that the things important to the District and its success are its People, the Places and Progress, most particularly with economic development.

Underpinning every one of our activities are Outcomes including customer service, financial efficiency and environmental responsibility. These are included in the Corporate Plan to demonstrate their importance and to enable measures to be set against them.

In many cases, the activities listed beneath each of the headings could easily sit beneath another, underlining the fact that viewing individual services in isolation will fail to deliver the high quality and integrated approach the District needs to succeed. Many services and activities contribute to more than one key aim.

Behind all of our work is a drive to improve performance continually.





Outcomes

Work that underpins all of our activities

For all of our work and services to be delivered there are a number of key elements that have to be in place and operating efficiently and effectively.

We will embed a process of continual improvement throughout our workforce and operations to ensure that we deliver high quality services at reasonable cost. Our Medium Term Financial Plan will be monitored and revised to ensure we maintain stability and sustainability. Throughout all we do, we will be environmentally responsible and actively encourage corporate social responsibility.

Our key aims beneath this are to:

- Maintain financial health
- Achieve proper Corporate Governance
- Maintain customer focus
- Be aware of and plan for financial, legal and environmental risks
- Promote and enable active democracy
- Enhance environmental standards
- Maintain a skilled workforce
- Promote inclusion

People

Keeping residents happy, healthy and safe

The residents of South Derbyshire enjoy a good quality of life with low unemployment and low crime levels. They have a wealth of natural and built facilities on their doorstep.

We will work to help ensure there are equal opportunities throughout the District for residents to be best prepared for the jobs available and to take part in a range of activities. As well as helping to keep crime at a low level, we will help ensure that people of all backgrounds are protected and supported.

Our key aims beneath this are:

- Enable people to live independently
- Developing the workforce of South Derbyshire to support growth in relation to aspirations, employability, skills and travel to work
- Protect and help support the most vulnerable, including those affected by financial challenges
- Use existing tools and powers to take appropriate crime enforcement action
- Increase levels of participation in sport, health, environmental and physical activities
- Reduce the amount of waste sent to landfill





Place

Creating vibrant communities to meet residents' needs

South Derbyshire is one of the fastest growing areas of the country. With its central location in the UK it is a great place to live, work and visit.

Through continual improvement of services including planning, housing, environmental services and leisure and cultural facilities we will deliver connected communities and ensure South Derbyshire continues to prosper.

Progress

Encouraging inward investment and tourism opportunities

To further build on our significant achievements we will continue to help grow and diversify our strong economy to show that South Derbyshire is well and truly open for business. This includes harnessing the potential of The National Forest.

We will maximise opportunities for the future by encouraging the formation of new enterprises as well as the continued growth of existing businesses, visitor spend and inward investment (the injection of money from an external source into the District).

Our key aims beneath this are to:

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



Our key aims beneath this are:

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





The way forward

An action plan which details how we will work to deliver against the key aims in this document has been created and can be found on our website at www.south-derbys.gov.uk

This action plan includes measures for continually improving overall performance, the services we offer and the ways in which we deliver them. It will also help us to identify and then take any remedial actions needed to ensure we meet our targets.

Progress on the action plan will be reported back to our Committees.

The Corporate Plan will be refreshed on an annual basis.

Obtaining alternative versions of this document

If you would like this document in another language, or if you require the services of an interpreter, please contact us. This information is also available in large print, Braille or audio format upon request.

Phone: 01283 595795 email: customer.services@south-derbys.gov.uk

Jeśli chcieliby Państwo otrzymać ten dokument w innym języku lub potrzebują Państwo usług tłumacza, prosimy o kontakt. Informacje te są również dostępne na życzenie w wydaniu dużym drukiem, w alfabecie brajla lub w wersji audio.

如果你需要这份文件的中文翻译，或者需要传译员的帮助，请联系我们。这些数据也备有大字体印本、盲人点字和录音带，欢迎索取。

ほかの言語でこの文書をご希望の場合、もしくは通訳サービスをご希望の場合はご連絡ください。

またこの情報は、ご要望により大きなプリント、点字版、また音声形式でも承っております。

यदि आपको ये दस्तावेज किसी दूसरी भाषा में चाहिये, या किसी दुभाषिये की सेवाओं की जरूरत है तो हमें सम्पर्क करने की कृपया करें। ये जानकारी माँग करने पर बड़े अक्षरों, ब्रेल या आडिओ के रूप में भी उपलब्ध करवाई जा सकती है।

ਜੇ ਤੁਹਾਨੂੰ ਇਹ ਦਸਤਾਵੇਜ਼ ਕਿਸੇ ਦੂਸਰੀ ਭਾਸ਼ਾ ਵਿਚ ਚਾਹੀਦਾ ਹੈ, ਜਾਂ ਕਿਸੇ ਦੁਭਾਸ਼ੀਏ ਦੀਆਂ ਸੇਵਾਵਾਂ ਦੀ ਲੋੜ ਹੈ ਤਾਂ ਸਾਡੇ ਨਾਲ ਸੰਪਰਕ ਕਰਨ ਦੀ ਕ੍ਰਿਪਾ ਕਰੋ ਜੀ ਇਹ ਜਾਣਕਾਰੀ ਮੰਗ ਕਰਨ ਤੇ ਵੱਡੇ ਅੱਖਰਾਂ, ਬ੍ਰੇਅਲ ਜਾਂ ਆਡਿਉ ਦੇ ਰੂਪ ਵਿਚ ਵੀ ਉਪਲੱਬਧ ਕਰਵਾਈ ਜਾ ਸਕਦੀ ਹੈ।

اگر آپ یہ ڈاکیومنٹ کسی اور زبان میں چاہتے ہوں، یا اگر آپ کو کسی ترجمان کی خدمات درکار ہوں، تو براہ کرم ہم سے

رابطہ کریں۔ درخواست کرنے پر یہ معلومات بڑے پرنٹ، بربیل یا آڈیو فارمیٹ میں بھی دستیاب ہیں۔

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Outcomes

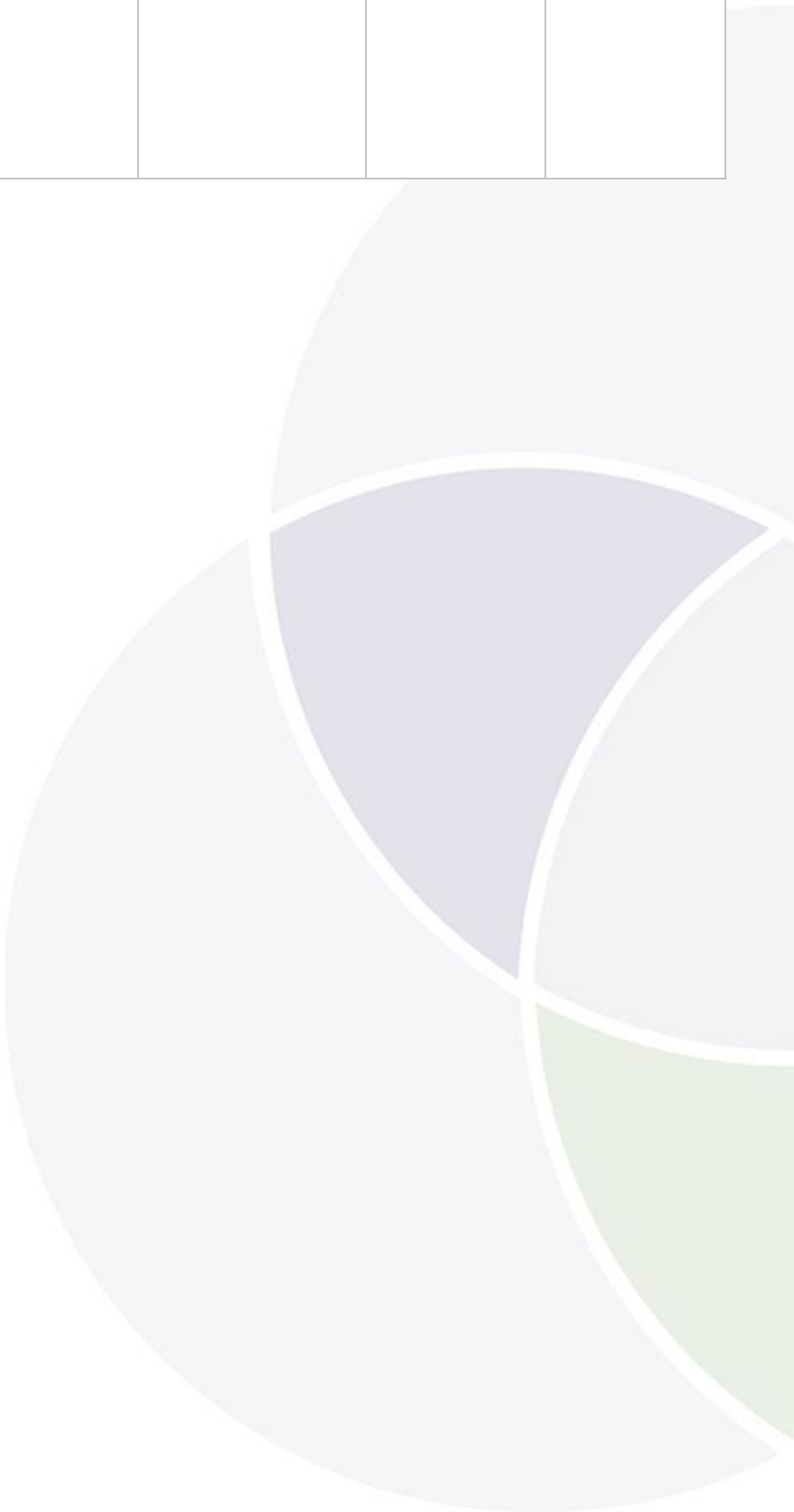
Key aim	Key actions to achieve the aim	Partners involved	Strategic measures	Service measures	Department Responsible
Maintain financial health	Publish a fit-for-purpose Medium Term Financial Plan		5-year General Fund reserve balance is minimum of £1m by 2021		Finance
	Achieve budget savings and safeguard services through good procurement		A balanced General Fund budget by 2018/19		Corporate Services
	Keep under review priorities into which available funds may be invested in communities		Key priority areas evaluated and agreed by Finance and Management Committee		Finance
	Generate additional income to help the Council achieve its aim of doing more with less		Income from New Homes Bonus, Business Rates and sweating of assets Explore potential		All

			commercialisation opportunities and identify areas for competing with the private sector		
Achieve proper Corporate Governance	Maintain a fit for purpose Local Code of Corporate Governance	Ernst and Young		Annual Governance Statement unqualified by External Audit Maintain RoSPA standard in Health & Safety	Finance Corporate Services
Be aware of and plan for financial, legal and environmental risks	Continuously review and strengthen Business Continuity arrangements	Derbyshire County Council		All actions in annual audits completed	Finance Corporate Services
	Maintain a proper Risk Management framework		Strategic and service risk registers reviewed, updated and reported to Policy Committee on a quarterly basis		

Promote and enable active democracy	Adhere to the Local Government Transparency code			All recommended information is available on the Council's website by March 2017	Finance
	School or work experience placements School visits and initiatives as part of Local Democracy Week			Increase number of school visits to Civic Offices	Democratic Services
Enhance environmental standards	Show leadership to our business and voluntary communities in attaining high environmental standards	Active Nation Rosliston Forestry Centre management	Maintain ISO 14001 accreditation in Environmental Management		Environmental Health
	Develop an action plan to improve resilience to the local impacts of climate change and emergency responses	Local Authority Energy Partnership Derbyshire County	Annual improvements in the energy consumption of public buildings Campaigns		Environmental Health

		Council Emergency Planning Environment Agency	supported to improve flood defences		
Maintain a skilled workforce	Regular review of job competencies in accordance with the corporate framework	Northgate Public Services	Maintain Investors in People standard for staff development		All departments
Maintain customer focus	Develop Channel Shift Strategy and embrace digital services	Northgate Public Services	Design and deliver new look website that allows customers to search and find relevant information easily and quickly	% of customers satisfied Increase in visits to the website Reduction in phone and personal callers	Corporate services
Promote inclusion	Through the work of the Corporate Equalities and Safeguarding Group	Agencies in the Local Community Forum		Annual work programme delivered. This includes any actions identified in audit and	Corporate Services

				peer reviews	
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People

Key aim	Key actions to achieve the aim	Partners involved	Strategic Measures	Service measures	Department Responsible
Enable people to live independently	Ensure regular contact is maintained with tenants/residents identified as 'vulnerable'	Derbyshire County Council (DCC) Social Services CAB Voluntary sector		% visits completed % action plans completed with vulnerable customers % tenancies sustained # of referrals to support agencies Income benefits as a result of support provided % Customer satisfaction	Housing
	Expand the use of Telecare and Telehealth services	Social Services GPs		% tenancies sustained Number of customers making use	Housing

		Healthcare providers		of Telecare and Telehealth products	
		Voluntary sector			
	Continue to contribute to the countywide Review of Disabled Facilities Grants (DFGs) and implement recommendations	All Districts, Boroughs and Derbyshire County Council		Implementation of review by 1 April 2017	Housing
	Deliver an efficient and well-targeted adaptation service making use of previously adapted dwellings and increasing first offer take-up	Other housing providers on the Choice Based Lettings system for South Derbyshire Derbyshire County Council NHS		Reduction in spend on adaptations Review number of adaptations undertaken that are still relevant and providing critical support % of adapted properties accepted on	Housing

				first offer	
	Enable the implementation of a voluntary sector provided gardening scheme to support vulnerable households	Derbyshire County Council Third party contractor		Scheme set up Reduction in interventions for untidy gardens	Housing
	Identify need for and deliver activities to ensure people maintain physical capability to live independently	Village Games Strictly No Falling Voluntary sector SD Health and Wellbeing Group		Number of sessions delivered Number of participants engaged Reduced emergency care admissions	Sport & Health
Developing the workforce of South Derbyshire to	Careers fair	Jobcentre		Event staged annually	Economic Development
	Increase school engagement in raising aspirations work	Secondary Schools (Urban Core)		Schools agree to work with SDDC	Community & Planning

support growth in relation to aspirations, employability, skills and travel to work		South Derbyshire Partnership		Work with agreed outcomes planned Improved GCSE attainment	
Protect and help support the most vulnerable, including those affected by financial challenges	Provide a service for homeless applicants which is nationally recognised as delivering 'best practice'	3rd Sector partners Social Services		Attain NPSS standard for Homelessness	Housing
	Support the community and voluntary sector to enable people to maintain living independently	South Derbyshire Partnership Voluntary sector Derbyshire County Council	Maintain SDDC grant funding to the voluntary and community sector		Finance Community & Planning
	Support schemes to ensure assistance for victims of crime and vulnerable people	South Derbyshire CVS CAB		Install security measures & ensure the continuation of the	Community & Planning

		Safer South Derbyshire		Sanctuary scheme for victims of domestic abuse	
	Administer Council Tax Support Scheme and Housing Benefit to those in need			<p>Average time for processing new claims is no more than 18 days</p> <p>Average time for processing notifications of changes in circumstances is no more than eight days</p>	
Use existing tools and powers to take appropriate enforcement action	Increase use of available tools and powers	Safer South Derbyshire Partnership	Introduction of Public Spaces Protection Order (PSPO)		Environmental Services
	Publish and annually review a single Enforcement Policy covering	Safer South Derbyshire Partnership		Quarterly report on enforcement activity to Overview and Scrutiny	<p>Environmental Services</p> <p>Community & Planning</p>

	all SDDC regulatory activity			Committee	
Increase levels of participation in sport, health, environmental and physical activities	Develop the South Derbyshire Dreamscheme to encourage young people to serve and take pride in their community, engage and promote positive behaviour and encourage cross generational working	Housing Services Safer South Derbyshire Partnership Sport and Health Voluntary sector Culture and Communities		Delivery of four projects in antisocial hot spot areas each year Increase the number of participants in the scheme	Housing
	Develop a Sport, Health and Physical Activity Strategy - targeting young people, older people, physically inactive	South Derbyshire Sport	Strategy developed and implemented		Sport & Health
	Delivery of sport, health and physical and environmental activity opportunities	South Derbyshire Sport Active Nation		Number of sport, health, physical activity and play scheme participations	Sport & Health

		Public Health		Number of environmental education participations	
	Develop Dementia Friendly Communities	Public health SD Health and Wellbeing Group	Approval and implementation of South Derbyshire as a Dementia friendly District	Number of staff trained	Community & Planning Housing
	Develop a Community Champion Scheme through volunteer development	South Derbyshire Partnership DCC	Scheme adopted	Number of volunteers active	Community & Planning
	Develop a Healthy Communities approach for SD	Public Health SD Health and Wellbeing Group	Achievement and maintenance of Public Health accreditation		Sport & Health
Reduce the amount of waste sent to	Run promotional campaigns to	Derbyshire Waste Partnership		Increase in recycling	Direct Services

landfill	schools and householders to encourage everyone to minimise waste and recycle and compost more	Voluntary sector		Decrease in waste to landfill Increase in financial rewards from DCC	
	Ensure householders know what can be recycled and which bins to use	Derbyshire Waste Partnership		Decrease in contamination	Direct Services Corporate Services
	Consider waste collection frequency review	Derbyshire Waste Partnership		Decision on review taken If decision is to go ahead, review completed	Direct Services
	Encourage waste prevention as part of the Council's own activities and operations	Contractors	Reduce amount of waste created by Council's activities	Ensure all contractors have environmental policies	Housing Environmental Services

Place

Key aim	Key actions to achieve the aim	Partners involved	Strategic measures	Service measures	Department Responsible
Facilitate and deliver a range of integrated and sustainable housing and community infrastructure	Develop and implement a Housing Asset Management Strategy	Tenants' Forum	Completion of the strategy with a fully funded and sustainable 30-year programme, for inclusion in the HRA business Plan		Housing
	Deliver an adopted South Derbyshire Local Plan, Parts 1 and 2		Plan adopted		
	Develop a framework to review rural housing needs	Parish Councils Registered Providers (RPs) Developers	Development of an Affordable Housing Supplementary Planning Document		Community & Planning Housing
	Increase the supply and range of	RPs Developers	Increased supply of affordable homes		Housing

	affordable housing provision				
	Review the SHMA and other housing needs data	Developers RPs Derby HMA partners		Data reviewed Appropriate actions developed	Housing
	Make the best use of the existing housing stock to meet housing needs	RPs	Regeneration of council housing stock	Reduction in empty properties	Housing
	Consider the introduction of a Community Infrastructure Levy			Review of action plan	Community & Planning
Enhance understanding of the planning process	Monitor customer satisfaction with planning process			Achieve satisfaction target	Housing
	Review housing			Review completed and	Community & Planning

	needs data and guidance available to inform developers prior to submitting planning applications			appropriate updates made	
	Promote a programme of community briefings to improve understanding of the Planning Process and related activity	Parish Councils, Elected Members		Programme of attended meetings	Community & Planning
	Support the development of Neighbourhood Plans	Parish Councils	Number of plans supported		Community & Planning
Help maintain low crime and anti-social behaviour levels in the District	Promote the installation of secure by design external doors and windows	External contractors Safer South Derbyshire Partnership RSLs		Review asset management database as part of Housing Asset Management Strategy Review and analyse incidents of	Environmental Services

				crime on the Council's stock	
	Deliver a programme of proactive interventions to reduce environmental crime and anti-social behaviour	Derbyshire Constabulary MAT Team Sport and Health Communities Safer South Derbyshire Voluntary Sector		Downward trend in fly-tipping incidents Increase in the interventions to combat environmental crime Number of Positive Activities delivered / offered in hotspot / priority areas	Sport & Health Community & Planning
Connect with our communities, helping them feel safe and secure	Promote the Safer Neighbourhood concept	Safer South Derbyshire Partnership		Hold minimum of three public forums per annum, produce quarterly newsletters, and update Facebook page weekly	Community & Planning
	Support the local community to develop and	Safer South Derbyshire		Number of projects to	Community & Planning

	deliver community safety projects in South Derbyshire	Partnership		receive Safer Neighbourhood funding Number of new Neighbourhood Watch schemes set up	
	Publish and annually review the Safer South Derbyshire Community Safety Partnership Plan	Safer South Derbyshire Partnership	Plan published Plan reviewed and updated accordingly		Community & Planning
	Plan and deliver a programme of community safety campaigns	Safer South Derbyshire Partnership		No of campaigns delivered	Community & Planning
Support provision of cultural facilities and activities throughout the District	Implement and manage the leisure facility capital build programme	South Derbyshire Sport		Number of completed facilities Amount of external investment and grants brought into district	Community & Planning

	Introduce and progress the Sport, Recreation and Open Space Facility Strategy		Increase in % of adults using outdoor space for exercise/health	Number of facilities enhanced	Community & Planning
	Introduce and progress the District Cycle Plan including an annual cycle event	South Derbyshire Sport Active Nation Get Active in The Forest	Develop and implement action plan	Number of participations Number of opportunities offered	Sport & Health
	Develop, approve and help deliver an annual programme of cultural events			Number of participations Number of opportunities offered	Community & Planning
	Provide further Local Nature Reserves			Increase in designated Local Nature Reserves	Community & Planning
Deliver services that keep the	Ensure the estates we			% estates rated as 'excellent'	Housing

District clean and healthy	manage are maintained to the highest standards			Number of estate tours completed	
	Provide effective grounds maintenance service to both general needs and sheltered housing	Tenants' Forum		Customer satisfaction levels	Housing
	Ensure that food, water, housing, land and air in the District all meet designated legal standards for the protection of human health	Environment Agency Health and Wellbeing Group Derbyshire County Council Public Health & Transport Planning Public Health England	Air Quality meets Directive 2008/50/EC and the UK Air Quality Strategy Continual reduction in the contamination risk rating of land in South Derbyshire Continual reduction in unacceptable noise exposure to our residents		Environmental Services

Progress

Key aim	Key actions to achieve the aim	Partners involved	Strategic Measures	Service measures	Department Responsible
Work to attract further inward investment	Maximise the prosperity of businesses in South Derbyshire through the delivery of the Better Business Regulation Partnership action plan	Better Business Regulation Partnership		<p>≥75% of retail food businesses have a FHRs score of 5</p> <p>Number of registered food businesses in the District</p> <p>Monitor net number of businesses in the District</p>	Environmental services
	Update Economic Development Strategy	South Derbyshire Partnership	New five-year strategy launched and actions from it delivered		Economic development
	Promote the area's vacant sites and premises	Derbyshire Economic Partnership		Vacant Commercial Property Bulletin and Investment Gazette published	Economic development

Unlock development potential and ensure the continuing growth of vibrant town centres	Deliver Swadlincote Townscape project	Heritage Lottery Fund	Number of shops preserved and enhanced		Community & Planning
	Organise and/or support town centre events	Swadlincote market operator Swadlincote Cultural Partnership Town Team Promote Melbourne		Minimum of three events per year organised by SDDC Minimum of three externally organised events supported Minimum of one event per year outside of urban core supported	Economic development
	Raise the profile of businesses in market towns and villages	Parish Councils		Campaigns delivered	Economic Development Corporate Services
Work to maximise the employment, training and	Support development of tourism	Sharpe's Pottery Trust	Support Tourist Information	Number of visitor enquiries	

leisure uses of The National Forest by residents and increase the visitor spend by tourists			Centre		
	Review and develop the National Forest Walking Festival	South Derbyshire Sport Get Active in The Forest National Forest Company		Festival delivered Number of participants	
	Support the development of a National Forest Active Partnership	The National Forest Derbyshire Sport Sport England South Derbyshire Sport		Activity numbers External funding secured	
Help to influence and develop the infrastructure for economic growth	Produce a Community Infrastructure Delivery Plan	Derbyshire County Council Derby HMA	Plan delivered		Community & Planning

	Efficient and effective management of Section 106 agreements			Ensuring all resources are allocated in line with local and national policy	Community & Planning
Provide business support and promote innovation and access to finance, including in rural areas	Organise and enable business support events	South Derbyshire Business Advice Service Chambers and business associations CAB		Business events/ breakfasts run Number of participants at events Outreach business advice sessions delivered	Economic Development



Corporate Plan

Evidence Base

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All information presented in this Evidence Base was correct at the time of compilation.

Published February 19, 2016

Our District

South Derbyshire is a largely rural District which covers an area of approximately 340 sq km and, according to the Office for National Statistics (ONS), more than 98,000 people now call it home.

The area pulls in upwards of two million visitors a year. Popular attractions like Sharpe's Pottery Museum in Swadlincote and Calke Abbey at Ticknall show how its history has been embraced to help create a prosperous tomorrow.

The drive to improve leisure facilities and increase people's participation in physical activity has continued with the completion of a £600,000 investment at Green Bank Leisure Centre in Swadlincote. This saw a 30-cycle spin studio installed, an upgrade of the fitness changing area and a modernised café, reception, crèche and meeting room.

With inactivity and obesity posing a nationwide challenge, increasing the opportunities for those of all ages and abilities to get active needs to remain on our agenda.

A £547,000 restoration project at Swadlincote's Eureka Park has been completed, while work started on three new Council housing developments; in Linton, Overseal and Swadlincote. These are the first Council-owned housing developments for a generation.

Easy access to jobs, services and facilities via a range of methods, including public transport, will be vital as the number of residents currently relying on the car to travel to work is higher than the county or national average.

Swadlincote is the commercial and administrative centre for South Derbyshire and is defined as a Sub-Regional Centre in the Regional Plan. The population of Swadlincote stood at 27,855 in June 2009, around 30% of the District's total. The population increase from 2001 to 2011 has been 23%.

Public bodies own a considerable amount of land in the town centre. Many are seeking to renew ageing facilities, consolidate activities and reduce operating costs. Provision of public services could be provided in a joined-up way in state-of-the-art shared buildings that would free up land for sale or reinvestment.

The recent growth of Swadlincote's market has enlivened the High Street and highlighted the importance of creating vibrant, people-friendly places. Future developments will aim to spread this life to new areas of the town centre.

Away from Swadlincote, the District is scattered with a network of villages of varying sizes. The largest is Hilton, which has seen major expansion in recent years through the redevelopment of previously developed (brownfield) land at the former Ministry of Defence depot.

The Hilton area has a population of just over 9,000, with the village itself accounting for around 6,700 of this figure in 2009. Since 2001, Hilton has seen a rapid increase in population of 72%. As a result of this growth it is now the second largest settlement in South Derbyshire. Up to 40% of the Hilton area residents travel into Derby City for work.

By contrast, the north west part of this area grew by only 7% in the same period. The area is split by the A50 and generally has good links into the wider strategic road network. Hilton's growth has been mainly to the east and south of the historic core around Main Street, although this area has been much altered as a result of post-war growth.

Melbourne, an important historic small town, is the second largest rural settlement in the District, providing for local shopping, recreation and employment. There has been growth in this area with the number of dwellings having increased by 8.7% from 2001 to 2011 (2,067 to 2,247) and the number of people increasing by 10.8% (4,578 to 5,074) over the same period.

Other villages such as Etwall, Hatton and Willington similarly have a central role, albeit on a smaller scale. Considerable efforts have been made to conserve the character of the villages and a number of them, such as Repton, Ticknall and Melbourne, are of particular historic value.

These villages are attractive places to live and important for tourism. In addition to housing affordability, the provision and retention of existing shops, jobs, leisure facilities and other day-to-day services have started to be addressed but will require more attention in planning for the future.

Willington has seen a number of new housing developments and the building of a new health centre to serve the growing population. New build is also taking place in Repton, with affordable housing an important part of the mix in this premium-priced location.

The development of Mercia Marina, situated between Willington and Findern, has increased the number of residents in the area and the Extra Service Area on the A38 and A50 interchange has increased traffic volumes.

Permission has been granted for a new gas-fired power station on the site of the former power station at Willington and for a gas pipeline. Away from the villages, 1,200 new homes are permitted in this area immediately adjacent to Derby City at Highfields Farm.

The Economy

Business continues to boom in South Derbyshire with multinational companies such as JCB, Bison, Nestle and Toyota Motor Manufacturing UK all having bases in the District.

Key statistics

South Derbyshire boasts 3,500 business enterprises, up from 3,100 in 2013, resulting in record numbers of people in work. In April 2015 there were just 494 unemployed people in the District, representing 0.8% of the population aged 16 to 64 and significantly below the national average (1.9%).

Of the 3,500 businesses, 83% are micro (0-9 employees); 13% small (10-49); 3% medium (50-249); 1% large (250+). The large companies number 15 in total. 9.6% of residents are self-employed (GB 10.1%)

The +2% growth in the number of businesses in 2010-14 compares to a GB figure of +6%.

More than 8.5 million trees contributed to The National Forest's woodland cover rising from 6% to 20% - offering potential to grow new sectors in the woodland, leisure and visitor economy.

The tables below provide the most up-to-date employment data available.

Employment and unemployment (Apr 2014-Mar 2015)

	South Derbyshire (numbers)	South Derbyshire (%)	East Midlands (%)	Great Britain (%)
All people				
Economically active	51,300	83.5	77.6	77.4
In employment	49,900	81.1	73.4	72.7
Employees	44,100	71.5	64.0	62.2
Self employed	5,800	9.6	9.0	10.1
Unemployed (model-based)	1,900	3.7	5.3	6.0
Males				
Economically active	26,100	82.8	83.1	83.0
In employment	25,000	79.2	78.5	77.8
Employees	22,000	69.5	65.8	63.7
Self employed	#	#	12.3	13.7
Unemployed	#	#	5.4	6.1

Females				
Economically active	25,200	84.3	72.1	72.0
In employment	24,800	83.0	68.3	67.7
Employees	22,000	73.5	62.2	60.8
Self employed	#	#	5.7	6.5
Unemployed	!	!	5.2	5.8
Source: ONS annual population survey				
# Sample size too small for reliable estimate (see definitions)				
! Estimate is not available (see definitions)				
† - numbers are for those aged 16 and over, % are for those aged 16-64				
§ - numbers and % are for those aged 16 and over. % is a proportion of economically active				

When these figures were released in summer 2015 the report stated that just under a quarter (24.4%) of Derbyshire's unemployment claimants had been out of work for more than a year, a lower proportion than the same time in the previous year (27.7%), and less than the 27.6% for England.

It also said that since the end of 2013, after a period of rising long-term unemployment, there had been a slight downwards trend.

Analysis by District highlighted that South Derbyshire was contributing most to the changes county-wide. All Districts had shown a decrease in the number of people who have been unemployed for more than a year in the last 12 months, but the greatest annual percentage decline was shown by South Derbyshire (-60%).

In recent years, significant inward investment has taken place on business parks at Dove Valley and Hilton in the north of the District and Tetron Point at Swadlincote. Further development on these sites is expected to see this continue.

Much employment growth over the plan period is expected to take place outside the traditional industrial uses, shifting towards sectors such as health and social care, as well as tourism and leisure. Office-based employment is also expanding nationally and the Council is seeking to grow this element of the local economy.

The table below shows the most up-to-date information available regarding occupations:

Employment by occupation (Apr 2014-Mar 2015)

	South Derbyshire (numbers)	South Derbyshire (%)	East Midlands (%)	Great Britain (%)
Soc 2010 major group 1-3	17,800	35.6	40.5	44.3

Managers, directors and senior officials	5,300	10.6	10.1	10.3
Professional occupations	6,400	12.9	17.6	19.7
Associate professional and technical	6,000	12.1	12.6	14.1
Soc 2010 major group 4-5	12,300	24.8	22.0	21.4
Administrative and secretarial	8,100	16.3	10.6	10.6
Skilled trades occupations	4,200	8.4	11.3	10.7

Employment by occupation (Apr 2014-Mar 2015)

	South Derbyshire (numbers)	South Derbyshire (%)	East Midlands (%)	Great Britain (%)
Soc 2010 major group 6-7	10,800	21.7	16.9	17.1
Caring, leisure and other service occupations	6,300	12.6	9.3	9.2
Sales and customer service occupations	4,500	9.1	7.6	7.8
Soc 2010 major group 8-9	8,900	17.9	20.7	17.2

Process plant and machine operatives	4,900	9.9	7.9	6.3
Elementary occupations	4,000	8.0	12.6	10.9
Source: ONS annual population survey Notes: Numbers and % are for those of 16+ % is a proportion of all persons in employment				

A particular challenge that needs to be faced is ensuring we have a potential workforce with suitable skills, an issue already identified as being of concern.

As shown by the figures below, the local workforce is largely low-skilled and the proportion with no qualifications is above average. The presence of further education institutions in Derby, Burton and, more recently, in Swadlincote may present an opportunity to address this.

Qualifications (Jan 2014-Dec 2014)

Individual levels	South Derbyshire (level)	South Derbyshire (%)	East Midlands (%)	Great Britain (%)
NVQ4 and above	17,900	30.0	30.9	36.0
NVQ3 and above	31,600	53.0	53.3	56.7
NVQ2 and above	46,200	77.5	71.4	73.3
NVQ1 and above	54,000	90.6	84.7	85.0
Other qualifications	#	#	6.0	6.2
No qualifications	#	#	9.3	8.8
Source: ONS annual population survey # Sample size too small for reliable estimate (see definitions) Notes: For an explanation of the qualification levels see the definitions section. Numbers and % are for those of aged 16-64 % is a proportion of resident population of area aged 16-64				

South Derbyshire Economic Development Statement

The South Derbyshire Economic Development Statement sets out the following vision: "To promote greater economic wellbeing in South Derbyshire, in order that it becomes a healthier, more prosperous and safer place to live with better jobs and prospects for local people and businesses."

This will be implemented through three key objectives and the realisation of ambitions:

1. Raising Productivity

To enable people and business in South Derbyshire to become more competitive and innovative.

Ambition 1: Raising skills levels, promoting a learning culture and improving training facilities.

Ambition 2: Attracting new inward investment and encouraging reinvestment by businesses.

Ambition 3: Developing tourism and the woodland economy, maximising the potential of The National Forest to address rural issues.

Ambition 4: Providing business support and innovation assistance in key growth sectors.

2. Ensuring Sustainability

To provide the infrastructure for businesses and communities to thrive in South Derbyshire.

Ambition 5: Improving accessibility to opportunities, particularly employment and training.

Ambition 6: Providing sites and premises for future employment needs, coordinating provision with transport and other infrastructure.

Ambition 7: Continuing the revival of Swadlincote town centre as a service centre and focus for the community and visitors.

3. Achieving equality

To help all people in South Derbyshire to realise their full potential.

Ambition 8: Overcoming employability barriers to entering the workforce, particularly amongst people facing multiple challenges.

Ambition 9: Raising aspirations and expectations, particularly amongst young people.

The Council will contribute to the objectives set out for tourism in The National Forest Strategy and Vision and Action Plan for Sustainable Tourism in The National Forest (2009).

Work to update our Economic Development Strategy is currently under way with consultation on four themes – Infrastructure for Economic Growth, Business Support, Access to Finance, Innovation and Employment, Skills. Some of these are more or less the same as the previous strategy while others introduce new ideas and, therefore, potentially new streams of work.

Facts relating to each have been set out and issues relating to them identified. Partners and members of the business community have been invited to say if they agree or disagree with the issues raised and if they feel there are others that need to be taken into account. A further question goes on to ask how those responding think these issues should be tackled and by whom.

Tourism

Over the last decade the tourism sector has become a major industry within South Derbyshire, and official statistics show it is growing much more rapidly than elsewhere in Derbyshire or the East Midlands.

The National Forest is not only providing leisure, environmental and recreational facilities for local people, it also presents a unique opportunity to grow a new tourism destination, as now recognised by the national tourist body VisitEngland.

More than 8.5 million trees contribute to The National Forest, with woodland cover forecast to increase from 6% to 20%. This offers considerable potential to grow new business sectors and boost the visitor economy.

Recognising the importance of tourism we, in partnership with Sharpe's Pottery Museum in Swadlincote, opened the first ever Tourist Information Centre in South Derbyshire, which is already exceeding targets for numbers of visitors. It has the latest electronic information and booking systems and a touch-screen information kiosk.

The most recent figures show that more than 2,200 people are employed by tourism and related businesses within the District and more than 3.7m visitors spent £139.3m in the area in 2009. In almost every key indicator, tourism growth in South Derbyshire 2003-2009 was much stronger than the average performance for tourism in Derbyshire and the East Midlands. In particular:

- Employment supported by tourism 2003-09 (+9%) increased at more than twice the East Midlands rate (+4%) and three times the rate across Derbyshire (+3%).
- Overnight trips increased by 34% compared to a rise of 12% across Derbyshire as a whole.
- The increase in day visitor trips (+2%) was double the region (+1%) and compares very favourably with Derbyshire (-3%).
- Spend by all visitors within South Derbyshire, comparing 2008 to 2009 (+6%), was the highest of any District in Derbyshire, double the figure for Derbyshire as a whole (+3%) and six times the figure for the East Midlands (+1%).

Communities

We recognise that carefully considered growth is at the heart of achieving the social and economic well-being of communities.

As planned further housing is built we will ensure the highest possible quality of design and help to combat climate change through efficient use of energy and water. Equally, easy access to jobs, services and facilities by means of travel including public transport will be vital.

The right amount and types of housing will need to be provided in the future to meet people's requirements. House prices remain unaffordable for some and recent house price rises are likely to increase the number of people unable to afford to buy or rent a home in the District.

Our evidence indicates that there is a shortfall of 400 affordable homes per year. This is a major challenge for the District. We must work closely with all of our partners to build capacity and take a strong strategic housing lead. As one of the fastest-growing districts in England and Wales, we have an opportunity to work with our partners to ensure there is a balance of all housing tenures and property sizes across our communities to meet the needs of people from all ages and income groups.

It is vital that across our work we consider both the new and existing supply of housing and the impacts they have on our services and their delivery.

How much development should we plan for?

Following the Coalition Government's announcement of its intention to abolish the East Midlands Regional Plan in July 2010, the three authorities (Amber Valley, Derby City, South Derbyshire) in the Derby Housing Market Area (HMA) had to reconsider housing needs.

This will be planned for through the Local Plan - parts 1 and 2. A large amount of work has been undertaken to establish what the housing requirement is for the Derby HMA, including two considerations through Local Plan examinations.

The most recent evidence, agreed as the most appropriate by the Local Plan inspector, splits housing needs as follows:

Local Authority	Target
Amber Valley	9,700
Derby City	11,000
South Derbyshire	12,600
Total	33,300

Derby isn't able to meet all of its needs, meaning 5,388 homes have to be split between Amber Valley Borough Council and South Derbyshire District Council.

In South Derbyshire, sites for 12,600 properties need to be found. Many already have permission but new sites are required.

The following broad options for locations have been assessed:

Derby urban area - physically adjacent to the City - reflecting the availability of deliverable development options. Key sites in the area include Wragley Way (1,950 homes), Highfields Farm, Littleover (1,200 homes) and Boulton Moor (1,058 homes).

Swadlincote urban area - there is a need to accommodate growth in the Swadlincote urban area to support the continuing revival of the town and achieve regeneration on brownfield land at Woodville. Key sites in the area include north of William Nadin Way (400 homes), land in the area of Church Street/Bridge Street (400 homes) and Broomy Farm (400 homes).

Villages - strategic development in key villages has been identified where this would deliver distinct benefits to the communities concerned. Key sites have been identified in Hatton, Hilton, Repton, Aston and Etwall.

Information on the Local Plan Part 1 can be found at http://www.south-derbys.gov.uk/planning_and_building_control/planning_policy/local_plan/local_plan_part1/default.asp.

Details on the consultation for the Local Plan Part 2 are available at http://www.south-derbys.gov.uk/planning_and_building_control/planning_policy/local_plan/local_plan_part2/default.asp?VD=localplanpart2.

Conservation Areas

A conservation area is of special architectural or historic importance, the character of which it is desirable to preserve or enhance. There are 22 conservation areas in South Derbyshire, each with a unique identity and style that we want to protect from indiscriminate change.

This does not mean that every detail and feature of the area should be preserved, as it is the character of the area that is important. For this reason any development in conservation areas, including extensions and modifications of existing buildings as well as the construction of new buildings, must be done in a way that complements the aesthetic qualities of the area.

Further information on conservation areas can be found at http://www.south-derbys.gov.uk/planning_and_building_control/conservation_and_heritage/conservation_areas/.

Housing Strategy 2016 - 2021

Our Housing Strategy 2016-2021 sets out the Council's vision and aims for housing for the next five years. It will also identify the key challenges in delivering new homes and housing-related services across all tenures and what the Council intends to do to support growth and improve housing outcomes for local people. Through initial consultation three key strategic priorities have been identified:

- improving access to and supply of housing
- well-maintained, safer, greener homes
- enabling people to live independently.

The opportunity for all to occupy decent housing is an essential social objective. In common with other areas throughout the country, however, people are increasingly unable to secure adequate accommodation for themselves and their families in South Derbyshire. This arises largely as a result of strong increases in property prices and a diminishing stock of local authority rented accommodation.

Infrastructure

To facilitate both housing and economic development, it is vital that infrastructure is developed to support it.

Priority infrastructure developments have been identified, including a new River Trent crossing at Walton, relief for the Clock Island in Woodville and the creation of an integrated transport link serving new housing and employment sites to the south of the city of Derby.

However, we face issues in encouraging progression of these, such as limited public investment in infrastructure, including transport. Others include poor highway maintenance (roads and paths), congestion at key junctions (bottlenecks) within the urban areas and a lack of access to sustainable modes of transport such as buses, cycling and walking throughout the District.

Public transport

The need to ensure availability of public transport is equally as important in the rural areas as in other parts of the District. With this in mind, Derbyshire County Council is reviewing its policy on transport in the face of £157m cuts to its budget.

As part of its decision-making it is asking for people to comment on community transport proposals to take effect from July 2016 that say:

- Every community, town and village gets one “shopping bus” service a week to a nearby town centre or supermarket
- That the £2 flat rate Gold Card fare is increased from £2 to £3
- Council funding for Active travel services to healthcare appointments is withdrawn, meaning that, unless other sources of funding can be found, these journeys may stop.

If community transport is reduced or lost this could potentially impact on our aims, including assisting people to stay in their own homes for as long as possible.

Population

The most up-to-date population figures and the breakdown in terms of age and gender are shown in the tables below.

Total population (2014)			
	South Derbyshire (numbers)	East Midlands (numbers)	Great Britain (numbers)
All people	98,400	4,637,400	62,756,300
Males	48,600	2,288,100	30,890,900
Females	49,700	2,349,400	31,865,400

Source: ONS mid-year population estimates

Population aged 16-64 (2014)				
	South Derbyshire (numbers)	South Derbyshire (%)	East Midlands (%)	Great Britain (%)
All people aged 16-64	62,500	63.5	63.0	63.5
Males aged 16-64	31,000	63.8	63.7	64.3
Females aged 16-64	31,500	63.4	62.4	62.8

Source: ONS mid-year population estimates

The new housing will, of course, bring new residents. The table below shows anticipated population growth.

	Population 2013	Population 2028	Change in population	% change
Amber Valley	123,498	133,002	9,504	7.7%
Derby	251,423	276,302	24,879	9.9%
South Derbyshire	97,075	111,933	14,858	15.3%
Derby HMA	471,996	521,237	49,241	10.4%
East Midlands	4,593,900	5,025,000	431,100	9.4%
England	53,843,600	59,459,300	5,615,700	10.4%

This growth will mean more income as we seek to provide services to additional people and to meet their needs in terms of sustainable planning.

Equality and diversity

More than 6% of South Derbyshire's population is not White British. This demographic is higher than the Derbyshire average and it is important to recognise needs specific to different races and cultures. The Council is committed to advancing equality and celebrating diversity within South Derbyshire.

There are significant inequalities within South Derbyshire by gender, level of deprivation and ethnicity. For example, men in the least deprived areas of South Derbyshire can expect to live almost 10 years longer than those in the most deprived areas (with women there is a six-year difference).

We have a duty to encourage and promote equality as an employer, in the provision of services and carrying out public functions. We recognise the importance of our employees in achieving the Council's aims and their role in continuing to provide high-quality, prudent, customer-focused services. We aim to create an environment in which all people are able to give their best - one that is free from discrimination, victimisation and bullying, where everyone feels valued and motivated, and where decisions are based on merit.

Our commitment

We want all our communities, whether large or small, rural or urban, to be strong places with a sense of togetherness and belonging. We will foster high aspirations, independence and personal responsibility.

We will support every citizen and employee in realising their full potential to be able to exercise genuine choice and control over their lives and participate fully in community life.

To support our commitment we will comply and embrace good practice, including carrying out our public duties to promote equality and diversity. When planning our actions and initiatives it is important that we bear this in mind.

Environment

Flood risk

One environmental aspect of South Derbyshire that has to be taken account of is the fact that a number of significant rivers which are liable to flooding flow through it.

Considerable work to minimise the risks has been done in recent years to great success.

The National Planning Policy Framework (NPPF) requires local planning authorities to appraise the risk of flooding in their areas by undertaking a Strategic Flood Risk Assessment (SFRA). The aim is to avoid inappropriate development and to direct development away from areas at the highest risk.

South Derbyshire's SFRA is available at:

http://www.south-derbys.gov.uk/Images/South%20Derbyshire%20Level%201%20SFRA%20-%20Final_07_11_08_tcm21-104313.pdf

Environmental Management System

South Derbyshire District Council is committed to minimising the environmental impact of its work. This commitment has been underlined through maintaining our certification to prestigious environmental standard ISO 14001. Recent improvement work has seen us achieve the revised ISO 14001:2015 standard, making us one of the first organisations internationally to do so. A new structure for managing our environmental impact is in place at all of our major sites:

- Civic Offices
- Darklands Road Depot
- Green Bank and Etwall Leisure Centres
- Rosliston Forestry Centre

The ISO 14001 standard demonstrates that we have an Environmental Management System (EMS) in place to ensure continual improvement of our environmental performance.

The principle is simple, in that we must identify and assess all the areas of our work which can have an impact on the environment, then ensure that measures are in place to address them. In practice this means documenting methods of assessing impacts, measuring key environmental aspects and checking that current processes are appropriate.

All of this work is externally verified as a green seal of approval. The implementation of an EMS brings real benefits, including:

- Identification of our many impacts on the environment.
- Reduction of negative impacts and maximising the positive effects of our activities.
- Ensuring all environmental laws and regulations are identified and complied with.
- Financial savings, through materials, waste, energy and water reductions and avoiding the costs of fines, and effective management of our activities.

- Independent verification of environmental performance and annual reporting to ensure the public know how well we are doing.
- Commitment to long-term process of year on year environmental improvements.

This document (among others) serves to determine interested parties, as well as their needs and expectations, that are relevant to the EMS.

Climate Change

While we and our partners continue to reduce carbon emissions we recognise that there will be unavoidable climate change in the future.

We have worked with our partners and Climate East Midlands to research the impacts of climate change and identify what can be done to reduce the effect of extreme weather events on residents, businesses and local authority services.

In January 2013 an adaptation action plan was adopted. The plan was developed following a series of service-based risk assessments and local climate impact profiles (LCLIPs). South Derbyshire has continued to work collaboratively with Derbyshire County Council to develop a Climate Change Charter for the county, the focus being on resilience and ensuring communities and public services are prepared for the impacts of a changing climate.

Further information can be found at <http://www.climate-em.org.uk/local-action/derbyshire> and http://www.derbyshire.gov.uk/environment/climate_change/default.asp.

Waste Strategy to 2026

Derbyshire and Derby City's revised Joint Municipal Waste Management Strategy, 'Dealing with Derbyshire's Waste', sets out a vision and framework to help manage waste sustainably for Derby City and Derbyshire up to 2026.

http://www.derbyshire.gov.uk/environment/rubbish_waste/waste_strategy/

Building upon the considerable progress made in recent years, the strategy includes priorities for action over the next five years and provides a framework for how the county's borough and district councils will work to:

- reduce the amount of waste produced
- reuse, recycle and compost as much material as possible
- find the most sustainable solutions to deal with any waste produced.

The revised strategy retains a recycling and composting target of 55 per cent by 2020. This target remains challenging and exceeds the Government's target of 50 per cent.

The role of district and borough councils is fundamental to the delivery of the strategy. Ten individual Council Waste Action Plans, including one for South Derbyshire, have been developed to support the strategy.

The South Derbyshire plan details activities for the next five years which will help communities and the Council itself to prevent waste, increase reuse and to recycle and compost more. The plans will be subject to an annual review to monitor progress.

Existing services

In South Derbyshire mixed garden and food waste is collected in a brown wheeled bin for the majority of properties and general waste is collected in a grey wheeled bin.

In October 2013 the Council introduced the 'Easy Green Recycling Scheme' service which provided a kerbside recycling collection for household plastics and cardboard in addition to the materials collected in the previous green box service. Residents have a green bin for glass, cans, plastics, aerosols and foil; an inner caddy inside the green bin for paper/card and a red sack for household textiles.

The standard bin size is 240 litres and householders can opt for smaller or larger sizes in certain circumstances. All services are collected on alternate weeks throughout the year.

The Council supports waste prevention, reduction and reuse initiatives. This includes working with the DWP to promote a range of initiatives such as home composting, food waste reduction (the Love Food Hate Waste campaign), furniture and textile reuse and real nappies.

Crime and disorder

The Council has a statutory duty to work to reduce crime and disorder through its role as a member of the Safer South Derbyshire Partnership, the support team for which is based in the Civic Offices in Swadlincote.

The Safer South Derbyshire Partnership is the local Community Safety Partnership (CSP) for the South Derbyshire District. It is a statutory Partnership that was formed as part of the Crime and Disorder Act in 1998.

South Derbyshire is a low crime area. Between 2011 and 2013 there was a year on year decrease in total crime in South Derbyshire. During 2014 there was a small increase in total crime in the District of 1.3%, which equates to 42 more crimes.

However, according to ONS in the year ending June 2015, the crime rate in South Derbyshire was lower than the average crime rate across similar areas. The total number of crimes per 1,000 residents over a 12-month period to the end of June 2015 was 33. In its most similar group, South Derbyshire was lowest by a considerable margin. Staffordshire Moorlands was next closest with 36 per 1,000 residents while worst in the in the group was Breckland with 48.

Looking at the next two years, nationally there is a new approach to crime that involves a shift of power from central Government to local communities. MORI Surveys, our local Citizen Panel Surveys, the Police Have Your Say Survey and feedback from community forums, alongside identified national issues, have informed the priorities for the Community Safety Agreement 2014 -17.

Using the data and statistics in the 2014 Strategic Assessment, listening to our communities and analysing the annual Derbyshire Strategic Threat and Risk Assessment, the Partnership has identified the following areas as priorities for the next two years:

- Anti-Social Behaviour
- Domestic Abuse/Serious Sexual Violence
- Community Focus
- Alcohol-related harm and Substance Misuse
- Acquisitive Crime and Offender Management

There are other partnerships and strategies that link into the work of the Safer South Derbyshire Partnership and provide accountability for its work.

Key among these is the Derbyshire Police and Crime Commissioner (PCC). The partnership plan works to complement the Police and Crime Plan 2012-2017 prepared by the PCC. The PCC replaced the Police Authority under the Police Reform and Social Responsibility Act 2011 and was elected in November 2012. The PCC role is designed to hold the police force to account and to bring communities and the police closer together. This includes the work of the Community Safety Partnerships across Derbyshire. The PCC holds the community safety funding previously allocated by the Home Office, as well as the police budget.

PCC elections are due again in May 2016 and the current PCC has stated he will not stand for re-election. A change in the post-holder and increasing pressure on police budgets could be a risk to partnership funding.

Changes in powers available to the partnership and its members have been effected by the Anti-social Behaviour, Crime and Policing Act 2014: Reform of Anti-social Behaviour Powers. This offers new tools for those working to reduce crime and disorder which could be used in South Derbyshire.

Health

Key health issues for South Derbyshire and Derbyshire identified in the Derbyshire Health and Wellbeing Strategy 2012 - 2015 are:

- Ageing population
- Wide variations in health status such as life expectancy
- Rural deprivation and related problems accessing high quality care

According to Public Health England's Health Profile 2015, the health of people in South Derbyshire is varied compared with the England average. Deprivation is lower than average, although about 13% (2,400) children live in poverty. Life expectancy for both men and women is similar to the England average.

Living longer

Life expectancy is 5.2 years lower for men and 8.5 years lower for women in the most deprived areas of South Derbyshire than in the least deprived areas.

Child health

In Year Six, 18% (181) of children are classified as obese. The rate of alcohol-specific hospital stays among those under 18 was 39.2*. This represents eight stays per year. Levels of GCSE attainment and smoking at time of delivery are worse than the English average.

Adult health

In 2012, 22.2% of adults were classified as obese. The rate of alcohol-related harm hospital stays was 629*. Self-harm hospital stays was 216.6, while smoking-related deaths was 277*. Estimated levels of adult excess weight are worse than the England average. Rates of sexually transmitted infections and TB are better than average. Rates of violent crime, long-term unemployment, drug misuse and early deaths from cardiovascular diseases are better than average.

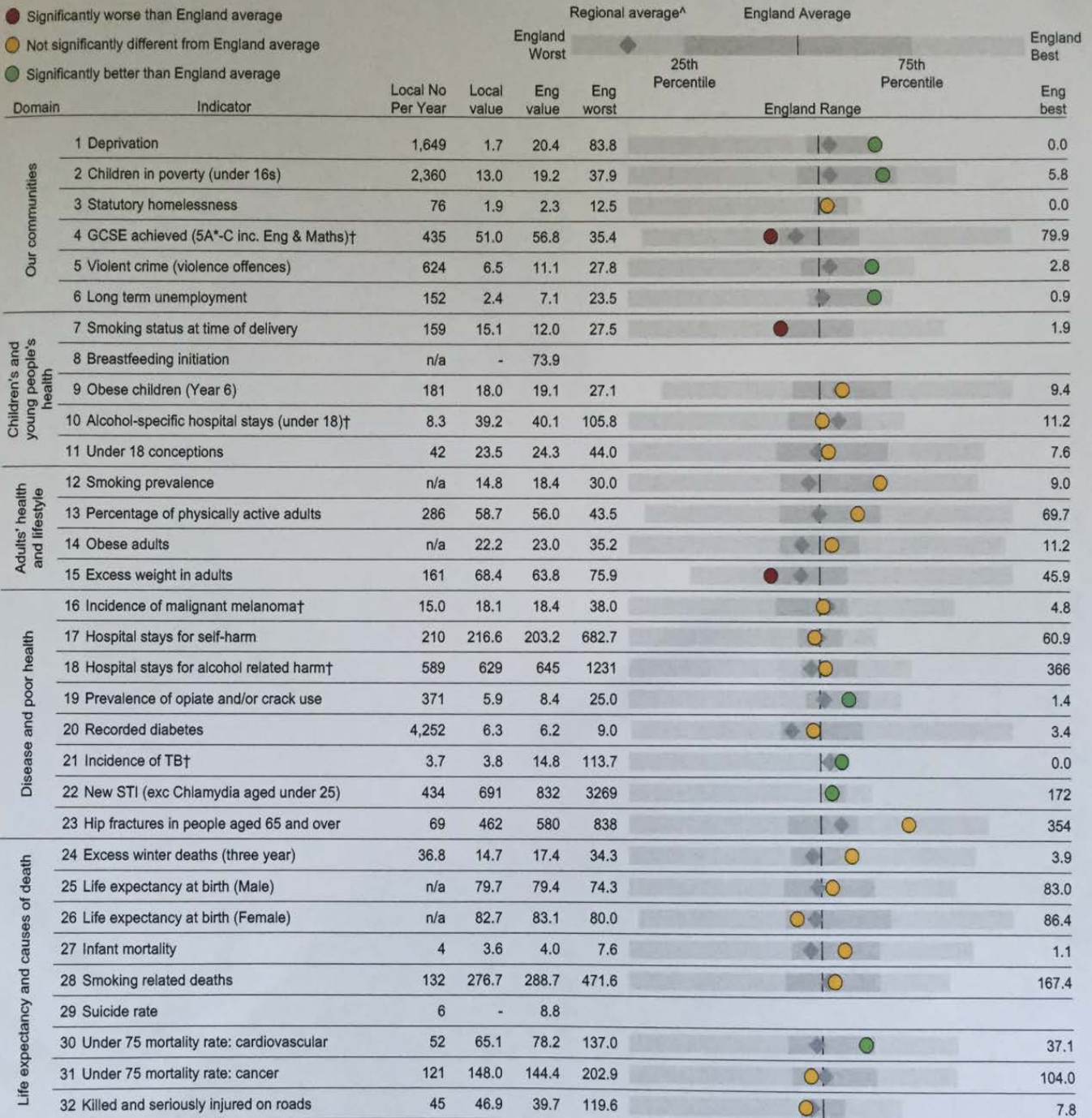
Local priorities

Priorities include smoking in pregnancy, reducing inequality in life expectancy and healthy life expectancy, as well as increasing breastfeeding. For information see www.derbyshire.gov.uk or <http://observatory.derbyshire.gov.uk/>

Before looking at local priorities and work to address them, it is useful to consider the District in a national context. The table below, from Public Health England's Health Profile 2015 for South Derbyshire, shows where we stand on a wide range of indicators in comparison with England as a whole. As the red dot indicators show, the three in which we score worst are GCSEs achieved, smoking during pregnancy and excess weight in adults.

* Rate per 100,000 population

The chart below shows how the health of people in this area compares with the rest of England. This area's result for each indicator is shown as a circle. The average rate for England is shown by the black line, which is always at the centre of the chart. The range of results for all local areas in England is shown as a grey bar. A red circle means that this area is significantly worse than England for that indicator; however, a green circle may still indicate an important public health problem.



Indicator notes

1 % people in this area living in 20% most deprived areas in England, 2013 2 % children (under 16) in families receiving means-tested benefits & low income, 2012
3 Crude rate per 1,000 households, 2013/14 4 % key stage 4, 2013/14 5 Recorded violence against the person crimes, crude rate per 1,000 population, 2013/14
6 Crude rate per 1,000 population aged 16-64, 2014 7 % of women who smoke at time of delivery, 2013/14 8 % of all mothers who breastfeed their babies in the first 48hrs after delivery, 2013/14 9 % school children in Year 6 (age 10-11), 2013/14 10 Persons under 18 admitted to hospital due to alcohol-specific conditions, crude rate per 100,000 population, 2011/12 to 2013/14 (pooled) 11 Under-18 conception rate per 1,000 females aged 15-17 (crude rate) 2013 12 % adults aged 18 and over who smoke, 2013
13 % adults achieving at least 150 mins physical activity per week, 2013 14 % adults classified as obese, Active People Survey 2012 15 % adults classified as overweight or obese, Active People Survey 2012 16 Directly age standardised rate per 100,000 population, aged under 75, 2010-12 17 Directly age sex standardised rate per 100,000 population, 2013/14 18 The number of admissions involving an alcohol-related primary diagnosis or an alcohol-related external cause, directly age standardised rate per 100,000 population, 2013/14 19 Estimated users of opiate and/or crack cocaine aged 15-64, crude rate per 1,000 population, 2011/12 20 % people on GP registers with a recorded diagnosis of diabetes 2013/14 21 Crude rate per 100,000 population, 2011-13, local number per year figure is the average count 22 All new STI diagnoses (excluding Chlamydia under age 25), crude rate per 100,000 population, 2013 23 Directly age and sex standardised rate of emergency admissions, per 100,000 population aged 65 and over, 2013/14 24 Ratio of excess winter deaths (observed winter deaths minus expected deaths based on non-winter deaths) to average non-winter deaths 01.08.10-31.07.13 25, 26 At birth, 2011-13 27 Rate per 1,000 live births, 2011-13 28 Directly age standardised rate per 100,000 population aged 35 and over, 2011-13 29 Directly age standardised mortality rate from suicide and injury of undetermined intent per 100,000 population, 2011-13 30 Directly age standardised rate per 100,000 population aged under 75, 2011-13 31 Directly age standardised rate per 100,000 population aged under 75, 2011-13 32 Rate per 100,000 population, 2011-13

† Indicator has had methodological changes so is not directly comparable with previously released values.

[^] "Regional" refers to the former government regions.

South Derbyshire Health and Wellbeing Plan

Health in South Derbyshire is similar and/or better than England averages.

Key successes include:

- Over the last 10 years the rates of death from all causes and rates of early deaths from heart disease, strokes and cancer have all reduced and are close to the England average
- Life expectancy is similar to Derbyshire and England averages
- Deprivation levels are low and the proportion of children living in poverty is lower than the average for England, as is free school meal eligibility
- Percentage of those economically active/available to work is the highest in Derbyshire; long-term unemployment is the lowest in the county
- Rate of adults educated to degree level is better than Derbyshire average
- Rates of incapacity benefits for mental illness, new cases of tuberculosis and hospital stays for alcohol-related harm are better than the England average.

JSNA 2012/13 health data

However, some communities are living with poorer health outcomes compared to others in the District.

Challenges to health indicate a level of inequality within some communities. These need specific focus in the locality plan, with identified solutions to address them and support improvement of health and reduction of inequalities for residents.

As a result of research, statistical indicators and public consultation, priorities and actions are identified in the South Derbyshire Health and Wellbeing Plan 2013 - 2016, as shown below:

Derbyshire County Council Health and Wellbeing Priorities	Derbyshire County Council health inequalities strategy	South Derbyshire Health and Wellbeing key priorities
1. Improve health and wellbeing in the early years	Reduce and mitigate child poverty	Reducing health inequalities within families and young people living in the urban core
2. Promote healthy lifestyles	Increase financial inclusion	Supporting health of older people in their own home
3. Improve mental and emotional health	Affordable warmth	Supporting individuals and families living in rural areas experiencing health inequality (rural isolation, deprivation)
4. Improve the health and wellbeing of older people	Supporting employment for vulnerable groups	
5. Promote the independence of people with long-term conditions and their carers		

Sport and healthy activity

As pointed out earlier, estimated levels of adult excess weight in South Derbyshire are worse than the England average. This, coupled with the facts provided by Sport England Active People 8 survey, shows that:

- The estimated annual cost associated with physical inactivity in Derbyshire is £15.4m
- The percentage of adults in Derbyshire who are inactive is 29.5%
- The percentage of adults in South Derbyshire who want to do more sport is 61.6%

This underlines the importance of us working with partners to provide facilities and services that encourage and enable the residents of South Derbyshire to get and remain active.

According to Active People 8, the top few sports that the Derbyshire population want to do, but are currently seen as latent demand, are cycling, athletics, mountaineering, swimming, fitness and conditioning.

South Derbyshire Sport and Health Strategy 2011 - 2016

The South Derbyshire Sport and Health Strategy 2011 - 2016 provides the strategic framework for sports and health activity by bringing together the aims, objectives and targets of all key partners who form South Derbyshire Sport.

Facts already highlighted, particularly that the District has both an ageing population and a higher than average population of young people, alongside a substantial rural population, all provide challenges to the services provided.

The strategy sets out targets for sports and health activity which are grouped beneath four main themes:

Volunteering and participation (adults)

Specific targets include:

- Achieving a 1% point increase in the recommended adult participation of 3 x 30 minutes (from 2005 baseline of 20.9%).
- Seeing a 5% increase in participation rates of those aged 50+ through the delivery of formal exercise and recreational activity programmes.

Volunteering and participation (young people)

Specific targets include:

- Creating sustainable outreach clubs within at least five village locations.
- A 40% reduction in calls related to anti-social behaviour in all locations where outreach activities are provided to address behavioural concerns.

Facilities

Specific targets include:

- Having a facilities strategy in place by 2011 outlining priorities for the next 10 years in terms of facility infrastructure development and management.
- Agreeing, costing and where applicable implementing the facilities strategy in relation to new and upgrading of facilities by 2016.

A facilities strategy was being researched and written at the time of going to press.

Outcomes

From when the Sport and Health strategy was launched, from 2011 up to the 2014/5 year end, the following were achieved:

- 102,900 sports development/Get Active participations
- 30,230 play participations
- 54 coach education courses
- 210 sports passes allocated and 196 grants given through South Derbyshire Sport (up to and including February and August 2015).

Financial Position

Following the Government's Spending Review and Autumn Statement, which was published in November 2015, it was confirmed that there would be reductions in core funding for local councils.

The provisional financial settlement was announced on 17 December 2015. This provided actual figures for 2016/17, together with provisional allocations for three further years 2017/18 to 2019/20. The provisional allocations are based on national control totals, which form part of the Government's budget and financial plan to the end of the current Parliament in 2020.

Budget savings of up to £1.5m will need to be made by South Derbyshire District Council over the spending period in order for the minimum level of General Reserves to be sustained and for the longer-term budget deficit to be reduced.

Out of the 383 local authorities affected by this settlement, the Council ranks as the 45th in terms of loss of resources over the spending period.

Our General Fund continues to show a budget surplus for 2015/16 and 2016/17 based on current projections. A deficit is then forecast from 2017/18, but this becomes acute in 2018/19 as Revenue Support Grant falls out completely and the proposed reductions in New Homes Bonus Payments take effect.

Future Funding of the New Homes Bonus (NHB)

Proposals for the allocation of NHB after 2016/17 were published alongside the main Financial Settlement. The Government has confirmed that the NHB will stay 'indefinitely' but is proposing changes to its future allocation.

The figures for NHB are based on the current calculation methodology, but scaled back on a pro-rata basis to illustrate the likely effect of Government proposals to reduce amounts paid nationally. Effectively, the Government intends to top slice NHB allocations to fund an additional £800m nationally for adult social care from 2018/19.

In the Council's case, the provisional allocations for 2018/19 and 2019/20 of £1.8m and £1.7m respectively are approximately £1m less in each year compared to that which would be paid if the Council was to benefit in full from local growth.

Tackling Benefit fraud

In January 2015 South Derbyshire District Council secured £176,000 from the Government to help with its counter-fraud work.

The money covers two years of staffing and research costs to help clamp down on Council Tax, business rates and housing fraud. South Derbyshire's bid for the funding was one of only 52 successful ones from across the UK.

The work is initially focusing on people claiming Council Tax relief when they aren't entitled to it, addressing those who get empty property relief when the properties are inhabited and sharing data about tenancy fraud with other organisations.

The research completed, hardware purchased and relationships built as a result of the work was expected to help sustain activity beyond the funding period.

Among ways the money has already been used is to introduce new software technology with a view to identifying credit data in order to detect households where there is likely to have been a recent change in circumstances.

This means that those correctly claiming Benefits and discounts are easily identifiable and further action can be taken against those claiming fraudulently.

Types of council tax fraud include failing to register to pay, making a false application for a discount or exemption and failing to report a change of circumstances.

Benefit fraud can mean a failure to declare work or income, not notifying the Council that a partner lives at an address or falsified tenancies.

The value of detected fraud since April 2009 in South Derbyshire is £1,014,861, and the authority is determined to recoup even more cash dishonestly claimed from the public purse.

Workforce and premises

On the 31 March 2015 South Derbyshire District Council (SDDC) had a headcount of 280 employees. The workforce is mainly composed of permanent employees. This group comprises 92% of all employees (257 in total). This is a slightly lower than 2014's percentage of 93%.

	Employees	% Workforce
Permanent	257	92
Temporary	23	8
Totals	280	100

Workforce composition by service

Service Area	Unit	Full Time Perm	Full Time Temp	Part Time Perm	Part Time Temp	Total
Chief Executive Directorate	Economic Development	3				3
	Electoral Services	1	3			4
	Legal and Democratic	9				9
		13	3			16
Community & Planning Services	Communities	1	1	1		3
	Cultural Services	8	3	2	3	16
	Development/ Building Control	15	2	1		18
	Performance and Administration	5		3	1	9
	Planning Policy	5	2	1		8
	Sport and Health	3	2		3	8
	Other	1				1
		38	10	8	7	63
Finance and Corporate Services	Client Services	3		1		4
	Corporate Asset Management	6		1		7
	Corporate Services	2		2		4
	Finance Unit	9				9
	Other	1				1
		21		4		25

Housing & Environmental Services	Direct Services Unit	63	1	6	70	
	Environmental Health and Enforcement Unit	11		4	15	
	Housing Asset	10		11	21	
	Housing Operations	44	2	6	52	
	Performance & Business	6		4	10	
	Strategic Housing	5		1	6	
	Other Housing & Environmental	1			1	
		140	3	32	175	
Management		1			1	
		213	16	44	7	280

Key Findings

The largest number of temporary staff is in the Directorate of Community and Planning Services due to some posts being subject to funding arrangements.

All employees in Finance and Corporate Services are employed on permanent contracts.

Housing and Environmental Services is the largest Directorate, with 175 employees. This equates to 63% of the workforce.

The largest individual service area is Direct Services. This has 70 employees, which equates to a quarter (25%) of the total workforce. Other large units include Housing Operations (52 staff) and Housing Asset (21 staff).

The largest group of part-time employees work in the Directorate of Housing and Environmental Services (with 32 employees). 15 part-time employees work within the Directorate of Community and Planning Services, four in the Directorate of Finance and Corporate Services. 18.2% (51) employees work on a part-time basis. Most (44, or 86%), however, are employed on a permanent basis.

Northgate Public Services

South Derbyshire District Council is five years into a seven-year partnership with Northgate Public Services (NPS).

This innovative working relationship is designed to improve public services, deliver extra value for money for residents and create economic opportunities for the region.

Over the life of the partnership Northgate guarantees to make savings of £2.1 million for the Council. It is also providing a £1.9 million upgrade to the Council's IT systems and services.

The partnership includes a risk-reward scheme where the cost of introducing new initiatives to transform services will only be paid out of cashable savings.

Northgate delivers the Council's Corporate Services, which includes Procurement, Human Resources, Payroll, Policy, Communications, Revenues, Benefits and Customer Services along with IT and Business Improvement as part of the Midlands Regional Business Centre.

The Council remains responsible for service delivery, with Elected Members continuing to set priorities while scrutinising the partnership.

Workforce base

Council services are predominantly managed from one administrative building. There is no alternative building to accommodate an IT facility which is crucial to enable many services to operate.

The relationship with NPS is helping reduce the potential risk this presents, and other mitigating actions have been identified. These include maintaining relationships with other agencies and partners to secure alternative accommodation on a reciprocal basis if required and possibly taking advantage of spare capacity in the private sector market, although this would depend on timing.

The waste and cleansing team and operations are currently based at and managed from the Depot on Darklands Road in Swadlincote, but planning permission was granted in 2011 for a new, energy efficient depot on William Nadin Way.

Channel shift

Background

The way in which the world does business is changing. Here in South Derbyshire, the fact that Customer Services staff regularly experience high customer volumes – and consequently long waiting times – in the Civic Offices is a clear sign that we must change too. Face-to-face contact is expensive, time-consuming and, set against a national Government agenda of improved accessibility to services through a digital inclusion strategy, standing still is not an option.

Research shows:

- In November 2014, 2,087 transactions were recorded at the Civic Offices, with 955 of these cash payments, 716 cheque payments and 416 card payments.
- In the second half of 2014, Customer Services staff were typically handling between 6,000 and 7,000 face-to-face contacts each month, with an average handling time of seven minutes per customer.
- Socitm (the research and best practice body for local government) reports that face-to-face transactions on average cost councils £8.56, phone transactions £2.68 and web transactions 17p.
- Most face-to-face customers are from the DE11 postcode, i.e. the Swadlincote urban core. This is an area that has a high concentration of council-owned homes and is in close proximity to the Civic Offices.
- A Digital Analytics Platform (DAP) analysis has discovered that 37% of people surveyed said they were more than happy to use the internet to access services.
- Payment machines can process payments in just 52 seconds.

In recent months Northgate Public Services, working with South Derbyshire District Council, has been gathering, processing and analysing information as part of a wide-reaching Channel Shift Strategy that will not only provide customers with the means to self-serve, but positively encourage them to do so. It will provide people with services in the ways they choose to use them. The ultimate aim is to get customers online, not in line.

Delivering the message

Through a wide-reaching and engaging campaign, our aim is to let people know about how the transition to self-service will be achieved, about why decisions have been made and how they will affect everyone. We want to effectively:

- Increase the take-up of Direct Debit and online payments.
- Achieve a smooth transition to self-service, helping people to help themselves.
- Enhance customer satisfaction by reducing waiting times and providing helping hands to overcome inevitable human resistance to change.
- Educate and inform customers about the rationale for the change and contextualise it within the national Government framework.
- Continue to provide the traditional ways of contacting the Council for those who feel unable to use self-service, and for those with the most complex needs.

A range of measures have already been – or are in the process of being – introduced and/or modified as the push towards self-service gathers pace. They are:

The Council's website: More than 31,000 web sessions are currently taking place each month. This has increased by 35% since August 2010. The goal is to provide accessible services to residents 365 days a year, and this is possible through the website. Recent data established that 40% of all contacts handled by Customer Services concern Council Tax and Benefits enquiries. To address this the current website homepage was reviewed to include two buttons which link to Council Tax and Benefits landing pages, literally 'channel shifting' people away from the Civic Offices by allowing them to more easily access the information they need online. Plans are also in hand to develop a Council Tax e-bill, which will allow people to hover over its sections to get clear information on how to fill it in and advice on what action they need to take. The Council's website as a whole is being reviewed and revamped with a view to launching in late 2016.

E-claims: electronic forms for residents to claim Council Tax and Housing Benefit are soon to be made available on the Council's website, with the ultimate aim that paper forms will eventually be replaced completely by this digital option. The forms are 'intelligent' in that they respond to answers given by residents, asking for them to provide evidence based on their responses. Not only will these forms provide more in-depth information straight into our systems quickly, but they will reduce the need for manual inputting by staff.

Payment machines: feedback from customers using the Civic Offices has repeatedly thrown up the same message: "We're fed up of queuing and the long waiting times when paying bills." To help combat this issue the Council implemented two payment machines. The machines deal with council tax, housing rent and licensing payments and are capable of processing them in just 52 seconds, accepting cash and cards as well as issuing receipts.

Keep it Clean smartphone app: A mobile app, titled Keep it Clean, is being developed to put responsibility for reporting fly-tipping, graffiti, dog fouling, littering and much more besides at the fingertips of residents. Initial drafts have been drawn up and are being modified in a bid to strike a balance between being educational and instantaneous. Conscientious members of the community can submit a photograph of the problem, with location services helping officers to identify exactly where it is situated, as well as a description and contact details. The art of the app is in its simplicity, and it will allow residents to report straight into Council systems.

Social solving: a 'Media Forum' has recently been established to act directly on the insight that an on-going Digital Analytics Platform (DAP) analysis of the South Derbyshire customer base is affording us. One suggested course of action is to examine 'social solving' as a way of allowing residents to find their own answers by consulting others with prior knowledge and experience. One avenue being explored is 'Conversocial', which manages the flow of customer service inquiries and discussions on social media channels. Only if a query cannot be answered through these channels is it referred to a customer service advisor.

Barclays Pingit: a smartphone/tablet app that allows customers to pay more easily and quickly online, without the need to enter bank card details. It is supporting an increase in self-service payments, reducing processing costs and facilitating immediate payments.

All platforms are continuously monitored and evaluated to identify any patterns that may help us to connect with residents even more effectively.

References

The following Strategies, Policies and Reports are among the key ones that fed into and/or informed this document:

- A Vision and Action Plan for Sustainable Tourism in The National Forest
- 'Dealing with Derbyshire's Waste' - Derbyshire and Derby City's revised Joint Municipal Waste Management Strategy 2013 - 2026
- Derbyshire Health and Wellbeing Strategy 2012 - 2015
- Derbyshire Observatory report June 2015
- Derbyshire Quilt 2014
- Government's Spending Review and Autumn Statement, November 2015
- ONS mid-year population estimates
- Over to you... 2014 - A survey about policing and crime for people in Derbyshire
- Public Health England's Health Profile 2015 for South Derbyshire
- Safer South Derbyshire Partnership Plan 2014 - 2017
- South Derbyshire Economic Development Statement
- South Derbyshire Economic Development Strategy 2016 consultation questionnaire
- South Derbyshire Housing Strategy 2016 - 2021
- South Derbyshire Preferred Growth Strategy
- South Derbyshire Sport and Health Strategy 2011 - 2016
- South Derbyshire Strategic Flood Risk Assessment (SFRA)
- Sport England Active People 8 survey
- South Derbyshire Medium Term Financial Report October 2015
- Waste Action Plan for South Derbyshire 2013 - 2026

REPORT TO:	COUNCIL	AGENDA ITEM: 13
DATE OF MEETING:	7th APRIL 2016	CATEGORY:
REPORT FROM:	DIRECTOR OF FINANCE & CORPORATE SERVICES	OPEN
MEMBERS' CONTACT POINT:	KEVIN STACKHOUSE (01283 595811) Kevin.stackhouse@south-derbys.gov.uk	DOC: u/ks/pay and pensions/pay policy statement/cover
SUBJECT:	PAY POLICY STATEMENT 2016/17	REF:
WARD(S) AFFECTED:	ALL	

1.0 Recommendations

- 1.1 That the Pay Policy Statement for the financial year 2016/17 is approved for publication.

2.0 Purpose of Report

- 2.1 The Localism Act 2011 requires all local authorities to publish a Pay Policy Statement on a yearly basis. Regulations require the Full Council to consider and approve the Statement for publication in accordance with the Code of Practice on Transparency in Local Government.

3.0 Detail

- 3.1 The Pay Policy Statement (which is attached) reflects the Council's current organisation structure.
- 3.2 The pay multiples in Section 6 of the Statement are based on the latest pay scales. The multiple between the pay of the Council's highest paid employee and the lowest paid employees is 1:8.05. This remains unchanged from 2015/16.
- 3.3 Independent research across all English councils indicates that the average of this pay multiple is currently around 1:10.

4.0 Financial Implications

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

5.0 Corporate Implications

5.1 None directly.

6.0 Community Implications

6.1 The aim of the Pay Policy Statement is to ensure that the Council's approach to setting pay is accessible and to enable local people to take an informed view of whether local decisions on all aspects of remuneration are fair and make the best use of public funds.

7.0 Conclusions

7.1 The Localism Act 2011 requires the Council to have and publish annually a Pay Policy Statement on its website.

8.0 Background Papers

8.1 Localism Act 2011.



**South
Derbyshire**
District Council

PAY POLICY STATEMENT 2016/2017

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1.0 INTRODUCTION

- 1.1 This Pay Policy Statement for 2016/17 has been produced in accordance with the requirements of the Localism Act 2011, which requires that a Pay Policy Statement is published annually. The Council's statement takes into account the guidance provided as well as the provisions of the Act.
- 1.2 Local Authorities should include in their Pay Policy Statements information in relation to:
- ❑ The remuneration of their most senior employees.
 - ❑ The remuneration of their lowest paid employees.
 - ❑ The relationship between the remuneration of their most senior employees and that of other employees.
- 1.3 This Pay Policy Statement is also linked to the Council's Workforce Development Strategy.

2.0 STATUS OF THE PAY POLICY STATEMENT

- 2.1 The Act makes it clear that the Pay Policy Statement for each financial year must be approved by Full Council. The approved policy will be published on the Council's website.
- 2.2 The Pay Policy Statement is reviewed on an annual basis. Each new version of the policy will be approved by the Full Council before the start of each financial year. This will take place at the nearest meeting of the Full Council to the 1st April each year.
- 2.3 The Pay Policy Statement can be amended during the course of a financial year with approval by Full Council.

3.0 TRANSPARENCY AND AUTONOMY

- 3.1 The Council recognises and welcomes the aims behind the requirement for a Pay Policy Statement which are to:
- ❑ Ensure that the Council's approach to pay is accessible for all.
 - ❑ Enable local people to take an informed view of whether local decisions by the Council are fair and make the best use of public funds.
- 3.2 The Council also welcomes the Government's recognition that each local authority remains an employer in its own right and has the autonomy to make decisions on pay that are appropriate to local circumstances and continue to deliver value for money for the community.

4.0 REMUNERATION OF THE COUNCIL'S SENIOR EMPLOYEES

4.1 The Council's senior employees are:

- ❑ Chief Executive and Head of Paid Service.
- ❑ Three posts at a Director level. These posts report to the Chief Executive. The Directors are:
 - ❑ Director of Housing and Environmental Services
 - ❑ Director of Community and Planning Services.
 - ❑ Director of Finance and Corporate Services. This role also undertakes the role of Chief Finance Officer (CFO) in accordance with S151 of the 1972 Local Government Act that requires the Council to make arrangements for the proper administration of its financial affairs.

4.2 For information on the Council's Monitoring Officer please see paragraph 5.10.

Background

4.3 The Chief Executive and Directors are the Council's Senior Management Team. These senior employees are responsible for working with elected politicians to determine the overall strategic direction of the Council, to manage the Council's financial and other resources, to develop the scale, nature, efficiency and effectiveness of all the services provided by the Council and to provide day-to-day management of those services.

Overall policy on the remuneration of senior posts

4.4 The Council's overall approach to the remuneration of its senior posts is based on:

- ❑ Compliance with equalities (including equal pay) legislation.
- ❑ Ensuring that its overall remuneration packages align with comparable posts in local government whilst taking into account:
 - ❑ Relevant pay data from similar authorities to allow meaningful benchmarking to be undertaken.
 - ❑ The responsibility of posts and their level in the Council.
- ❑ The trend towards slimmer senior management structures comprising posts with wider spans of responsibilities.
- ❑ National terms and conditions of employment that apply to senior posts.
- ❑ External professional advice provided by the Local Government Association

- 4.5 The Council will seek to maintain this overall approach by periodically monitoring pay data provided by such organisations as the Local Government Association. This period is determined by the Council. The last review of pay for senior officers was completed in May 2013 as a result of a restructure of the Council's establishment which included a reduction in posts at a senior level.
- 4.6 In terms of pay differentials for its senior posts, the Council recognises that:
- ❑ The role of Chief Executive and Head of Paid Service leads the Council workforce and has the greatest level of accountability. This post therefore warrants the highest level of pay in the Council.
 - ❑ The Directors report directly to the Chief Executive. These posts have a wide span of responsibility for a number of service areas and in turn have a number of managers reporting to them. These posts therefore warrant the next highest pay level below that of the Chief Executive and Head of Paid Service.

Developing pay scales for senior posts

- 4.7 The Council has determined the pay scales for its senior posts locally. It is the Council's policy that all pay scales are approved by the Council's Finance and Management Committee. With regard to the latest review of the pay scales for senior posts at the Council, a Remuneration Panel was appointed consisting of Elected Members to develop and recommend, in accordance with a project brief, the relevant pay scales.
- 4.8 An independent organisation, the Local Government Association (LGA), was commissioned by the Council to advise the Remuneration Panel.
- 4.9 Part of the LGA's remit is to assist local authorities to create pay solutions. Its work also leads to the development of national conditions of service and pay scales. The LGA has access to national pay data surveys. Using its experience of developing pay models and pay scales the LGA identified relevant pay data which enabled the Council's pay scales for the Chief Executive's post and the Directors posts to be benchmarked against the pay scales for similar posts in comparable District Councils.
- 4.10 Based on this information recommendations were made to the Finance and Management Committee by the Remuneration Panel on the pay scales for the Council's senior posts. The current pay scales for the Council's senior posts are discussed below.

Remuneration of Senior Posts

- 4.11 The pay scale for the Chief Executive and Head of Paid Service consists of five incremental points. Progression through the scale is usually on an annual basis that takes effect on 1st April each year.

- 4.12 The current pay scale for the Council's Directors consists of six incremental points. Progression through the scale is usually on an annual basis that takes effect on 1st April each year.
- 4.13 The scales have a bar beyond which further progression is subject to the post holder meeting stated performance criteria.
- 4.14 Details of actual senior officer remuneration are included in the Council's Annual Statement of Accounts (**Note 26**) which are available separately at the Council and on its web site.
- 4.15 The last national pay award for senior officers was in January 2016.

Local Government Pension Scheme (LGPS)

- 4.16 Membership of the Local Government Pension Scheme is subject to the rules of the scheme and contribution rates are set by legislation. When individuals are already in receipt of a local government pension they are subject to the rules on abatement of pension within the scheme.

Pay awards

- 4.17 The salaries of senior posts are increased in line with any national pay award agreed by either the Joint National Council for Chief Executives or the Joint National Council for Chief Officers whichever is appropriate. Any changes are normally implemented with effect from 1st April each year.

Overtime, etc.

- 4.18 There are no other additional elements of remuneration in respect of overtime, flexi-time, bank holiday working, stand-by payments paid to the above senior posts as they are expected to undertake duties outside their contractual hours and working patterns without additional payment.

Remuneration of Senior Employees on Recruitment

- 4.19 The Council's practice is that any newly appointed senior manager will start at the lowest pay point in the pay range for their job, other than when the particular skills and experience of the successful candidate merit a higher starting salary.
- 4.20 In line with the Council's procedure for senior officer appointments the appointment of a Chief Executive must be approved by Full Council.

5.0 EMPLOYEES IN POSTS BELOW A DIRECTOR

Key Principles

- 5.1 The Council aims to provide fair and equitable remuneration arrangements which enable it to recruit, retain, motivate and develop staff with the skills and capabilities necessary to ensure the continued provision of high quality services that are cost effective and provide value for money.

- 5.2 The Council's employment policies comply with the provisions of the Equality Act 2010, which includes equal pay, and other relevant employment legislation.
- 5.3 Currently an employee's pay is based on either a pay scale, through which employees may progress until the top of the scale is reached, or a fixed salary point. In some cases progression through a grade is dependent upon specified criteria (e.g. the attainment of a required qualification). The Council's pay structure is based on the national pay spine, as set out in the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service. This structure has been subject to Equal Pay Audits.
- 5.4 The Council is currently reviewing its pay and grading structure for the posts below Director level, including undertaking a job evaluation exercise. This is being carried out by an external, independent, consultant in conjunction with the recognised Trade Unions and members of the Senior Management Team. A revised pay and grading structure, for posts below Director level, will be implemented during 2016/2017.

National Conditions of Service

- 5.5 The employment terms and conditions of service for most of the Council's employees below Director level are those of the National Joint Council (NJC) for Local Government Services as amended and/or supplemented by any local agreements with the Council. Any annual pay award is agreed by this NJC and is usually effective on 1st April each year.
- 5.6 The exception is craft employees, whose pay and conditions of service is determined by the Joint Negotiating Committee (JNC) for Local Authority Craft & Associated Employees. Pay for this group is set nationally according to trade type, i.e. it is a fixed - point salary with no incremental points. Pay awards are also negotiated nationally by this JNC and are normally effective from 1st April each year.

Definition of lowest paid employees

- 5.7 The definition of the "lowest-paid employees" for the purposes of this Pay Policy Statement is those full time employees who are paid on spinal column point 11 of Scale1 /Scale 2.
- 5.8 The current annual full-time equivalent value of this pay level, based on a 37 hour standard working week, is £15, 207 per annum (last pay award January 2015).

Remuneration of lowest paid employees

- 5.9 For the purposes of this policy statement, remuneration includes the employee's basic annual salary and any allowances or other similar payments, benefits in kind, any increases or enhancements to any pension entitlement and any termination or other severance payments.

The Council's Monitoring Officer

- 5.10 Although not a senior post as defined above, the Council's role of Legal and Democratic Services Manager has the additional statutory responsibilities of Monitoring Officer. To recognise the additional responsibility of undertaking this statutory role the Legal and Democratic Service Manager receives a supplement of £15,300 per annum, to their substantive pay. This supplement is subject to an annual review, the last review having been in May 2015.

Modern Apprentices

- 5.11 The Council offers Modern Apprenticeships in line with the national scheme. Apprentices are paid less than the Council's lowest paid employees, which reflects the particular nature of their role, together with experience and training requirements.

Other elements of remuneration

- 5.12 The other elements of remuneration which it is the Council's policy to offer to its employees is set out in the table in Appendix One. The element of remuneration offered depends on the job role and any job-related requirements e.g. to have a relevant qualification or travelling in order to perform the duties of the job.

6.0 PAY RELATIONSHIPS

- 6.1 The Council believes that the principle of fair pay is important to the provision of high quality and well-managed services and is committed to ensuring fairness and equity in its remuneration practices. The Council's pay policies, processes and procedures are designed to ensure that pay levels are appropriately aligned with, and properly reflect, the relative demands and responsibilities of each post, together with the knowledge, skills and capabilities necessary to ensure that the post's duties are undertaken to the required standard, as well as taking account of relevant market considerations. This includes ensuring that there is an appropriate relationship between the pay levels of its senior managers and of all other employees.

Pay differences - senior posts

- 6.2 The pay differential between the senior management posts has been set following research undertaken on behalf of the Council by the LGA, an independent organisation and subsequently approved by the Council's Finance and Management Committee.

Pay multiples

- 6.3 A "pay multiple" is the ratio between the highest paid salary and median average salary of the whole of the Council's workforce. On this basis, the current pay multiple is **1:5.80** (2015/16 – 1:6.13). This is based on the median basic salary for the whole workforce of £20,849 pa (£19,742 in 2015/16).

- 6.4 The pay multiple between the basic salary and allowances of its highest paid employee and the lowest paid employees, as defined in this statement is **1:8.05** (2015/16 – 1:8.05)

7.0 DECISIONS ON PAY

- 7.1 The Council recognises the importance of ensuring openness and transparency and high standards of corporate governance, with clear lines of accountability, in its pay decision-making processes and procedures. Any pay-related decisions must be capable of public scrutiny, be able to demonstrate proper and appropriate use of public funds and ensure value for money. The arrangements adopted by the Council are designed to reflect these requirements, as well as ensuring compliance with all relevant legislation and other statutory regulation.
- 7.2 When the need arises for the Council to appoint a Chief Executive and Head of Paid Service or Director, the Council will comply with its Senior Officer Appointment Procedure for external appointments. This includes the appointment of a Recruitment and Selection Panel of Elected Members.
- 7.3 The authority to delegate the appointment to a Recruitment and Selection Panel is sought in the case of:
- Head of Paid Service - from Full Council.
 - Director - from the Finance and Management Committee.
- 7.4 The appointment of the Chief Executive (Head of Paid Service) will require a decision by Full Council.
- 7.5 Appointments below Director are made by a panel of appropriate managers.

8.0 AMENDMENTS TO THIS PAY POLICY STATEMENT

- 8.1 This pay policy statement relates to the financial year 2016/17.
- 8.2 The Council may agree any amendments to this pay policy statement during the financial year to which it relates.

9.0 PUBLICATION OF AND ACCESS TO INFORMATION

- 9.1 This pay policy Statement will be published on the Council's website after it has been approved by Full Council. Any subsequent amendments made during the financial year will also be similarly published.
- 9.2 For further information about this pay policy statement please contact F McArdle, Chief Executive (01283 595700) or email frank.mcardle@south-derbys.gov.uk

Appendix One

OTHER PAYMENTS AND ALLOWANCES

The Council operates a transparent pay structure that reflects the relevant duties and responsibilities of each post within the organisation. The Council also recognises that it must pay other payments and allowances to certain individuals or groups of employees to reflect their duties or to attract and/or retain employees. Any payments or allowances are open to all employees. The Council considers this to be justified on the basis that to maintain services for the Community demands a properly resourced and skilled workforce.

Pay Progression

For most posts on pay scales incremental progression through each scale will be applied on the 1st April each year. Employees with less than six months service in the Scale by 1st April will be granted their first increment six months after their appointment, promotion or re-grading. The exception would be where an employee's salary on the 1st April following, promotion or re-grading would be less than one spinal column point in excess of the salary they would have received on that day in their old Scale with the Council; in which case they shall be entitled to their first increment on the 1st April.

There are some posts that have a bar that prevents incremental progression through the Scale. To go beyond the bar the post holder must satisfy certain criteria (e.g. the attainment of specified competencies or the attainment of a required qualification).

Market Supplements

The Council recognises that pressures in the labour market can mean that pay levels for a particular type of job or profession can be such that the Council's normal pay level would not be competitive to enable it to recruit or retain an employee in that function. In that case, the Council would consider the application of a market supplement.

Local Government Pension Scheme (LGPS)

There are a number of discretions available under the Local Government Pension Scheme which is applicable to all employees. The details of these can be seen in the Council's published Policy Statement on Pensions Discretions.

These discretions were reviewed in June 2014, to take into consideration the changes in the Local Government Pension Scheme and which were approved by Finance and Management Committee on 26th June 2014.

The Council also has policies on Flexible Retirement, Redundancy, Voluntary Redundancy and Retirement on Efficient Exercise Grounds.

Employees who are members pay a contribution to the LGPS which is based on their annual full-time equivalent pensionable pay (including pensionable allowances). Contribution rates are nationally set and currently range from 5.5% to 12.5%.

The Council's contribution towards the pension scheme for the year 2016/17 is 12.8% of an individual's pensionable pay. In addition, the Council will make a lump sum payment during the year towards the past service deficit on the current Pension Fund. This is estimated at approximately £600,000 for 2016/17.

Payments on Termination of Employment

The Council's approach to the termination of employment of Senior Officers (and all other employees) is set out in the:

- The discretions the Council has adopted under the regulations of the Local Government Pension Scheme (see above table).
- Its policies on Flexible Retirement, Redundancy, Voluntary Redundancy and Retirement on Efficient Exercise Grounds.

All payment/costs arising from the application of the above must be approved beforehand by the Council's Finance and Management Committee.

Removal/Relocation expenses

Where employees need to move house in order to take up an appointment with the Council, the Council will reimburse their removal, legal and other associated relocation costs in accordance with its Relocation Policy. The policy requires repayment in full if the employee leaves within 2 years of appointment.

Additional responsibility payments

Where employees are required to undertake additional responsibilities for a temporary period of time, they may receive an additional payment in recognition of these. This policy does not apply to Directors and above.

Mileage payments

Specific posts identified by the Council attract a Car Allowance. These are paid in accordance with nationally agreed rates set by the NJC for Local Government Services. They are:

	451 to 999cc	1000 to 1199cc	1200 to 1450cc
Essential Users			
Lump sum per annum	£846	£963	£1,239
Per mile first 8,500	36.9p	40.9p	50.5p
Per mile after 8,500	13.7p	14.4p	16.4p

Casual Users			
Per mile first 8,500	46.9p	52.2p	65.0p
Per mile after 8,500	13.7p	14.4p	16.4p

The above rates are current at 1st April 2016, but may be subject to change during the period of this Pay Policy Statement as a result of changes made by the NJC for Local Government Services.

Professional Subscriptions

The Council pays one professional subscription in relation to specific posts. This applies where it is a requirement of the post for the employee to be a member of a professional body and it is a payment of the annual membership only.

Reimbursement of Subsistence or Other Expenses

In accordance with the requirements of the National Conditions of Service set by the NJC for Local Government Services, the Council makes provision for the reimbursement, up to a maximum specified limit, of approved expenses by employees. The expenses covered are as follows:

Subsistence:	Breakfast	£4.77
	Lunch	£6.57
	Tea	£2.59
	Evening Meal	£8.14
Car Parking:		Fee incurred

Certain conditions must be met for approval of reimbursement of the above expenses.

Mobile Telephones

Mobile telephones are provided to employees when necessary for them to undertake their duties effectively and safely. The Council pays the cost of line rental, and business calls. Employees are required to pay for any personal use.

Landline Telephones

A scheme of reimbursement applies to certain officers who are required to have a landline installed, in particular those officers who are listed in the Council's Emergency Plan.

Election Fees

The Chief Executive receives fee payments pursuant to his appointment as Returning Officer at elections. The fees paid in vary according to type of election, the size of the electorate and number of postal voters.

Fee payments for national and European elections are set by central government and are, in effect, not paid by the Council, as the fees are reclaimed. Separate payments are made to the Deputy Returning Officer(s) and other members of staff who work as part of the elections team, and are commensurate with time spent undertaking election duties.

Payments for Additional Working

The NJC Conditions of Service make provision for employees graded up to spinal column point 28 (currently £24,472 pa) who undertake work outside of normal working hours, to receive appropriate overtime payments. Those above point 28 are permitted to take time off in lieu for any agreed additional hours worked.

This provision is not available to senior officers whose Conditions of Service are determined by the JNC for Chief Executives or Chief Officers.

Document Control

Version Control

Printed documents are uncontrolled. This document is only valid on the day it was printed.

Version	Description of Version	Effective Date
1.0	Pay Policy Statement	1 st April 2014
2.0	Pay Policy Statement 2015/2016	1 st April 2015
3.0	Pay Policy Statement 2016/2017	1 st April 2016

Approvals

Approved by	Date
Full Council	

Associated Documentation

Description of Documentation	

REPORT TO:	COUNCIL	AGENDA ITEM: 14
DATE OF MEETING:	7 th APRIL 2016	CATEGORY: DELEGATED
REPORT FROM:	MONITORING OFFICER	OPEN
MEMBERS' CONTACT POINT:	ARDIP KAUR (EXT. 5715) Ardip.Kaur@south-derbys.gov.uk	DOC:
SUBJECT:	MEMBER ROLE PROFILES	REF:
WARD(S) AFFECTED:	ALL	

1.0 Recommendations

- 1.1 That Council approve and adopt the amended Member Role Profiles document at **Appendix A** to this report to form Part 6 of the Council's Constitution.

2.0 Purpose of Report

- 2.1 To consider documentation that forms part of the Council's Constitution.

3.0 Detail

- 3.1 Members are asked to consider and approve the attached amended document which will form part of the Council's Constitution.
- 3.2 The Independent Remuneration Panel met on 9th and 10th September 2015.
- 3.3 At a meeting of Council on 5th November 2015, Council resolved a further Independent Remuneration Panel be convened to sit in Autumn 2016. Council also resolved in order to inform that Panel, Council review, update, and where necessary, create new Role Profiles.

4.0 Financial Implications

- 4.1 None directly arising from this report.

5.0 Corporate Implications

- 5.1 The approved documentation will provide a clear and effective resource within the Council's Constitution

6.0 Community Implications

- 6.1 None arising directly from this report.

7.0 Background Papers



SOUTH DERBYSHIRE DISTRICT COUNCIL

MEMBER ROLE PROFILES

1. **COUNCILLORS**
2. **LEADER OF THE COUNCIL**
3. **DEPUTY LEADER OF THE COUNCIL**
4. **POLICY COMMITTEE CHAIRMAN**
5. **OVERVIEW & SCRUTINY COMMITTEE CHAIRMAN**
6. **AREA FORUM CHAIRMAN**
7. **REGULATORY COMMITTEE CHAIRMAN**
8. **CHAIRMAN OF THE COUNCIL**
9. **LEADER OF THE OPPOSITION**
10. **MEMBER CHAMPION**

ROLE PROFILE

POST 1 COUNCILLORS

Values

1. To observe the General Principles of Public Life, as set out in the Members' Code of Conduct.
2. Councillors should behave in a way consistent with the following principles;
 - Selflessness - Councillors should only serve the public interest and should never improperly confer an advantage or disadvantage on any person;
 - Honesty and Integrity – Councillors should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly, and should on all occasions avoid the appearance of such behaviour;
 - Objectivity – Councillors should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits;
 - Accountability – Councillors should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should co-operate fully and honestly with any scrutiny appropriate to their particular office;
 - Openness – Councillors should be as open as possible about their actions and those of the authority, and should be prepared to give reasons for those actions;
 - Leadership – Councillors should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.

Accountability

1. To Full Council.
2. To the electorate of their Ward.

Purpose and Role

The purpose and role is to:-

1. Promote and support open and transparent government.
2. Constructively participate, promote, and support good governance of the Council and its affairs.

3. Contribute actively to the formation and scrutiny of the authority's policies, budget, strategies and service delivery.
4. Represent effectively the interests of the Ward for which the Councillor is elected, and to deal with constituents' enquiries and representations within a reasonable timeframe.
5. Champion the improvement of the quality of life of the community in terms of equity, economy and environment.
6. Represent the Council effectively when appointed to an outside body.
7. Act at all times with probity and propriety in the best interest of the Council.

Duties and Responsibilities

The duties and responsibilities are to:-

1. Fulfil the statutory and locally determined requirements of an elected Member of a local authority and the authority itself, including compliance with all relevant codes of conduct, and participation in those decisions and activities reserved to the Full Council e.g. setting budget, overall priorities and strategy.
2. Participate in informed and balanced decision making as a Member of any Committee or Panel to which the Councillor is appointed, including related responsibilities for the services falling within the Committee's or the Panel's terms of reference, and its liaison with other public bodies to promote better understanding and partnership working.
3. Participate in the activities of an outside body to which the Councillor is appointed, providing two-way communication between the organisations promoting common interest and co-operation. In addition, for this purpose, to develop and maintain a working knowledge of the authority's policies and practices in relation to that body and of the community's needs and aspirations in respect of that body's role and functions.
4. Participate in the scrutiny or performance review of the services of the authority, reaching, and making informed and balanced decisions including, where the authority so decides, the scrutiny of policies and budget, and their effectiveness in achieving the strategic objectives of the Council.
5. Liaise, as appointed, and with other Councillors, officers, and partner organisations to ensure that the needs of the local communities are identified, understood and supported.

6. Be an advocate for the Council in their respective Wards and the communities they serve and be a channel of communication on Council strategies, policies, services and procedures.
7. Develop and maintain a working knowledge of the authority's services, management arrangements, powers, duties and constraints, as well as to develop good working relationships with relevant officers of the authority.
8. Develop and maintain a working knowledge of the other organisations and services which serve the District.
9. Contribute constructively to open government and democratic renewal through active engagement and encouragement to the community to participate generally in the democratic process.
10. Participate in the activities of any political group of which the Councillor is a Member.
11. Conduct the business of the Council within the Council and not through the written or broadcast media.
12. Maintain confidentiality in all relevant Council business.
13. Refrain from seeking to instruct officers individually and to observe appropriate and effective relationships with officers of the Council in accordance with the Protocol for Member/Employee Relations.
14. Brief substitute Members on the Meeting due to be attended on those occasions when personal attendance is not possible and where substitutes are permissible.

Personal and Role Development

1. Participate in opportunities for development provided to build understanding and knowledge and develop relevant skills.
2. Be responsible for continuous personal development.
3. Request appropriate training need requirements when identified.

Skills Required

1. Good communication and interpersonal skills.
2. Ability to work effectively and constructively with Councillors, officers, the public, partners and outside bodies and build relationships.

3. Ability to make informed and balanced decisions based on information provided, and deliberations within Council and Committee meetings.
4. Ability to relate and deal with the public in a professional and timely manner.
5. To provide community leadership and promote active citizenship.
6. Understanding of the challenges facing local government.
7. An awareness of the Council's Constitution.

ROLE PROFILE

POST 2 LEADER OF THE COUNCIL

Values

1. To observe the General Principles of Public Life, as set out in the Members' Code of Conduct.
2. Councillors should behave in a way consistent with the following principles;
 - Selflessness - Councillors should only serve the public interest and should never improperly confer an advantage or disadvantage on any person;
 - Honesty and Integrity – Councillors should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly, and should on all occasions avoid the appearance of such behaviour;
 - Objectivity – Councillors should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits;
 - Accountability – Councillors should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should co-operate fully and honestly with any scrutiny appropriate to their particular office;
 - Openness – Councillors should be as open as possible about their actions and those of the authority, and should be prepared to give reasons for those actions;
 - Leadership – Councillors should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.

Accountability

1. To Full Council.
2. To the public.

Purpose and Role

The purpose and role is to:-

1. Provide effective political leadership and strategic direction for the Council.

2. Promote and support open and transparent government.
3. Ensure effective Corporate Governance.
4. Provide effective community leadership; promote active citizenship, and effective stewardship of the Council.
5. Ensure that the Council delivers high quality, value for money services.

Duties and Responsibilities

The duties and responsibilities are to:-

1. Provide the political leadership to the Council, including proposing the policy framework within which the Council will operate.
2. Ensure effective Corporate Governance, including working with opposition groups to seek to achieve, where possible, cross party co-operation.
3. Provide strong, clear leadership in the co-ordination of policies, strategies and service delivery.
4. In accordance with the Council's calculated political proportionality, appoint Councillors to Committees, Sub-Committees, working party memberships, Working Groups and Substitutes Panel memberships, including Chairman and Vice-Chairman with regard to their abilities.
5. Ensure the effective integration of roles, responsibilities and functions within Committee memberships.
6. To represent the Council to a high standard and be the key contact for outside organisations (including Central Government, Local Authority Associations and Council partners) and internally for the Council's Corporate Management Team.
7. Be the representative voice of the Council, for example, in its dealings with Central Government, other Local Authorities and their Associations and to positively promote the Council as a whole to the media.
8. Act as the principal political spokesperson for the Council.
9. Promote the long-term financial, business and economic stability of the Council.
10. Encourage the highest standards of probity and Corporate Governance for the well-being of the Council and its affairs.

11. Communicate the Administration's policies and priorities to the Corporate Management Team and to receive its advice.
12. Liaise with the Chief Executive, and other appropriate officers, on a regular basis.
13. Work with employees of the Council in relation to the strategic vision and direction of the Council, the management role of officers, and the development of policy issues.
14. Advise and mentor other Councillors in their work.
15. Champion and participate in Councillor development.
16. Ensure the Deputy Leader of the Council is fully informed of all matters of responsibility in order to deputise as appropriate.

Skills required

1. Good communication and interpersonal skills.
2. The ability to grasp and analyse complex issues.
3. A good understanding of how local, national and European government operates, including the statutory and financial frameworks.
4. A clear understanding of the operation of the Council.
5. Business and financial acumen, including the ability to understand and manage the Council's budget.
6. Effective and advanced leadership skills.
7. Excellent political knowledge and awareness.
8. The ability to chair meetings and facilitate open discussion.
9. The capability to work effectively with Council officers, the public, the media and outside organisations

Note: The above duties and responsibilities are in addition to the Member's role as a Councillor (see separate role profile).

ROLE PROFILE

POST 3 DEPUTY LEADER OF THE COUNCIL

Values

1. To observe the General Principles of Public Life, as set out in the Members' Code of Conduct.
2. Councillors should behave in a way consistent with the following principles;
 - Selflessness - Councillors should only serve the public interest and should never improperly confer an advantage or disadvantage on any person;
 - Honesty and Integrity – Councillors should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly, and should on all occasions avoid the appearance of such behaviour;
 - Objectivity – Councillors should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits;
 - Accountability – Councillors should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should co-operate fully and honestly with any scrutiny appropriate to their particular office;
 - Openness – Councillors should be as open as possible about their actions and those of the authority, and should be prepared to give reasons for those actions;
 - Leadership – Councillors should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.

Accountability

1. To Full Council.
2. To the electorate of their Ward.

Purpose and Role

The purpose and role is to:-

1. Assist and work with the Leader of the Council to provide effective political leadership and strategic direction for the Council.
2. Promote and support open and transparent government

3. Assist the Leader of the Council with his/her other responsibilities, such as ensuring effective Corporate Governance and stewardship of the Council and to ensure that the Council delivers high quality, value for money services.
4. Act in the absence of the Leader of the Council.
5. To assist in specific duties as requested.
6. To carry out duties on behalf of the Leader of the Council when designated to do so.
7. To represent the Leader as appropriate.

Duties and Responsibilities

The duties and responsibilities are to:-

1. Assist and work with the Leader of the Council to deliver their responsibilities to the Council within their respective job profiles.
2. Deputise for the Leader of the Council in his/her absence from Council Meetings.
3. Carry out, in the Leader's absence, the requirements of his/her job profile so far as legally possible and permissible.
4. Carry out such other duties and undertake responsibility as delegated by the Leader of the Council.
5. To be fully briefed on all areas of the Leader's responsibilities so as to be fully effective when called upon.
6. Liaise with the Chief Executive, and other appropriate officers, on a regular basis.
7. Work with employees of the Council in relation to the strategic vision and direction of the Council, the management role of officers, and the development of policy issues.
8. Advise and mentor other Councillors in their work.
9. Champion and participate in Councillor development.

Skills required

1. Good communication and interpersonal skills.
2. The ability to grasp and analyse complex issues.
3. A good understanding of how local, national and European government operates, including the statutory and financial frameworks.
4. A clear understanding of the operation of the Council.
5. Business and financial acumen, including the ability to understand and manage the Council's budget.
6. Effective and advanced leadership skills.
7. Excellent political knowledge and awareness.
8. The ability to chair Meetings and facilitate open discussion.
9. Capability to work effectively with Council officers, the public, the media and outside organisations.

Note: The above duties and responsibilities are in addition to the Member's role as a Councillor (see separate role profile).

ROLE PROFILE

POST 4 POLICY COMMITTEE CHAIRMAN

Purpose and Role

Values

1. To observe the General Principles of Public Life, as set out in the Members' Code of Conduct.
2. Councillors should behave in a way consistent with the following principles;
 - Selflessness - Councillors should only serve the public interest and should never improperly confer an advantage or disadvantage on any person;
 - Honesty and Integrity – Councillors should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly, and should on all occasions avoid the appearance of such behaviour;
 - Objectivity – Councillors should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits;
 - Accountability – Councillors should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should co-operate fully and honestly with any scrutiny appropriate to their particular office;
 - Openness – Councillors should be as open as possible about their actions and those of the authority, and should be prepared to give reasons for those actions;
 - Leadership – Councillors should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.

Accountability

1. To Full Council.
2. To the Leader.
3. To the Committee.

Purpose and Role

The purpose and role is to:-

1. Promote and support open and transparent government.
2. Promote and support good governance of the Council and its affairs.
3. Provide collective and individual leadership to the Committee.
4. Undertake lead responsibility for allocated areas of responsibility.
5. Contribute effectively towards the strategic direction of the Council.
6. Chair Committee meetings and ensure that the Committee achieves its objectives.
7. Have an overview of the performance management, efficiency, and effectiveness of the Committee.

Duties and Responsibilities

The duties and responsibilities are to:-

1. Participate effectively as a Policy Committee Chairman and to take joint responsibility with Committee Members for all actions and collective accountability.
2. Attending and effectively participating in officer and other relevant briefings/meetings.
3. Challenge issues prior to making decisions, if appropriate, and ensure appropriate regard to the community's interests, together with any equality and diversity issues.
4. Encourage openness and honesty in all of the Policy Committee's dealings.
5. Assist in shaping and developing the strategic priorities and vision of the Council and participating in debates and discussions about policy issues across the whole range of services provided by the Council, particularly those provided by the Policy Committee.
6. Act as the Lead Member for a particular area as may be determined by the Leader of the Council, but in doing so, to have regard to the overall collective responsibilities of the Council's corporate policy objectives while championing the area concerned within that strategic context.
7. Recognise the differing roles of Members and officers in the Council's Constitution.

8. In connection with the area of responsibility:-
 - (i) Build good relationships with appropriate senior officers and work with them in developing policy or strategic issues prior to formal reporting. Be supportive in dealing with any problems at a strategic level.
 - (ii) Keep abreast of related developments and policies at national, regional and local level.
 - (iii) Enhance the Council's reputation through participating in regional and national networks.
 - (iv) Aim for South Derbyshire to be at the forefront of service development and provision where possible and take an active interest in related performance indicators and rankings, including visiting Beacon Councils and other exemplars of good practice.
 - (v) Represent the Committee at the Overview & Scrutiny Committee in connection with any related matter that may be called in. Similarly, attend the Overview & Scrutiny Committee upon request in connection with any issues associated with the area of responsibility that is being scrutinised.
 - (vi) Be aware of issues of importance to the community and other stakeholders concerning portfolio services (for example, through issues raised at Area Forums), and work towards developing and implementing the Community Strategy.
 - (vii) Be aware of key budgetary issues affecting the area of responsibility.
9. Represent the Council on external bodies, as appointed, and feedback on any issues of relevance/importance.
10. Facilitate a corporate leadership role where appropriate to do so, and foster links through partnerships.
11. Be responsible for continuous personal development by taking advantage of learning opportunities to build on understanding and knowledge, and developing relevant skills.
12. Along with other senior Members and the Corporate Management Team, be available as appropriate for other Members to discuss any queries or matters of concern.

13. Positively promote his/her area of responsibility and, where appropriate, to act as the spokesperson with the media for that area only.
14. Liaise and work closely with the Vice-Chairman of the Committee to ensure they are fully briefed on all matters relating to the Committee at all times.
15. Recognise and contribute to issues which cut across the work of the Council's other Committees or are issues of collective responsibility.

Personal and Role Development

1. Participate in opportunities for development provided to build understanding and knowledge and develop relevant skills.
2. Be responsible for continuous personal development.
3. Request appropriate training need requirements when identified.

Skills Required

1. Good communication and interpersonal skills.
2. Ability to grasp and analyse complex issues.
3. An understanding of national and local government statutory and financial frameworks.
4. An understanding of the Council.
5. The ability to understand the Council's budget, especially in respect of the relevant area of responsibility.
6. Leadership and chairmanship skills.
7. Political knowledge and awareness.
8. Ability to work effectively with Council officers, the public, the media and outside organisations.
9. Capability to work as part of a team.

Note: The above duties and responsibilities are in addition to the Member's role as a Councillor (see separate role profile).

VICE CHAIRMAN

1. To fulfil the duties of the Chairman in his/her absence.
2. To assist and support the Chairman in the course of his/her duties, including the management of meetings when necessary.
3. To assist in specific duties as requested.
4. To carry out duties on behalf of the Chairman when designated to do so.
5. To represent the Chairman as appropriate.

ROLE PROFILE

POST 5 OVERVIEW AND SCRUTINY COMMITTEE CHAIRMAN

Values

1. To observe the General Principles of Public Life, as set out in the Members' Code of Conduct.
2. Councillors should behave in a way consistent with the following principles;
 - Selflessness - Councillors should only serve the public interest and should never improperly confer an advantage or disadvantage on any person;
 - Honesty and Integrity – Councillors should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly, and should on all occasions avoid the appearance of such behaviour;
 - Objectivity – Councillors should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits;
 - Accountability – Councillors should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should co-operate fully and honestly with any scrutiny appropriate to their particular office;
 - Openness – Councillors should be as open as possible about their actions and those of the authority, and should be prepared to give reasons for those actions;
 - Leadership – Councillors should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.

Accountability

1. To Full Council.
2. The Public.
3. The Committee.

Purpose and Role

The purpose and role is to:-

1. Provide leadership, direction, and effective management of the Committee.
2. Ensure that adequate resources (financial & officer support) are identified and sought from the Council.
3. Chair Committee Meetings and ensure that the Committee achieves its objectives.

Duties and responsibilities

The duties and responsibilities are to:-

1. Ensure that Committee Members participate on developing an effective work programme.
2. Encourage Committee Members to obtain the necessary skills to carry out the scrutiny role and to work with officers to provide training, if necessary.
3. Endeavour to engage all Members of the Committee within the scrutiny process.
4. Lead the Committee in prioritising its work to ensure effective scrutiny.
5. Co-ordinate the work with other Committees, Chairmen, and Vice-Chairmen and to share learning.
6. Develop a constructive relationship with other Committee Chairmen and Vice-Chairmen.
7. Promote a constructive relationship with Directors in the areas that the Committee scrutinises.
8. Attending and effectively participating in Officer and other relevant briefings/meetings.
9. Liaise and work closely with the Vice-Chairman of the Committee to ensure they are fully briefed on all matters relating to the Committee at all times.

Personal and Role Development

1. Participate in opportunities for development provided to build understanding and knowledge and develop relevant skills.
2. Be responsible for continuous personal development.

3. Request appropriate training need requirements when identified.

Skills Required

1. Good communication and interpersonal skills.
2. Ability to grasp and analyse complex issues
3. Leadership and chairmanship skills.
4. Project and time management skills.
5. Ability to influence and work constructively with Members, officers, the public and outside organisations.
6. Capability to work as part of a team and build relationships.
7. An awareness of the constitutional arrangements relating to the scrutiny function.
8. A knowledge of basic project management principles.

Note: The above duties and responsibilities are in addition to the Member's role as a Councillor (see separate role profile).

VICE CHAIRMAN

1. To fulfil the duties of the Chairman in his/her absence.
2. To assist and support the Chairman in the course of his/her duties, including the management of meetings when necessary.
3. To assist in specific duties as requested.
4. To carry out duties on behalf of the Chairman when designated to do so.
5. To represent the Chairman as appropriate.

ROLE PROFILE

POST 6 AREA FORUM CHAIRMAN

Purpose and Role

The purpose and role is to:-

1. Provide leadership and direction to the Area Forum.
2. Identify and request from the Council necessary resources to support the Area Forum process.
3. Chair the Forum and ensure that it achieves its objectives.
4. Encourage Area Forum Members in their community development roles.

Duties and responsibilities

The duties and responsibilities are to:-

1. Work with other Area Forums and Chairmen, where appropriate, to share learning and experience and to progress and promote the role of community development.
2. Engage, liaise and consult with the local community.

Skills Required

1. Good communication and interpersonal skills.
2. Leadership and chairmanship skills.
3. Ability to influence and work constructively with Members, officers, the public and outside organisations.
4. Capability to work as part of a team.

Note: The above duties and responsibilities are in addition to the Member's role as a Councillor (see separate role profile).

ROLE PROFILE

POST 7 REGULATORY COMMITTEE CHAIRMAN

Values

1. To observe the General Principles of Public Life, as set out in the Members' Code of Conduct.
2. Councillors should behave in a way consistent with the following principles;
 - Selflessness - Councillors should only serve the public interest and should never improperly confer an advantage or disadvantage on any person;
 - Honesty and Integrity – Councillors should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly, and should on all occasions avoid the appearance of such behaviour;
 - Objectivity – Councillors should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits;
 - Accountability – Councillors should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should co-operate fully and honestly with any scrutiny appropriate to their particular office;
 - Openness – Councillors should be as open as possible about their actions and those of the authority, and should be prepared to give reasons for those actions;
 - Leadership – Councillors should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.

Accountability

1. To Full Council.
2. To the Committee.

Purpose and Role

The purpose and role is to:-

1. Promote and support open and transparent government.
2. Provide leadership and direction to the Committee.

3. Provide confident and effective management of meetings to facilitate inclusivity, participation and clear decision making.
4. Ensure the public, applicants, objectors etc., are satisfied as to the transparency of the regulatory process and fair and open decision-making by or on behalf of the Committee.
5. Demonstrate integrity and impartiality in decision making which accord with legal, constitutional and policy requirements.
6. Ensure that adequate resources (financial and officer support) are identified and sought from the Council.
7. Chair and manage Committee meetings and ensure that the Committee achieves its objectives.
8. Delegate actions to Sub-Committees, as appropriate.

Duties and responsibilities

The duties and responsibilities are to:-

1. Act as an ambassador for the Committee, facilitating understanding of the role.
2. Act within technical, legal and procedural requirements to oversee the functions of the committee fairly and correctly.
3. Ensure thoroughness and objectivity in the Committee, receiving and responding to professional advice in the conduct of meetings and in individual cases/applications.
4. Attending and effectively participating in Officer and other relevant briefings/meetings
5. Ensure Committee Members obtain the necessary skills to contribute to the work of the Committee and to work with officers to provide training.
6. Endeavour to engage all Members of the Committee in its activities.
7. Lead the Committee, in consultation with officers, in prioritising its work.
8. Develop a constructive relationship with the relevant Director and his/her staff and where appropriate, with relevant Members.

9. Be willing to learn about the professional disciplines and services relevant to the work of the Committee.
10. Find a suitable substitute and to brief them on the meeting due to be attended, on occasions when personal attendance is not possible.
11. Chair the Committee in a fair and open manner in accordance with the procedures of the committee and to allow applicants and objectors to put their arguments to the Committee.
12. Guide the Committee, with the assistance of officers, in reaching decisions based on the information presented to it.
13. Liaise and work closely with the Vice-Chairman of the Committee to ensure they are fully briefed on all matters relating to the Committee at all times.

Personal and Role Development

1. Participate in opportunities for development provided to build understanding and knowledge and develop relevant skills.
2. Be responsible for continuous personal development.
3. Request appropriate training need requirements when identified.

Skills Required

1. Good communication and interpersonal skills.
2. Ability to grasp and analyse complex issues
3. Leadership and excellent chairmanship skills.
4. Project and time management skills.
5. Ability to influence and work constructively with Members, officers, the public, external advisors and outside organisations.
6. Capability to work as part of a team.

Note: The above duties and responsibilities are in addition to the Member's role as a Councillor (see separate role profile).

VICE CHAIRMAN

1. To fulfil the duties of the Chairman in his/her absence.
2. To assist and support the Chairman in the course of his/her duties, including the management of meetings when necessary.
3. To assist in specific duties as requested.
4. To carry out duties on behalf of the Chairman when designated to do so.
5. To represent the Chairman as appropriate.

ROLE PROFILE

POST 8 CHAIRMAN OF THE COUNCIL

Values

1. To observe the General Principles of Public Life, as set out in the Members' Code of Conduct.
2. Councillors should behave in a way consistent with the following principles;
 - Selflessness - Councillors should only serve the public interest and should never improperly confer an advantage or disadvantage on any person;
 - Honesty and Integrity – Councillors should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly, and should on all occasions avoid the appearance of such behaviour;
 - Objectivity – Councillors should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits;
 - Accountability – Councillors should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should co-operate fully and honestly with any scrutiny appropriate to their particular office;
 - Openness – Councillors should be as open as possible about their actions and those of the authority, and should be prepared to give reasons for those actions;
 - Leadership – Councillors should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.

Accountability

1. To Full Council.

Purpose and Role

The purpose and role is to:-

1. As the ceremonial head of the Council, to be non-political and up hold the democratic values of the Council.
2. Represent the Council at civic and ceremonial functions.

Duties and responsibilities

The duties and responsibilities are to:-

1. Chair meetings of Full Council and ensure its business is carried out efficiently.
2. Ensure the Council conducts its meetings in line with the Council Procedure Rules.
3. Ensure the Constitution is adhered to, and if necessary, to rule on the interpretation of the Constitution.
4. To receive Royal and distinguished visitors, national and international.
5. Support community based events.
6. Promote and support good governance of the Council and its affairs.
7. Provide community leadership and promote active citizenship.
8. Promote and support open and transparent government.
9. Support, and adhere to respectful, appropriate and effective relationships with officers of the Council.

Personal and Role Development

1. Participate in opportunities for development provided to build understanding and knowledge and develop relevant skills.
2. Be responsible for continuous personal development.
3. Request appropriate training need requirements when identified.

Skills Required

1. Community engagement skills.
2. Being approachable, empathetic and understanding.
3. Encouraging trust within the community.
4. Championing the interests of the Council and the District as a whole.
5. Effectively chair Council meetings.

6. Effective presentation and public speaking skills.

Note: The above duties and responsibilities are in addition to the Member's role as a Councillor (see separate role profile).

VICE CHAIRMAN OF THE COUNCIL

1. To fulfil the duties of the Chairman of the Council in his/her absence.
2. To assist and support the Chairman of the Council in the course of his/her duties, including the management of Council meetings when necessary.
3. To assist in specific duties as requested.
4. To carry out duties on behalf of the Chairman of the Council when designated to do so.
5. To represent the Chairman of the Council as appropriate.

ROLE PROFILE

POST 9 LEADER OF THE OPPOSITION

Values

1. To observe the General Principles of Public Life, as set out in the Members' Code of Conduct.
2. Councillors should behave in a way consistent with the following principles;
 - Selflessness - Councillors should only serve the public interest and should never improperly confer an advantage or disadvantage on any person;
 - Honesty and Integrity – Councillors should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly, and should on all occasions avoid the appearance of such behaviour;
 - Objectivity – Councillors should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits;
 - Accountability – Councillors should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should co-operate fully and honestly with any scrutiny appropriate to their particular office;
 - Openness – Councillors should be as open as possible about their actions and those of the authority, and should be prepared to give reasons for those actions;
 - Leadership – Councillors should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.

Accountability

1. To the nominating group.

Purpose and Role

The purpose and role is to:-

1. Be a political figurehead for the opposition group and the political spokesperson for the Council's opposition.
2. Promote and support open and transparent government.
3. Promote and support good governance of the Council and its affairs.

4. Provide effective leadership and strategic direction for the Council's opposition.
5. Ensure effective, positive and constructive opposition to the Council's majority group.
6. Provide strong, clear leadership in the co-ordination of alternative policies, strategies and service delivery.

Duties and responsibilities

The duties and responsibilities are to:-

1. Lead the group in a positive, pro-active manner with a view to securing meaningful engagement for the group in the political processes of the Council so that the group and its individual members fully contribute to the good governance of the Council.
2. Be able to replicate the roles and responsibilities of Leader of the Council, if necessary.
3. Represent the Council on outside organisations to a high standard and to positively promote the Council.
4. Lead the group in scrutiny of the political administration and policies of the Council.
5. Establish and present the views of the group on issues of policy and priority.
6. Advise the Leader of the Council the groups position on matters and work to achieve, where possible, cross party co-operation.
7. In accordance with the Council's calculated political proportionality, appoint Councillors to Committees, Sub-Committees, working party memberships, Working Groups and Substitutes Panel memberships with regard to their abilities.
8. Appoint a lead group member to each respective Committee to attend regular officer briefing meetings and/or other relevant meetings relating to the said Committee.
9. Ensure effective communication between party group members, other political groups, officers, the community, other partners and organisations.

10. Advise and mentor other Councillors within the group in their work.
11. Champion and participate in Councillor development.
12. Liaise with the Chief Executive on emerging issues of significance relating to the policies and procedures of the Council.
13. Ensure the Deputy Leader of the Opposition is fully informed of all matters of responsibility in order to deputise as appropriate

Skills Required

1. Good communication and interpersonal skills.
2. The ability to grasp and analyse complex issues.
3. A good understanding of how local, national and European government operates, including the statutory and financial frameworks.
4. A clear understanding of the operation of the Council.
5. Business and financial acumen, including the ability to understand and manage the Council's budget.
6. Effective and advanced leadership skills.
7. Excellent political knowledge and awareness.
8. The ability to chair meetings and facilitate open discussion.
9. The capability to work effectively with Council officers, the public, the media and outside organisations.
10. Practical implications of the challenges facing local government on the group.
11. Detailed understanding of the national policy framework and its impact on local policy development.
12. Understanding of the relationship between national politics and local political leadership.
13. Knowledge of the work of national, regional and sub-regional bodies and the role of the Leader of the Council in relation to them.

Note: The above duties and responsibilities are in addition to the Member's role as a Councillor (see separate role profile).

DEPUTY LEADER OF THE OPPOSITION

1. Promote and support open and transparent government
2. To fulfil the duties of the Leader of the Opposition in his/her absence.
3. To assist and support the Leader of the Opposition in the course of his/her duties.
4. To assist in specific duties as requested by the Leader of the Opposition.
5. To carry out duties on behalf of the Leader of the Opposition when designated to do so.
6. To represent the Leader of the Opposition as appropriate.

ROLE PROFILE

POST 10 MEMBER CHAMPION

Purpose and Role

The purpose and role is to:-

1. Represent all of those people who are covered by the position and ensure that their needs are identified, recognised and met, where possible, by the Council and other relevant bodies, including the voluntary sector.
2. Act as the spokesperson to promote the positive aspects of the Council's work amongst those on whom the Champion's interest area impacts.
3. Promote a joined-up approach between the activities of the Council and the work of other organisations, in supporting activities for the Champion's interest area and involving them in developing services.
4. Encourage people to play a fuller role in shaping the policies relevant to the Champion's interest area and to participate with statutory and voluntary organisations that are planning, making decisions on and delivering services that affect the Champion's area of responsibility.
5. Encourage the statutory and voluntary organisations to actively seek out and engage with other bodies in planning, defining and delivering services which affect them.

Duties and responsibilities

The duties and responsibilities are to:-

1. Foster cross-party co-operation and be able to engage with relevant outside groups and officers.
2. Understand and express the opinions and priorities of those groups.
3. Be sensitive to Council priorities – Champions cannot allow themselves to “go native” and forget about their broader role as a Councillor.
4. Act in respect of the whole range of relevant issues, rather than focus upon a pet interest.
5. Raise the profile of the issue by conveying to the relevant groups, the Council's commitment to the issue.
6. Foster the engagement of a wider range of Members in the issue.

7. Promote effective communication and positive working relationships, both within the Council and among relevant partners, stakeholders and community groups.
8. Provide positive support, and on occasions constructive challenge, to officers in driving forward the Council's agenda on the issue.
9. Be available as the Council's nominee on appropriate outside bodies and attend relevant conferences, training and briefing opportunities.
10. Work collaboratively with the relevant policy Committee Chairmen and the Overview and Scrutiny Committee.
11. Keep up-to-date on issues relevant to the Champion's interest.
12. Identify and represent the needs of groups and individuals who are not currently represented or part of the existing processes.

REPORT TO:	COUNCIL	AGENDA ITEM: 15
DATE OF MEETING:	7 th APRIL 2016	CATEGORY: DELEGATED
REPORT FROM:	CHIEF EXECUTIVE	OPEN PARAGRAPH NO: N/A
MEMBERS' CONTACT POINT:	ARDIP KAUR (ext.5715) Ardip.Kaur@south-derbys.gov.uk	DOC:
SUBJECT:	CYCLE OF MEETINGS 2016/17	REF:
WARD(S) AFFECTED:	ALL	

1.0 Recommendations

1.1 That the cycle of Meetings for 2016/17 be approved.

2.0 Purpose of Report/Detail

2.1 To consider the cycle of Meetings for 2016/17 attached at **Appendix A**.

3.0 Financial Implications

3.1 None.

4.0 Corporate Implications

4.1 None.

5.0 Community Implications

5.1 None.

6.0 Background Papers

6.1 None.

COMMITTEE AND COUNCIL MEETINGS 2016/2017

Committee	Date
ANNUAL COUNCIL	Thursday 19.05.16
CIVIC COUNCIL	Thursday 26.05.16
Environmental & Development Services	Thursday 02.06.16
Planning	Tuesday 07.06.16
Housing & Community Services	Thursday 09.06.16
Audit Sub	Wednesday 15.06.16
Finance & Management	Thursday 16.06.16
Finance & Management (Special – Final Accounts)	Tuesday 21.06.16
Overview & Scrutiny	Wednesday 22.06.16
Planning	Tuesday 28.06.16
COUNCIL	Thursday 30.06.16
Etwell JMC	Monday 11.07.16
Planning	Tuesday 19.07.16
Planning	Tuesday 09.08.16
Environmental & Development Services	Thursday 18.08.16
Housing & Community Services	Thursday 25.08.16
Finance & Management	Thursday 01.09.16
Planning	Tuesday 06.09.16
Overview & Scrutiny	Wednesday 07.09.16
Audit Sub	Wednesday 21.09.16
Finance & Management (Special - Final Accounts) 5pm	Thursday 22.09.16
COUNCIL	Thursday 22.09.16
Etwell JMC	Monday 26.09.16
Planning	Tuesday 27.09.16
Environmental & Development Services	Thursday 29.09.16
Housing & Community Services	Thursday 06.10.16
Finance & Management	Thursday 13.10.16
Planning	Tuesday 18.10.16
Overview & Scrutiny	Wednesday 19.10.16
COUNCIL	Thursday 03.11.16
Planning	Tuesday 08.11.16
Environmental & Development Services	Thursday 17.11.16
Housing & Community Services	Thursday 24.11.16
Planning	Tuesday 29.11.16
Finance & Management	Thursday 01.12.16
Overview & Scrutiny	Wednesday 07.12.16
Audit Sub	Wednesday 14.12.16
Planning	Tuesday 20.12.16
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COMMITTEE AND COUNCIL MEETINGS 2016/2017

Committee	Date
Environmental & Development Services (Special - Budget)	Thursday 05.01.17
Etwall JMC	Monday 09.01.17
Housing & Community Services (Special – Budget)	Tuesday 10.01.17
Finance & Management (Special – Budget)	Thursday 12.01.17
Planning	Tuesday 17.01.17
Overview & Scrutiny	Wednesday 18.01.17
COUNCIL	Thursday 19.01.17
Environmental & Development Services	Thursday 26.01.17
Housing & Community Services	Thursday 02.02.17
Planning	Tuesday 07.02.17
Overview & Scrutiny	Wednesday 08.02.17
Audit Sub	Wednesday 15.02.17
Finance & Management	Thursday 16.02.17
Planning	Tuesday 28.02.17
COUNCIL	Wednesday 01.03.17
Environmental & Development Services	Thursday 02.03.17
Housing & Community Services	Thursday 09.03.17
Finance & Management	Thursday 16.03.17
Planning	Tuesday 21.03.17
Overview & Scrutiny	Wednesday 22.03.17
Audit Sub	Wednesday 29.03.17
COUNCIL	Thursday 06.04.17
Etwall JMC	Monday 10.04.17
Planning	Tuesday 11.04.17
Housing & Community Services	Thursday 20.04.17
Environmental & Development Services	Wednesday 26.04.17
Finance & Management	Thursday 27.04.17
ANNUAL COUNCIL	Thursday 18.05.17
CIVIC COUNCIL	Thursday 25.05.17

REPORT TO:	FULL COUNCIL	AGENDA ITEM: 16
DATE OF MEETING:	7th APRIL 2016	CATEGORY:
REPORT FROM:	CHIEF EXECUTIVE	OPEN
MEMBERS' CONTACT POINT:	FRANK McARDLE 01283 595702	DOC:
SUBJECT:	COMMUNITY GOVERNANCE REVIEW	REF:
WARD(S) AFFECTED:	ASTON AND STENSON WARDS	TERMS OF REFERENCE:

1.0 Recommendations

- 1.1 That Members consider the requests made by Stenson Fields Parish Council and Barrow upon Trent Parish Council and determine whether or not the Council should undertake a Community Governance Review in respect of the unparished area of Twyford and Stenson, the parished area of Stenson Fields and the parished area of Barrow upon Trent.

2.0 Purpose of Report

- 2.1 To appraise Members of the current situation with regard to this area of the District.
- 2.2 To advise Members of the legal process whereby the Council can review and make changes to local governance arrangements within the whole or part of its District.

3.0 Detail

- 3.1 Barrow upon Trent Parish Council and Stenson Fields Parish Council have made a joint request to change their parish council boundaries (see Appendix 1).
- 3.2 In effect, Barrow upon Trent Parish Council wishes to divest itself of approx. 153.5 acres of land in the north-west area, as marked in yellow on the map at Appendix 2, in favour of Stenson Fields Parish Council. Stenson Fields Parish Council has indicated its willingness to incorporate this land into its area.
- 3.3 In addition, Stenson Fields Parish Council has stated its wish to incorporate approx. 197.1 acres of land in the south-west area, as marked in green on the map at Appendix 2, that currently sits in the unparished area of Twyford and Stenson. Members should be aware of housing developments in this area – approximately 300 homes have recently been constructed and occupied, with another 200+ homes currently under construction or with planning permission for development.
- 3.4 The options available to the Council are:
- To take no further action at this time

- To formally resolve to undertake a Community Governance Review, including consulting with residents and holding public meetings as deemed necessary as part of the process.

3.5 By virtue of section 82 of the Local Government and Public Involvement in Health Act 2007, the Council has the power to undertake a Community Governance Review within its electoral area whenever it considers appropriate to do so.

3.6 Government guidance recommends that Reviews are undertaken if there have been changes in population in certain areas, aimed at considering the impact this has had on community cohesion, the size, population and boundaries of the area and what arrangements have been, or could be, made for the purposes of community representation or community engagement. A Community Governance Review would consider such issues as:

- Whether an unparished area should be constituted as a parish and have a parish council (or other body) created;
- What the name and style of any newly constituted parish should be?
- Whether the number of parish councillors on an existing parish council should be changed?
- Whether a parish council boundary should be altered to better reflect the local community?
- Whether or not, as a result of the Review, the area of any other existing neighbouring parish should be retained, merged, altered or abolished?
- Whether a parish council should be warded or whether existing parish wards should be altered to reflect changes in the local community?
- Whether the name of a parish council should be changed?
- Whether existing parish councils should be grouped?

3.6 If Members decide to undertake the Review, all recommendations, including the issue of the Terms of Reference, will be made by Full Council prior to any Reorganisation of Community Governance Order being made.

4.0 Financial Implications

4.1 There are no direct financial implications from this report, but the consultation process will incur the Council in administrative and postage costs.

5.0 Corporate Implications

5.1 There are none relating to this report.

6.0 Community Implications

6.1 Area of requested land transfer

Currently, the Barrow upon Trent parish area comprises 1,858.2 acres, which would reduce to 1,704.7 acres if the requested area of 153.5 acres, marked in yellow on the map, was transferred to the Stenson Fields parish, a reduction of 8.3% land area.

The unparished area of Twyford and Stenson currently encompasses 1,662.5 acres, which would reduce to 1,465.4 acres if the requested area of 197.1 acres, marked in green on the map, was transferred to the Stenson Fields parish, a reduction of 11.9% land area.

Stenson Fields parish currently covers 168.1 acres and would, if the area of requested transfer proceeded, rise by 350.6 acres to 518.7 acres, a land area gain of 308.6%

Population

When considering any electoral arrangements arising as a result of a Community Governance Review, the Council is obliged to consider any change in the number or distribution of electors which is likely to occur within five years of any Review.

Currently, the number of dwellings and population for each of the three areas is as detailed below:

Area	Dwellings @ 2016	Population @ 2016
Barrow upon Trent	245	567
Twyford and Stenson	372	969
Stenson Fields	1,584	4,162

If the area transfers proceeded in accordance with the request, the projections through to 2021 would be as detailed below:

Area	Dwellings @ 2021	Estimated population @ 2021
Barrow upon Trent	249	576
Twyford and Stenson	373	972
Stenson Fields	2,157	5,652

Alternatively, assuming there was no change in the current areas, the projections through to 2021 would be as follows:

Area	Dwellings @ 2021	Estimated population @ 2021
Barrow upon Trent	374	864
Twyford and Stenson	696	1,811
Stenson Fields	1,709	4,487

In relation to Barrow upon Trent and Twyford and Stenson, a small 'windfall' allowance has been included for the five year projected period based on completions back to 2006.

With regard to the projected figures for Stenson Fields, whilst permission has been granted for development beyond the figures quoted, it should be noted that most of Wragley Way will be built out beyond 2021.

- 6.2 The Review and subsequent recommendations will determine the local governance arrangements for the areas concerned.

7.0 Background Papers

- 7.1 Appendix 1: Joint Barrow upon Trent / Stenson Fields Parish Councils request.
 Appendix 2: Area Map
 Appendix 3: Communities and Local Government / Local Government Boundary Commission for England Guidance on Community Governance Reviews.

Mrs Alison Hicklin
Clerk of the Council
Tel: 01332 700142
Mobile: 07825 702046

Field House Farm
Snelsmoor Lane
Chellaston
Derby
DE73 6TQ



**BARROW UPON TRENT
PARISH COUNCIL**

South Derbyshire District Council
Chief Executive

19 FEB 2015

Passed to:
Copied to:

Email: alison@barrowupontrentparish.co.uk

Stenson Fields Parish Council

Email: jacquistorer@aol.com

11th February 2015

Dear Mr McArdle

Please find attached a joint agreement signed by both Stenson Fields and Barrow upon Trent Parish Councils.

The proposed revision to the parish boundaries has been discussed and agreed both in individual Parish Council meetings, and also in a joint meeting between the Chairs, Vice-Chairs and Parish Clerk.

It is our opinion that South Derbyshire District Council is able to implement the proposed changes under the provisions of the 'Guidance on Community Governance Reviews', especially in respect of paragraphs 8b, 12 and 15 where the proposed South Derbyshire Local Plan will cause a '...reaction to specific or local new issues...' and also '... existing parish boundaries becoming anomalous as new houses are built across the boundaries...'

Paragraph 50 of the Community Governance Review also states that 'The views of local communities and inhabitants are of central importance'.

As both Parish Councils are in accord with the proposed boundary change, we would be grateful if you would please consider the process of the implementation as soon as is possible.

Yours sincerely

Signature: *Alison Hicklin*

Date: 11.2.15

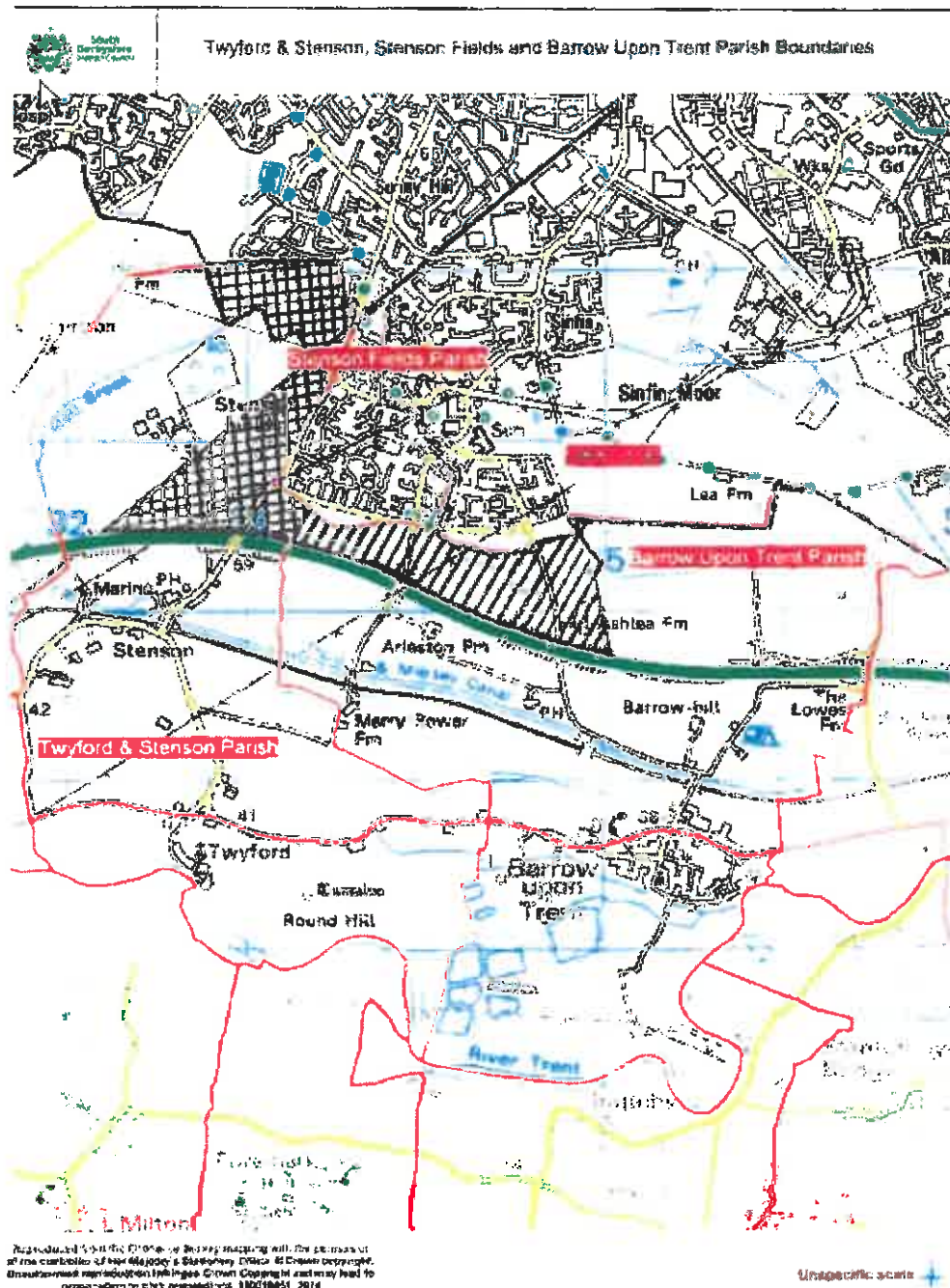
(Chair Barrow upon Trent Parish Council)

Signature: *G.W. Fellows*

Date: 11.2.15

(Chair Stenson Fields Parish Council)

**Joint Agreement Parish Council Boundaries
Between Barrow upon Trent Parish Council and Stenson Fields Parish Councils**



We the undersigned, as representatives of the respective Parish Councils of Barrow upon Trent and Stenson Fields, propose that the parish boundaries between Barrow upon Trent, Stenson Fields, Twyford & Stenson should be moved as shown on the above map, so that the hatched areas becomes part of the parish of Stenson Fields and is no longer a part of the parishes of Barrow upon Trent and Twyford & Stenson.

Signature: B. J. Fellin

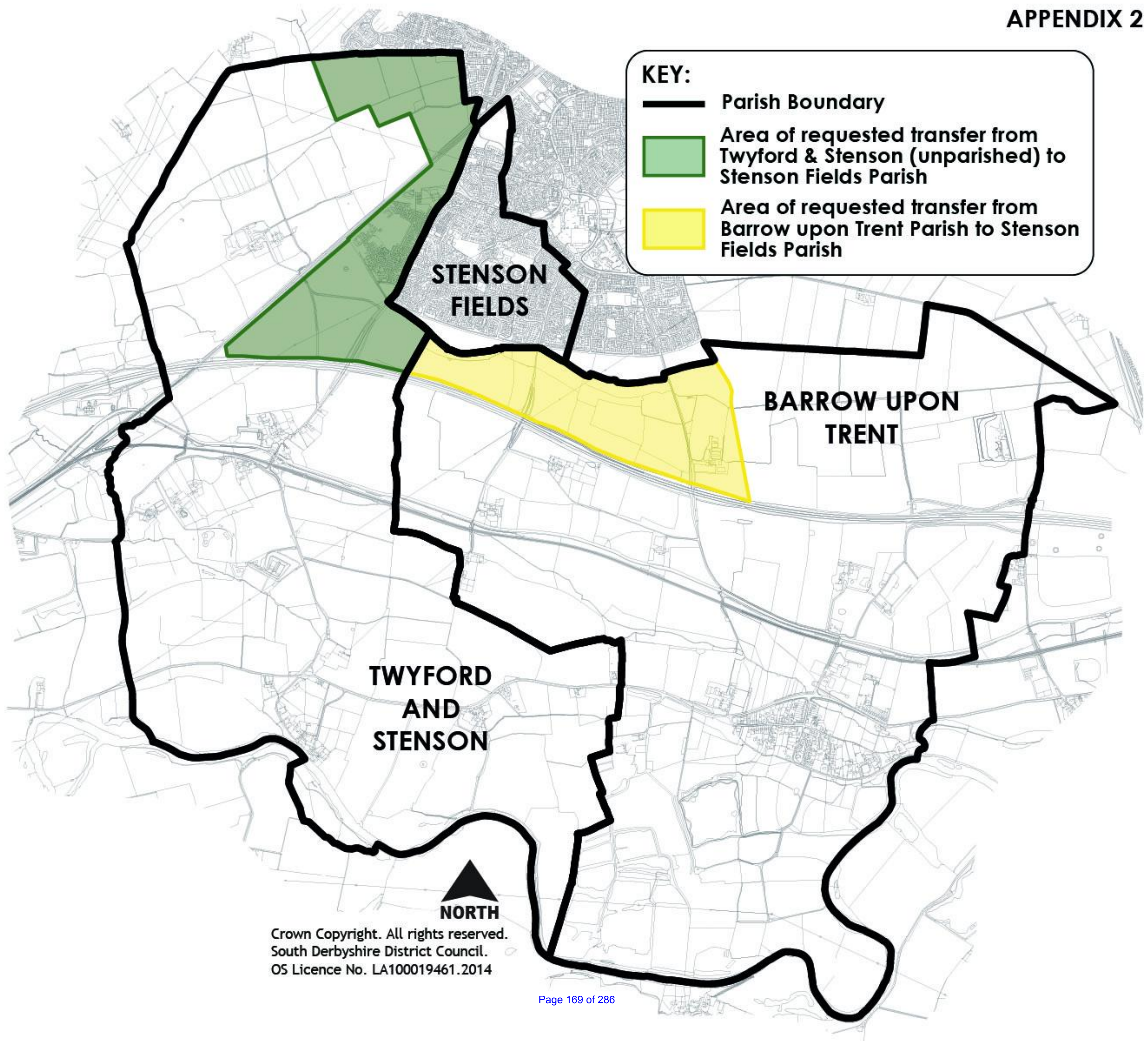
Signature: [Signature]

Date: 11.2.15

Date: 11.2.15.

(Chair Stenson Fields Parish Council)

(Chair Barrow upon Trent Parish Council)



Guidance on community governance reviews



The
Local Government
Boundary Commission
for England

Guidance on community governance reviews

March 2010

Department for Communities and Local Government
Local Government Boundary Commission for England

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Communities and Local Government Publications
Online via the Communities and Local Government website: www.communities.gov.uk

March 2010

ISBN: 978 1 4098 2421 3

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Foreword

This document comprises guidance issued by the Secretary of State and the Local Government Boundary Commission for England under section 100 of the Local Government and Public Involvement and Health Act 2007 (the 2007 Act) on undertaking, and giving effect to recommendations made in, community governance reviews and on making recommendations about electoral arrangements respectively.

The Implementation Plan for the Local Government white paper, *Strong and Prosperous Communities*¹ (the 2006 white paper), sets out Communities and Local Government's future approach to guidance. It proposes that guidance must be short, clear and practical, and that an open and inclusive approach to its preparation should be followed, involving the range of stakeholders who will be affected by or have an interest in it.

This guidance follows that approach. It is an updated version of guidance originally published in 2008 prepared by a partnership of Communities and Local Government and the Electoral Commission with stakeholders including DEFRA, the Local Government Association, County Councils Network, London Councils, the National Association of Local Councils, and the Society of Local Council Clerks. It aims to be clear and practical but also to encourage innovative and flexible local action. The main change to the guidance has been to reflect the establishment of the Local Government Boundary Commission for England, which is responsible for the boundary-related functions previously exercised by the Electoral Commission and the Boundary Committee for England.

A model community governance reorganisation order is available on the Department's website.²

¹ *Strong and Prosperous Communities*, the Local Government white paper, The Stationery Office, October 2006(Cm 6969).

² <http://www.communities.gov.uk/publications/localgovernment/modelreorganisationorder>

Section 1: Introduction

The Local Government and Public Involvement in Health Act 2007 and community governance reviews

1. Chapter 3 of Part 4 of the 2007 Act devolves the power to take decisions about matters such as the creation of parishes and their electoral arrangements to local government and local communities in England.
2. The Secretary of State therefore has no involvement in the taking of decisions about recommendations made in community governance reviews and the Local Government Boundary Commission for England's (LGBCE) involvement is limited to giving effect to consequential recommendations for related alterations to the electoral areas of principal councils.
3. From 13 February 2008, district councils, unitary county councils and London borough councils ('principal councils') have had responsibility for undertaking community governance reviews and have been able to decide whether to give effect to recommendations made in those reviews. In making that decision, they will need to take account of the views of local people.
4. Principal councils are required, by section 100(4) of the 2007 Act, to have regard to this guidance which is issued by the Secretary of State, under section 100(1) and (3), and the LGBCE under section 100(2).
5. This guidance is not an authoritative interpretation of the law (as that is ultimately a matter for the courts) and it remains the responsibility of principal councils to ensure that any actions taken by them comply with the relevant legislation. They should seek their own legal advice where appropriate.

Aim of this guidance

6. This guidance is intended to provide assistance to principal councils on:
 - a) undertaking community governance reviews
 - b) the making of recommendations for electoral arrangements for parish councils and the making of consequential recommendations to the LGBCE for related alterations to the boundaries of electoral areas of principal councils; and

- c) giving effect to recommendations made in community governance reviews

Issues covered in this guidance

7. The guidance supports and helps to implement key aspects of the 2006 white paper. The 2007 Act requires that local people are consulted during a community governance review, that representations received in connection with the review are taken into account and that steps are taken to notify them of the outcomes of such reviews including any decisions.
8. The matters covered by the guidance include:
 - a) duties and procedures in undertaking community governance reviews (Chapter 2), including on community governance petitions; the document gives guidance on a valid petition, and for the requirement for petitions to meet specific numerical or percentage thresholds signed by local electors
 - b) making and implementing decisions on community governance (Chapter 3): the 2007 Act places a duty on principal authorities to have regard to the need to secure that any community governance for the area under review reflects the identities and interests of the local community in that area, and that it is effective and convenient; relevant considerations which influence judgements against these two principal criteria include the impact on community cohesion, and the size, population and boundaries of the proposed area
 - c) other forms of community governance not involving parishes (Chapter 4) for example, residents' associations, community forums, tenant management organisations, area committees
 - d) considerations on whether parish meetings and parish councils would be most appropriate, and electoral arrangements (Chapter 5)
 - e) consequential recommendations for related alterations to ward and division boundaries (Chapter 6)

Statutory provisions

9. In addition to the 2007 Act, legislation relating to parishes can also be found in the Local Government Act 1972 (in particular, provision about parish meetings and councils, the constitution of a parish meeting, the constitution and powers of parish councils and about parish councillors) and the Local Democracy, Economic Development and Construction Act 2009 (reviews and recommendations about,

electoral areas by the LGBCE), as well as in other enactments.

Structure of guidance

10. This document is published jointly and is divided into two parts. Chapters 2 to 4 deal with those matters which the Secretary of State may issue guidance on and the issues raised in Chapters 5 and 6 are those on which the LGBCE may issue guidance. Having conducted a community governance review, unless in certain circumstances there are no implications for electoral arrangements, principal councils will need to consider both parts of this guidance together.

Further information

11. Further information about electoral arrangements for parishes and any related alterations to district or London borough wards, or county divisions should be sought from the LGBCE's website www.lgbce.org.uk

Section 2: Undertaking community governance reviews

Why undertake a community governance review?

12. Community governance reviews provide the opportunity for principal councils to review and make changes to community governance within their areas. It can be helpful to undertake community governance reviews in circumstances such as where there have been changes in population, or in reaction to specific or local new issues. The Government has made clear in the 2006 white paper and in the 2007 Act its commitment to parish councils. It recognises the role such councils can play in terms of community empowerment at the local level. The 2007 Act provisions are intended to improve the development and coordination of support for citizens and community groups so that they can make the best use of empowerment opportunities.
13. The 2007 Act is intended to streamline the process of taking decisions about giving effect to recommendations made in a community governance review, such as recommendations for the creation of new parishes and the establishment of parish councils, and about other matters such as making changes to parish boundaries and electoral arrangements. By devolving the powers to take these decisions from central government to local government, the 2007 Act is intended to simplify the decision-making process and make it more local.
14. Parish and town councils are the most local tier of government in England. There are currently about 10,000 parishes in England – around 8,900 of which have councils served by approximately 70,000 councillors. There is a large variation in size of parishes in England from those with a handful of electors to those with over 40,000 electors.
15. In many cases making changes to the boundaries of existing parishes, rather than creating an entirely new parish, will be sufficient to ensure that community governance arrangements to continue to reflect local identities and facilitate effective and convenient local government. For example, over time communities may expand with new housing developments. This can often lead to existing parish boundaries becoming anomalous as new houses are built across the boundaries resulting in people being in different parishes from their neighbours. In such circumstances, the council should consider undertaking a community governance review, the terms of reference

of which should include consideration of the boundaries of existing parishes.

16. A community governance review offers an opportunity to put in place strong, clearly defined boundaries, tied to firm ground features, and remove the many anomalous parish boundaries that exist in England. Reviews also offer the chance to principal councils to consider the future of what may have become redundant or moribund parishes, often the result of an insufficient number of local electors within the area who are willing to serve on a parish council. Some of these issues are considered elsewhere in this guidance (see Chapter 3 about parish councils and parish meetings and Chapter 4 regarding grouping parishes and dissolving parish councils and abolishing parishes).
17. Since new boundaries may be used to provide the building blocks for district and London borough ward and/or county division boundaries in future electoral reviews of district, London borough, unitary and county councils, it is important that principal councils seek to address parish boundary anomalies when they arise. Principal councils should therefore consider carefully changes to parish boundaries as these can have consequential effects on the boundaries for other tiers of local government.
18. Community governance reviews may also be triggered by local people presenting public petitions to the principal council. This is explained in more detail in paragraphs 39 to 43 on public petitions to trigger community governance reviews.

Terms of reference for community governance reviews

19. The 2007 Act allows principal councils to determine the terms of reference under which a community governance review is to be undertaken. It requires the terms of reference to specify the area under review and the principal council to publish the terms of reference. If any modifications are made to the terms of reference, these must also be published.
20. Terms of reference will need to be drawn up or modified where a valid community governance petition has been received by the principal council. Local people will be able to influence the terms of reference when petitioning (see paragraphs 24 and 39 to 43 for more information).
21. As the 2007 Act devolves power from central to local government and to local communities, it is inappropriate to prescribe a “one size fits

all” approach to terms of reference for community governance reviews applied by principal councils. However, the Government expects terms of reference to set out clearly the matters on which a community governance review is to focus. The local knowledge and experience of communities in their area which principal councils possess will help to frame suitable terms of reference. The terms should be appropriate to local people and their circumstances and reflect the specific needs of their communities.

22. In areas for which there is both a district council and a county council, district councils are required under section 79 of the 2007 Act to notify the county council of their intention to undertake a review and of their terms of reference. County councils play a strategic role in the provision of local services, and they can offer an additional dimension to any proposal to conduct a review, particularly as the terms of reference are being formulated. The bodies which the principal council must consult under section 93 of the 2007 Act include other local authorities which have an interest in the review. Such local authorities would include any county council for the area concerned. In such circumstances the district council should seek the views of the county council at an early stage.
23. Local people may have already expressed views about what form of community governance they would like for their area, and principal councils should tailor their terms of reference to reflect those views on a range of local issues. Ultimately, the recommendations made in a community governance review ought to bring about improved community engagement, better local democracy and result in more effective and convenient delivery of local services.

Timing of community governance reviews

24. A principal council is under a duty to carry out a community governance review if it receives a valid community governance petition for the whole or part of the council’s area. However, the duty to conduct a review does not apply if:
 - a) the principal council has concluded a community governance review within the last two years which in its opinion covered the whole or a significant part of the area of the petition or
 - b) the council is currently conducting a review of the whole, or a significant part of the area to which the petition relates
25. Where a review has been conducted within the last two years the principal council still has the power to undertake another review if it so wishes. Where a review is ongoing, the council can choose to

modify the terms of reference of the ongoing review to include the matters within the petition, or to conduct a second review.

26. Otherwise, the 2007 Act provides for a principal council to conduct a community governance review at any time. Principal councils will want to keep their community governance arrangements under review, and they should ensure that they consider on a regular basis whether a review is needed. A review may need to be carried out, for example, following a major change in the population of a community or as noted earlier in this chapter (see paragraph 15) to re-draw boundaries which have become anomalous, for example following new housing developments being built across existing boundaries. Principal councils should exercise their discretion, but it would be good practice for a principal council to consider conducting a review every 10-15 years – except in the case of areas with very low populations when less frequent reviews may be adequate.
27. In the interests of effective governance, the principal council should consider the benefits of undertaking a review of the whole of its area in one go, rather than carrying out small scale reviews in a piecemeal fashion of two or three areas. However, it is recognised that a full-scale review will not always be warranted, particularly where a review of the whole area or a significant part of the principal council's area has been carried out within the last few years. Occasionally, it may be appropriate to carry out a smaller review, for example, to adjust minor parish boundary anomalies.
28. Principal councils should use their knowledge and awareness of local issues when deciding whether to undertake a review. However, principal councils should avoid starting a community governance review if a review of district, London borough or county council electoral arrangements is being, or is about to be, undertaken. Ideally, community governance reviews should be undertaken well in advance of such electoral reviews, so that the LGBCE in its review of local authority electoral arrangements can take into account any parish boundary changes that are made. The LGBCE can provide advice on its programme of electoral reviews.
29. Where the LGBCE bases its new district or London borough ward boundaries on parish boundaries the Parliamentary Boundary Commission will then use these boundaries to determine parliamentary constituency boundaries (parliamentary constituencies use district and London borough wards as their building blocks). This illustrates the importance of keeping parish boundaries under review and ensuring they accurately reflect local communities.

30. Reorganisation of community governance orders (explained further in

this chapter under implementation) creating new parishes, abolishing parishes or altering their area can be made at any time following a review. However for administrative and financial purposes (such as setting up the parish council and arranging its first precept), the order should take effect on the 1 April following the date on which it is made. Electoral arrangements for a new or existing parish council will come into force at the first elections to the parish council following the reorganisation order. However, orders should be made sufficiently far in advance to allow preparations for the conduct of those elections to be made. In relation to a new parish council, the principal council may wish to consider whether, during the period between 1 April and the first elections to the parish council, it should make interim arrangements for the parish to be represented by councillors who sit on the principal council.

31. Parish council elections should normally take place every four years at the same time as the elections for the district or London borough ward or, in areas outside of London which have no district council, the county division in which a parish, or part of a parish, is situated. However, where a new parish is to be created, it may be necessary to alter the date of the next parish election, particularly if the next elections to the ward or division are not scheduled to take place for some time. To achieve this, section 98 of the 2007 Act allows principal councils to modify or exclude the application of sections 16(3) and 90 of the Local Government Act 1972, so that the first election to the new parish council is held in an earlier year. This results in councillors serving either a shortened or lengthened first term to allow the parish council's electoral cycle to return to that of the unitary, district or London borough ward at the next election.

Undertaking community governance reviews

32. Section 93 of the 2007 Act allows principal councils to decide how to undertake a community governance review, provided that they comply with the duties in that Act which apply to councils undertaking reviews.
33. Principal councils will need to consult local people and take account of any representations received in connection with the review. When undertaking the review they must have regard to the need to secure that community governance reflects the identities and interests of the community in the area under review, and the need to secure that community governance in that area is effective and convenient. Further information on making recommendations is in Chapter 3.
34. Under the 2007 Act principal councils are required to consult both

those local government electors in the area under review, and others (including a local authority such as a county council) which appears to the principal council to have an interest in the review. In the case of a community governance review where a parish council already exists, as a local authority, it too should be consulted. Other bodies might include local businesses, local public and voluntary organisations - such as schools or health bodies. The principal council must take into account any representations it receives as part of a community governance review.

35. Principal councils must consider the wider picture of community governance in carrying out their reviews. In some areas there may be well established forms of community governance such as local residents' associations, or community forums which local people have set up and which help make a distinct contribution to the community. Some principal councils may also have set up area committees which perform a specific role in the local community.
36. In undertaking a review, section 93(5) requires principal councils to take these bodies into account. Potentially, as representatives of their community, these bodies may be considered as foundations for or stages towards the creation of democratically elected parishes (further information about other non-parish forms of community governance can be found in Chapter 4).
37. Principal councils are required to complete the review, including consequential recommendations to the LGBCE for related alterations to the boundaries of principal area wards and/or divisions, within 12 months of the start of the community governance review. The review begins when the council publishes terms of reference of the review and concludes when the council publishes the recommendations made in the review³. The Government stated in the 2006 white paper that they wanted the process for undertaking community governance (formerly parish reviews) to be simplified and speeded up. Given that there is no longer the need to make recommendations to Central Government prior to implementing any review recommendations, the 2007 Act makes it easier for principal councils to reach decisions on community governance reviews. Whilst a community governance review will depend on a number of factors, such as the number of boundary changes, the Government believes it should be feasible to accomplish reviews within 12 months from the start.
38. Principal councils will need to build into their planning process for

³ See section 102(3) of the 2007 Act for the interpretation of 'begin' and 'conclude' in relation to a review.

reviews reasonable periods for consultation with local electors and other stakeholders, for the consideration of evidence presented to them in representations, as well as for decision-making (see Chapter 3 on making and implementing recommendations made in community governance reviews). Implementation of reviews by Order and the requirement for the principal council to publicise the outcome of a community governance review are covered in paragraphs 98 to 103.

Public petitions to trigger community governance reviews

39. In recent years, the Government has been keen to encourage more community engagement. The 2006 white paper confirmed this development further stressing the intention to build on the existing parish structure improving capacity to deliver better services, and to represent the community's interests.
40. Under the 2007 Act, local electors throughout England can petition their principal council for a community governance review to be undertaken. The petition must set out at least one recommendation that the petitioners want the review to consider making. These recommendations can be about a variety of matters including:
 - the creation of a parish
 - the name of a parish
 - the establishment of a separate parish council for an existing parish
 - the alteration of boundaries of existing parishes
 - the abolition of a parish
 - the dissolution of a parish council
 - changes to the electoral arrangements of a parish council
 - whether a parish should be grouped under a common parish council or de-grouped
 - a strong, inclusive community and voluntary sector
 - a sense of civic values, responsibility and pride; and
 - a sense of place – a place with a 'positive' feeling for people and local distinctiveness
 - reflective of the identities and interests of the community in that area and
 - effective and convenient
 - the impact of community governance arrangements on community cohesion; and

- the size, population and boundaries of a local community or parish
 - people from different backgrounds having similar life opportunities
 - people knowing their rights and responsibilities
41. For a petition to be valid it must meet certain conditions. The first of these conditions is that a petition must be signed by the requisite number of local electors. It is recommended that petitioners aim to collect the requisite number of signatures based on the most recently published electoral register. It should be against this register that the petition thresholds (set out below) will be assessed. The three thresholds are:
- a) for an area with less than 500 local electors, the petition must be signed by at least 50% of them
 - b) for an area with between 500 and 2,500 local electors, the petition must be signed by at least 250 of them
 - c) for an area with more than 2,500 local electors, the petition must be signed by at least 10% of them
42. These thresholds have been chosen to ensure that the minimum number of signatures to be obtained is neither so high that it will be impossible in most cases to collect that number nor so low as to allow a very small minority of electors to trigger a review. So, in areas with higher populations the threshold is not so high as to prevent a genuine desire for a review not being realised. Equally, in areas with smaller numbers of electors, this means that a handful of electors cannot initiate a review against the wishes of the majority of their fellow electors. The thresholds therefore help to ensure that the local democratic process is properly maintained.
43. The petition should define the area to which the review relates, whether on a map or otherwise, and refer to identifiable fixed boundaries. Where a proposed boundary is near an individual property, the petition must make clear on which side of the boundary the property lies. The petition must specify one or more proposed recommendations for review.
44. Where a petition recommends the establishment of a town or parish council or parish meeting (see paragraph 88) in an area which does not currently exist as a parish, the petition is to be treated as including a recommendation for a parish to be created even if it does not expressly make such a recommendation⁴

⁴ See Section 80 (8) of the 2007 Act

Section 3: Making and implementing recommendations made in community governance reviews

45. As stated in the 2006 white paper parish councils are an established and valued form of neighbourhood democracy and management. They are not only important in rural areas but increasingly have a role to play in urban areas. We propose to build on the existing parish structure, so as to improve its capacity to deliver better services and represent the community's interests.

Context of parishes in the wider community

46. Communities and Local Government is working to help people and local agencies create cohesive, attractive and economically vibrant local communities, building on the Government's Sustainable Communities' strategy.
47. An important aspect to approaching sustainable communities is allowing local people a say in the way their neighbourhoods are managed. One of the characteristics of a sustainable community is the desire for a community to be well run with effective and inclusive participation, representation and leadership. This means:
 - a) representative, accountable governance systems which both facilitate strategic, visionary leadership and enable inclusive, active and effective participation by individuals and organisations; and
 - b) effective engagement with the community at neighbourhood level including capacity building to develop the community's skills, knowledge and confidence
48. Central to the concept of sustainable communities is community cohesion. The impact of community governance on cohesion is an issue to be taken into account when taking decisions about community governance arrangements, and this is discussed further below.

Defining a parish

49. Parish and town councils vary enormously in size, activities and circumstances, representing populations ranging from less than 100 (small rural hamlets) to up to 70,000 (large shire towns – Weston-Super-Mare Town Council being the largest). The majority of them are small; around 80% represent populations of less than 2,500. Small parishes with no parish council can be grouped with

neighbouring parishes under a common parish council (see paragraphs 112 to 115).

50. Parish councils continue to have two main roles: community representation and local administration. For both purposes it is desirable that a parish should reflect a distinctive and recognisable community of place, with its own sense of identity. The views of local communities and inhabitants are of central importance.
51. The identification of a community is not a precise or rigid matter. The pattern of daily life in each of the existing communities, the local centres for education and child care, shopping, community activities, worship, leisure pursuits, transport facilities and means of communication generally will have an influence. However, the focus of people's day-to-day activities may not be reflected in their feeling of community identity. For instance, historic loyalty may be to a town but the local community of interest and social focus may lie within a part of the town with its own separate identity.

Criteria for undertaking a community governance review

52. Section 93 of the 2007 Act requires principal councils to ensure that community governance within the area under review will be:
 - reflective of the identities and interests of the community in that area and
 - effective and convenient
53. When considering the criteria identified in the 2007 Act, principal councils should take into account a number of influential factors, including:
 - the impact of community governance arrangements on community cohesion and
 - the size, population and boundaries of a local community or parish
54. In considering this guidance, the impact on community cohesion is linked specifically to the identities and interests of local communities. Size, population and boundaries are linked to both but perhaps more specifically to community governance being effective and convenient.

The identities and interests of local communities

55. Parish councils have an important role to play in the development of their local communities. Local communities range in size, as well as in a variety of other ways. Communities and Local Government is

working to help people and local agencies create cohesive, attractive and economically vibrant local communities. The aim for communities across the country is for them to be capable of fulfilling their own potential and overcoming their own difficulties, including community conflict, extremism, deprivation and disadvantage. Communities need to be empowered to respond to challenging economic, social, and cultural trends, and to demographic change.

56. Parish councils can contribute to the creation of successful communities by influencing the quality of planning and design of public spaces and the built environment, as well as improving the management and maintenance of such amenities. Neighbourhood renewal is an important factor to improve the quality of life for those living in the most disadvantaged areas. Parish councils can be well placed to judge what is needed to build cohesion. Other factors such as social exclusion and deprivation may be specific issues in certain areas, and respect is fundamental to the functioning of all places and communities. The Government remains committed to civil renewal, and empowering citizens to work with public bodies, including parish councils, to influence public decisions.
57. 'Place' matters in considering community governance and is a factor in deciding whether or not to set up a parish. Communities and Local Government's vision is of prosperous and cohesive communities which offer a safe, healthy and sustainable environment. One aspect of that is strong and accountable local government and leadership. Parish councils can perform a central role in community leadership. Depending on the issue, sometimes they will want to take the lead locally, while at other times they may act as an important stakeholder or in partnership with others. In either case, parish councils will want to work effectively with partners to undertake the role of 'place-shaping', and be responsive to the challenges and opportunities of their area in a co-ordinated way.
58. It is clear that how people perceive where they live - their neighbourhoods - is significant in considering the identities and interests of local communities and depends on a range of circumstances, often best defined by local residents. Some of the factors which help define neighbourhoods are: the geography of an area, the make-up of the local community, sense of identity, and whether people live in a rural, suburban, or urban area.
59. Parishes in many cases may be able to meet the concept of neighbourhoods in an area. Parishes should reflect distinctive and recognisable communities of interest, with their own sense of identity. Like neighbourhoods, the feeling of local community and the wishes

of local inhabitants are the primary considerations.

60. Today, there may well be a variety of different communities of interest within a parish; for example, representing age, gender, ethnicity, faith or life-style groups. There are other communities with say specific interests in schools, hospitals or in leisure pursuits. Any number of communities of interest may flourish in a parish but they do not necessarily centre on a specific area or help to define it.
61. Building a sense of local identity may make an important contribution to cohesion where a local area is facing challenges arising from rapid demographic change. In considering the criteria, community governance reviews need to home in on communities as offering a sense of place and of local identity for all residents.

Effective and convenient local government

62. The Government believes that the effectiveness and convenience of local government is best understood in the context of a local authority's ability to deliver quality services economically and efficiently, and give users of services a democratic voice in the decisions that affect them.
63. Local communities should have access to good quality local services, ideally in one place. A parish council may be well placed to do this. With local parish and town councils in mind, effective and convenient local government essentially means that such councils should be viable in terms of providing at least some local services, and if they are to be convenient they need to be easy to reach and accessible to local people.
64. In responding to the requirement for effective and convenient local government, some parish councils are keen, and have the capacity to take on more in the provision of services. However, it is recognised that not all are in position to do so. The 2007 Act provides a power of well-being to those parish councils who want to take on more, giving them additional powers to enable them to promote the social, economic and environmental well being of their areas. Nevertheless, certain conditions must be met by individual parish councils before this power is extended to them.
65. Wider initiatives such as the Quality Parish Scheme and charters agreed between parish councils and principal councils also help to give a greater understanding of securing effective and convenient local government. In such cases, parish and town councils which are well managed and good at representing local views will be in a better

position to work closely with partner authorities to take more responsibility for shaping their area's development and running its services.

Factors for consideration

66. When reviewing community governance arrangements, principal councils may wish to take into account a number of factors, to help inform their judgement against the statutory criteria.

The impact on community cohesion of community governance arrangements

67. Setting up parishes and parish councils clearly offers the opportunity to strengthen community engagement and participation, and generate a positive impact on community cohesion. In conducting community governance reviews (whether initiated by itself or triggered by a valid petition), the principal council should consider the impact on community cohesion when deciding whether or not to set up a parish council.
68. Britain is a more diverse society – ethnically, religiously and culturally – than ever before. Today's challenge is how best to draw on the benefits that migration and diversity bring while addressing the potential problems and risks to cohesion. Community cohesion is about recognising the impact of change and responding to it. This is a fundamental part of the place-shaping agenda and puts local authorities at the heart of community building.
69. In its response to the recommendations of the Commission on Integration and Cohesion the Government has defined community cohesion as what must happen in all communities to enable different groups of people to get on well together. A key contributor to community cohesion is integration which is what must happen to enable new residents and existing residents to adjust to one another.
70. The Government's vision of an integrated and cohesive community is based on three foundations:
 - people trusting one another and trusting local institutions to act fairly
71. And three key ways of living together:
 - a shared future vision and sense of belonging
 - a focus on what new and existing communities have in common, alongside a recognition of the value of diversity
 - strong and positive relationships between people from different backgrounds

72. The Commission on Integration and Cohesion's report, *Our Shared Future*, is clear that communities have expert knowledge about their own circumstances and that actions at the local level contribute to achieving integration and cohesion, with local authorities well placed to identify any pressures. The Commission reports that policy makers and practitioners see civic participation as a key way of building integration and cohesion – from ensuring people have a stake in the community, to facilitating mixing and engendering a common sense of purpose through shared activities. The 2006 white paper's proposals for stronger local leadership, greater resident participation in decisions and an enhanced role for community groups contribute to promoting cohesion.
73. Community cohesion is about local communities where people should feel they have a stake in the society, and in the local area where they live by having the opportunity to influence decisions affecting their lives. This may include what type of community governance arrangements they want in their local area.
74. The 2007 Act requires principal councils to have regard to the need to secure that community governance reflects the identity and interests of local communities; the impact on community cohesion is linked strongly to it. Cohesion issues are connected to the way people perceive how their local community is composed and what it represents, and the creation of parishes and parish councils may contribute to improving community cohesion. Community governance arrangements should reflect, and be sufficiently representative of, people living across the whole community and not just a discrete cross-section or small part of it. It would be difficult to think of a situation in which a principal council could make a decision to create a parish and a parish council which reflects community identities and interests in the area and at the same time threatens community cohesion. Principal councils should be able to decline to set up such community governance arrangements where they judged that to do so would not be in the interests of either the local community or surrounding communities, and where the effect would be likely to damage community cohesion.
75. As part of a community governance review a principal council should consider whether a recommendation made by petitioners will undermine community cohesion in any part of its area.
76. Challenges to community cohesion are often very local in nature and because of their knowledge of local communities, local authorities are in a good position to assess these challenges. As for the other considerations set out in this guidance, principal councils will wish to

reach a balanced judgement in taking community cohesion into account in community governance arrangements.

Size, population and boundaries of a local community or parish

77. Size, population and boundaries of a local community or parish are linked to aspects of both principal criteria as identified in the 2007 Act, but perhaps more specifically to community governance being effective and convenient. Often it is factors such as the size, population and boundaries which influence whether or not it is going to be viable to create a parish council. Parishes must fall within the boundaries of a single principal council's area.
78. The Local Government Commission for England in its 1993 Report *Renewing Local Government in the English Shires* makes the point that there is a long history of attempts to identify ideal minimum and maximum sizes for local authorities. Instead its preference was for authorities to be based on natural communities and reflecting people's expressed choices. This is even truer today, particularly at the most local level of government. Nevertheless, the size of communities and parishes remains difficult to define.
79. Parish councils in England currently vary greatly in size from those with a handful of electors with some representing hamlets of around 50 people to those in towns with well over 40,000 electors. Geography and natural boundaries; population size; and to an extent 'council size' (the term used by the LGBCE to describe the number of councillors who are elected to a local authority) may influence how small or large a parish council can be.
80. The general rule should be that the parish is based on an area which reflects community identity and interest and which is of a size which is viable as an administrative unit of local government. This is generally because of the representative nature of parish councils and the need for them to reflect closely the identity of their communities. It is desirable that any recommendations should be for parishes or groups of parishes with a population of a sufficient size to adequately represent their communities and to justify the establishment of a parish council in each. Nevertheless as previously noted, it is recognised that there are enormous variations in the size of parishes, although most parishes are below 12,000 in population.
81. A parish council should be in a position to provide some basic services and many larger parishes will be able to offer much more to their local communities. However, it would not be practical or desirable to set a rigid limit for the size of a parish whether it is in a

rural or urban area, although higher population figures are generally more likely to occur in urban areas. Equally, a parish could be based on a small but discrete housing estate rather than on the town within which the estate lies.

82. There may be cases where larger parishes would best suit the needs of the area. These might include places where the division of a cohesive area, such as a Charter Trustee town (see paragraphs 133 to 134), would not reflect the sense of community that needs to lie behind all parishes; or places where there were no recognisable smaller communities.
83. As far as boundaries between parishes are concerned, these should reflect the “no-man’s land” between communities represented by areas of low population or barriers such as rivers, roads or railways. They need to be, and be likely to remain, easily identifiable. For instance, factors to consider include parks and recreation grounds which sometimes provide natural breaks between communities but they can equally act as focal points. A single community would be unlikely to straddle a river where there are no crossing points, or a large area of moor land or marshland. Another example might be where a community appeared to be divided by a motorway (unless connected by walkways at each end). Whatever boundaries are selected they need to be, and be likely to remain, easily identifiable.
84. In many cases a boundary change between existing parishes, or parishes and unparished areas, rather than the creation of an entirely new parish, will be sufficient to ensure that parish arrangements reflect local identities and facilitate effective and convenient local government. For example, over time, communities may expand with new housing developments. This can often lead to existing parish boundaries becoming anomalous as new houses are built across them resulting in people being in different parishes from their neighbours.
85. A review of parish boundaries is an opportunity to put in place strong boundaries, tied to firm ground detail, and remove anomalous parish boundaries. Since the new boundaries are likely to be used to provide the building blocks for district ward, London borough ward, county division and parliamentary constituency boundaries in future reviews for such councils, it is important that principal councils seek to address parish boundary issues at regular intervals.

Parish meetings and parish councils

86. Under the Local Government Act 1972 all parishes, whether or not they have a parish council, must have a parish meeting. In many parishes the requirement to have a parish meeting takes the form of at least one annual meeting, or more often several meetings during each year, organised (where one exists) by the parish council or if not by the parish meeting itself. The parish meeting of a parish consists of the local government electors for the parish, and as such local electors are invited to attend these meetings. Parish meetings have a number of functions, powers and rights of notification and consultation. The trustees of a parish meeting hold property and act on its behalf. Depending on the number of local government electors in the parish, there are different rules about whether or not a parish council must be created for the parish, or whether it is discretionary.
87. Where principal councils are creating new parishes, the 2007 Act requires them to make recommendations about whether or not a new parish should be constituted in their area. New parishes can be constituted in a number of different ways, including by creating a parish in an area that is not currently parished, amalgamating two or more parishes and separating part of a parish, with or without aggregating it with parts of other parishes.
88. Section 94 of the 2007 Act applies in relation to these recommendations. It places principal councils under a duty to recommend that a parish should have a council in parishes which have 1000 electors or more. In parishes with 151 to 999 electors the principal council may recommend the creation of either a parish council or a parish meeting. In parishes with 150 or fewer electors principal councils are unable to recommend that a parish council should be created and therefore only a parish meeting can be created. The aim of these thresholds is to extend the more direct participatory form of governance provided by parish meetings to a larger numbers of electors. Equally, the thresholds help to ensure that both the population of a new parish for which a council is to be established is of sufficient size to justify its establishment and also that local people are adequately represented.
89. One of the reasons for these differing thresholds is that the Government recognises the difficulty which sometimes exists in small parishes, in particular, in managing to get sufficient numbers to stand for election to the parish council. However, the thresholds identified above do not apply to existing parish councils. If the community governance review concludes that the existence of the parish council reflects community identities and provides effective and convenient

local government, despite the small number of electors, then it can recommend that the parish council should continue in existence. So, where an existing parish of 150 or less electors already has a parish council with the minimum number of five parish councillors it can continue to have a parish council.

90. If a principal council chooses to establish a parish council, or if an existing parish whose boundaries are being changed has a parish council, the principal authority must consult on, and put in place the necessary electoral arrangements for that parish. (See Chapter 5 Electoral Arrangements.)

Recommendations and decisions on the outcome of community governance reviews

91. Community governance reviews will make recommendations on those matters they have considered, as defined by the terms of reference set at the start of the review.
92. A principal council must make recommendations as to:
- a) whether a new parish or any new parishes should be constituted
 - b) whether existing parishes should or should not be abolished or whether the area of existing parishes should be altered or
 - c) what the electoral arrangements for new or existing parishes, which are to have parish councils, should be
93. It may also make recommendations about:
- a) the grouping or degrouping of parishes
 - b) adding parishes to an existing group of parishes or
 - c) making related alterations to the boundaries of a principal councils' electoral areas
94. In deciding what recommendations to make the principal council must have regard to the need to secure that community governance reflects the identities and interests of the community in that area and is effective and convenient. The 2007 Act provides that it must also take into account any other arrangements (apart from those relating to parishes and their institutions) that have already been made, or that could be made, for the purposes of community representation or community engagement.
95. The recommendations must take account of any representations received and should be supported by evidence which demonstrates

that the recommended community governance arrangements would meet the criteria set out in the 2007 Act. Where a principal council has conducted a review following the receipt of a petition, it will remain open to the council to make a recommendation which is different to the recommendation the petitioners wished the review to make. This will particularly be the case where the recommendation is not in the interests of the wider local community, such as where giving effect to it would be likely to damage community relations by dividing communities along ethnic, religious or cultural lines.

96. In making its recommendations, the review should consider the information it has received in the form of expressions of local opinion on the matters considered by the review, representations made by local people and other interested persons, and also use its own knowledge of the local area. It may be that much of this information can be gained through the consultation which the council will have held with local people and also the council's wider engagement with local people on other matters. In taking this evidence into account and judging the criteria in the 2007 Act against it, a principal council may reasonably conclude that a recommendation set out in a petition should not be made. For example, a recommendation to abolish or establish a parish council, may negatively impact on community cohesion, either within the proposed parish area, or in the wider community within which it would be located, and therefore should not be made.
97. The aim of the 2007 Act is to open up a wider choice of governance to communities at the most local level. However, the Government considers that there is sufficient flexibility for principal councils not to feel 'forced' to recommend that the matters included in every petition must be implemented.
98. Under the 2007 Act the principal council must both publish its recommendations and ensure that those who may have an interest are informed of them. In taking a decision as to whether or not to give effect to a recommendation, the principal council must have regard to the statutory criteria (see paragraph 51). After taking a decision on the extent to which the council will give effect to the recommendations made in a community governance review, the council must publish its decision and its reasons for taking that decision. It must also take sufficient steps to ensure that persons who may be interested in the review are informed of the decision and the reasons for it. Who should be informed will depend on local circumstances. Publicising the outcome of reviews is dealt with in the next section on implementation.

Implementation of community governance reviews by order

99. There are a number of steps that a principal council must take to publicise the outcome of any review it has conducted, and to provide information about that outcome to the bodies it must notify following any reorganisation order it makes to implement the review. Community governance reviews should be conducted transparently so that local people and other local stakeholders who may have an interest are made aware of the outcome of the decisions taken on them and the reasons behind these decisions.
100. If the council implements the recommendations made in its review, there are other steps it is required to undertake. These include depositing copies of the reorganisation order⁵ which the principal council will need to draw up to give effect to its decisions. Besides depositing at its main office a copy of the reorganisation order, it should also deposit a map showing the effects of the order in detail which should be available for inspection by the public at all reasonable times (i.e. during normal working hours). The 2007 Act also requires the council to make available a document setting out the reasons for the decisions it has taken (including where it has decided to make no change following a community governance review) and to publicise these reasons.
101. The principal council must publicise how the council has given effect to the review, and that the order and map are available for public inspection as set above. Other means of publicity it may wish to consider are through publication on the council's website, in local newspapers, on notice boards in public places, and in local libraries, town halls or other local offices. In addition, after a principal council has made a reorganisation order, as soon as practicable, it must inform the following organisations that the order has been made:
 - a) the Secretary of State for Communities and Local Government
 - b) the LGBCE
 - c) the Office of National Statistics
 - d) the Director General of the Ordnance Survey
 - e) any other principal council (e.g. a county council) whose area the order relates to

⁵ A copy of a model reorganisation order with different examples of recommendations can be viewed on the Communities and Local Government website. It may help principal councils to draw up reorganisation orders which could be adapted to their own needs and circumstances. Principal councils are not obliged to follow this example. It is offered on an advisory basis and principal councils will want to seek their own legal advice that any orders they produce meet the necessary legal requirements.

102. The Audit Commission has statutory responsibility for appointing external auditors to all local councils in England. For the purposes of its audit appointment functions the Commission needs to be aware of changes emerging from community governance reviews. Therefore, principal councils should inform the Audit Commission of any reorganisation orders made to implement the recommendations of community governance reviews.
103. Section 97 of the 2007 Act provides for regulations to make incidental, consequential, transitional or supplementary provision for the purposes of, or in consequence of, reorganisation orders. Two sets of regulations have been made under the 2007 Act, which apply to reorganisation orders - both came into force on 8 April 2008. The first of these, the Local Government (Parishes and Parish Councils) (England) Regulations 2008 No.625 make provisions in relation to matters such as the distribution of property and the rights and liabilities of parish councils affected by a reorganisation order. The second set, the Local Government Finance (New Parishes) Regulations 2008 No.626 deal with the setting of precepts for new parishes.
104. Section 99 of the 2007 Act provides for public bodies affected by reorganisation following a community governance review to make agreements about incidental matters and what those agreements may provide for. So as to ensure that a reorganisation order has effect subject to the terms of any such agreement, principal councils should make provision for this in the reorganisation order. An example provision has been included in the model reorganisation order which can be found on the Communities and Local Government website (see footnote 2).

Maps of parish changes and mapping conventions

105. To assist those who will have an interest in any recommendations made by the principal council when conducting a community governance review and to accompany the reorganisation order, clear high quality maps should be produced to a standard equivalent to using Ordnance Survey large scale data as a base. Maps can be graphically presented at a reduced scale for convenience but preferably no smaller than 1:10,000 scale. Each recommendation and order should be depicted on a map or maps. The mapping should clearly show the existing parish ward, parish, district or London borough boundaries and all proposed parish ward and parish boundaries in the area(s) affected, or given effect to in a reorganisation order.

106. It can be useful to include some positional information to identify the location of the area(s) in relation to the complete area of the principal council. A colour key can be included to clearly identify each boundary type. Where there are only proposed changes to an existing parish boundary alignment it can be helpful to show in translucent colour any areas to be transferred from one parish to another. This indicates clearly the extent of the proposed change. It can also be beneficial to add unique references to all areas of transfer to create a cross reference to the re-organisation order document. Applying a reference to each order map should also be considered so that a link is created with the re-organisation order.

Section 4: Other aspects of community governance reviews

Parish names and alternative styles for parishes

- 107.** Prior to the 2007 Act, a parish could be given the status of a town under section 245 of the Local Government Act 1972. “Town” status continues to be available to a parish. In addition, the 2007 Act inserted sections 12A and 12B into the 1972 Act to offer a further choice of alternative styles for a parish: community, neighbourhood and village. However, for as long as the parish has an alternative style, it will not also be able to have the status of a town and vice versa.
- 108.** The ‘name’ of a parish refers to the geographical name of the area concerned and can be changed independent of a review by a principal council at the request of a parish council or parish meeting (where there is no parish council)⁶. A change in the status or ‘style’ of a parish allows for that area to be known as a town, community, neighbourhood or village, rather than as a parish. The status or style of the parish will be reflected in the name of any council of the parish, the parish meeting, any parish trustees, and the chairman or vice-chairman of the parish meeting or of any parish council. So, for example, the council of a parish which uses the style ‘village’ will be known as the ‘village council’ and its councillors as the ‘village councillors’, etc.
- 109.** References in legislation to a ‘parish’ should be taken to include a parish which has an alternative style, as is the case in relation to a parish which has the status of a town. The same applies in relation to references in legislation to a ‘parish meeting’, ‘parish council’, ‘parish councillor’, ‘parish trustees’, etc in connection with a parish which has an alternative style.
- 110.** The Government recognises that in long established parishes, particularly in rural areas, local people may wish to retain the name of their parish and the existing style of their parish councils, - although others may prefer “village” or another style. Following a community governance review, in areas previously unparished where a new parish is being created, people living there may wish for the style of their parish council to reflect the local community in a different way and may prefer one of the alternative styles. This may well be the case for those living in urban areas. Local authorities will wish to take

⁶ Section 75 Local Government Act 1972

account of these preferences in deciding the name of the parish and the chosen style.

111. Where the review relates to a new parish, it is for the principal council, in the first instance, to make recommendations as to the geographical name of the new parish, and as to whether or not it should have one of the alternative styles. So far as existing parishes under review by principal councils are concerned, the review must make recommendations as to whether the geographical name of the parish should be changed, but it may not make any recommendations for the parish about alternative style. It will be for the parish council or parish meeting to resolve whether the parish should have one of the alternative styles.
112. In relation to a group of parishes, provision about alternative styles for the group may be made by the principal council in a reorganisation order that forms that group, adds a parish to an existing group or de-groups a parish or group. A grouping containing a mixture of styles is not permitted under section 11A(4) of the Local Government Act 1972. Where an individual parish is removed from a group through a de-grouping order the parish must retain the style it had when it was part of the group until such time as the parish council or meeting resolves to adopt an alternative style. Provision about alternative styles in relation to groups will normally be made independently of a community governance review.

Grouping or degrouping parishes

113. Section 91 of the 2007 Act provides for a community governance review to recommend the grouping or degrouping of parishes by principal councils. As mentioned in chapter 3, (paragraph 87) unless they already exist as functioning parish councils smaller new parishes of less than 150 electors will be unable to establish their own parish council under the 2007 Act.
114. In some cases, it may be preferable to group together parishes so as to allow a common parish council to be formed. Degrouping may offer the reverse possibilities perhaps where local communities have expanded. Such proposals are worth considering and may avoid the need for substantive changes to parish boundaries, the creation of new parishes or the abolition of very small parishes where, despite their size, they still reflect community identity. Grouping or degrouping needs to be compatible with the retention of community interests. It would be inappropriate for it to be used to build artificially large units under single parish councils.
115. Section 91 also requires a review to consider the electoral arrangements

of a grouped parish council or of a parish council established after a parish is de-grouped. Each parish in a group must return at least one councillor.

- 116.** When making a recommendation to group or de-group parishes, the principal council may make a request to the LGBCE to make a related alteration to the boundaries of district or London borough wards or county divisions. For example, if a principal council decided to add an additional parish to a group, because of their shared community identities, it may wish to recommend that all of the parishes in the group be included in the same district ward (see Chapter 6 for more details).

Abolishing parishes, and dissolving parish councils

- 117.** While the Government expects to see a trend in the creation, rather than the abolition, of parishes, there are circumstances where the principal council may conclude that the provision of effective and convenient local government and/or the reflection of community identity and interests may be best met, for example, by the abolition of a number of small parishes and the creation of a larger parish covering the same area. If, following a review, a principal council believes that this would provide the most appropriate community governance arrangements, then it will wish to make this recommendation; the same procedures apply to any recommendation to abolish a parish and/or parish council as to other recommendations (see paragraphs 90 -97). Regulations⁷ provide for the transfer of property, rights and liabilities of a parish council to the new successor parish council, or where none is proposed to the principal council itself.
- 118.** Section 88 of the 2007 Act provides for a community governance review to recommend the alteration of the area of, or the abolition of, an existing parish as a result of a review. The area of abolished parishes does not have to be redistributed to other parishes, an area can become unparished. However, it is the Government's view that it would be undesirable to see existing parishes abolished with the area becoming unparished with no community governance arrangements in place.
- 119.** The abolition of parishes should not be undertaken unless clearly justified. Any decision a principal council may make on whether to abolish a parish should not be taken lightly. Under the previous parish review legislation, the Local Government and Rating Act 1997 , the

⁷ The Local Government (Parishes and Parish Councils) (England) Regulations 2008 No.625.

Secretary of State considered very carefully recommendations made by principal councils for the abolition of any parish (without replacement) given that to abolish parish areas removes a tier of local government. Between 1997 and 2008, the Government rarely received proposals to abolish parish councils, it received only four cases seeking abolition and of these only one was approved for abolition by the Secretary of State.

120. Exceptionally, there may be circumstances where abolition may be the most appropriate way forward. Under the 2007 Act provisions, the principal council would need to consider local opinion, including that of parish councillors and local electors. It would need to find evidence that the abolition of a parish council was justified, and that there was clear and sustained local support for such action. A factor taken into account by the Government in deciding abolition cases, was that local support for abolition needed to have been demonstrated over at least a period equivalent to two terms of office of the parish councillors (i.e. eight years), and that such support was sufficiently informed. This means a properly constituted parish council should have had an opportunity to exercise its functions so that local people can judge its ability to contribute to local quality of life.
121. Where a community governance review is considering abolishing a parish council we would expect the review to consider what arrangements will be in place to engage with the communities in those areas once the parish is abolished. These arrangements might be an alternative forum run by or for the local community, or perhaps a residents' association. It is doubtful however, that abolition of a parish and its council could ever be justified as the most appropriate action in response to a particular contentious issue in the area or decision of the parish council.
122. In future, principal councils will wish to consider the sort of principles identified above in arriving at their decisions on whether or not to abolish a parish council. In doing so, they will be aware that decisions about community governance arrangements, including decisions for the abolition of a parish council, may attract a challenge by way of judicial review.
123. The 2006 white paper underlined the Government's commitment to parish councils as an established and valued form of neighbourhood democracy with an important role to play in both rural, and increasingly urban, areas.
124. Section 10 of the Local Government Act 1972 makes provision for the dissolution of parish councils in parishes with very low populations,

but not for the de-parishing of the area. Recommendations for the dissolution of a parish council which is not in this position are undesirable, unless associated either with boundary changes which amalgamate parishes or divide a parish or with plans for a parish to be grouped with others under a common parish council (see paragraphs 112 to 115). Recommendations for changing a parish area (or part of a parish area) into an unparished area are also undesirable unless that area is amalgamated with an existing unparished urban area.

Rural areas

125. About 90% of the geographical area of England is covered by a parish, and this is mostly in rural or semi-rural areas. So, most populated rural areas already have a structure of local government that includes parishes and many of these have been in existence for hundreds of years. It is desirable that any changes do not upset historic traditions but do reflect changes that have happened over time, such as population shift or additional development, which may have led to a different community identity.
126. The focus of community feeling will differ from place to place and between different types of settlement. A scatter of hamlets may have a feeling of community within each hamlet, meriting a separate parish for each one, or amongst a number of hamlets, for which one parish covering all may be appropriate. Where a number of hamlets surround a village a parish could be based on the village and its environs, provided that the sense of individual identity is not lost.
127. In rural areas, the Government wants to encourage the involvement of local people in developing their community and having a part to play in shaping the decisions that affect them. A parish can be a useful and democratic means of achieving this.

London

128. The London Government Act 1963 abolished parishes existing at the time within London. When the boundaries for Greater London were established, they were adjusted to allow the surrounding shire counties to keep parishes that were in the fringe areas. Since then, London has been the only part of England not to have parishes or parish councils.
129. The Government's view is that Londoners should have the same rights as the rest of the country. The 2007 Act corrects this anomaly to allow London boroughs the possibility to exercise the same community governance powers as other principal councils including

being able to set up parishes and parish councils. Similarly, local electors in London boroughs are, as elsewhere in England, able to petition for a community governance review.

130. In London, there is the same possibility to choose a style for a parish perhaps to reflect better the local urban area like “community” or “neighbourhood”. Whilst some parts of London are populated by people who may be more transient or mobile than elsewhere, there are equally areas of the capital where there are stable populations who may wish to see the creation of a parish council for their local area.

Other urban areas

131. There are parts of rural or semi-rural England which are unparished, but the opportunities for establishing new parishes are increasingly to be found in urban and suburban areas. It is possible that identifying the community upon which a parish might be based may be more difficult to discern in some urban areas. A “community” perhaps already represented by a voluntary organisation or a community endeavour, such as a Neighbourhood Watch area or a residents’ association, may indicate a suitable area on which to base proposals for a new or altered parish, (see paragraphs 135 -145).
132. Much of the information described in Chapter 3 on the identities and interests of local communities is applicable to urban areas. There are parishes in parts of some large cities or unitary authorities, as well as a number of parishes in the metropolitan boroughs of the larger conurbations. Some of these parishes have been created under the Local Government and Rating Act 1997 Act, but in most metropolitan boroughs these are on the more sparsely populated peripheries (the originals having been transferred, as part of former rural districts, to the metropolitan counties in 1974).
133. The lower population limits and grouping mentioned above are more relevant to rural areas than to urban areas, although both are applicable in law. The general rule is that the parish is based on an area which reflects community identity and interest and which is viable as an administrative unit. In urban areas this may mean, for example, that a parish should be based on a housing estate rather than on the town within which the estate lies. The larger the town, the greater will be the scope for identification of distinct communities within it.

Charter trustee areas

- 134.** Charter trustees were established following the local government reorganisations in the early 1970s and 1990s to preserve the historic identity of former boroughs or cities, most with relatively large populations. To this end, charter trustees have the power to carry out ceremonial functions. They were not intended to act as administrative units. Proposals to create a parish or parish council covering all or part of a charter trustee area need to be judged in particular against the following considerations:
- a) the effect on the historic cohesiveness of the area
 - b) what are the other community interests in the area? Is there a demonstrable sense of community identity encompassing the charter trustee area? Are there smaller areas within it which have a demonstrable community identity and which would be viable as administrative units?
- 135.** These issues need to be taken into account in those areas with certain cities or boroughs which will be affected by any consequent reorganisation from the structural and boundary changes in the 2007 Act.

Other (non-parish) forms of community governance

- 136.** In conducting a community governance review, principal councils must consider other forms of community governance as alternatives or stages towards establishing parish councils. Section 93(5) of the 2007 Act states that *“In deciding what recommendations to make [in the community governance review] the principal council must take into account any other arrangements... that have already been made or that could be made for the purposes of community representation or community engagement in respect of the area under review”*. The following paragraphs consider other types of viable community representation which may be more appropriate to some areas than parish councils, or may provide stages building towards the creation of a parish council. There is sometimes evidence locally of an existing community governance infrastructure and of good practice which are successfully creating opportunities for engagement, empowerment and co-ordination in local communities.
- 137.** However, what sets parish councils apart from other kinds of governance is the fact they are a democratically elected tier of local government, independent of other council tiers and budgets, and possess specific powers. This is an important distinction to make. Parish councils are the foundation stones for other levels of local government in England. Their directly elected parish councillors

represent local communities in a way that other bodies, however worthy, cannot since such organisations do not have representatives directly elected to those bodies.

138. The 2006 white paper recommended that local communities should be able to take more responsibilities for local issues affecting their area. Key to this approach is community empowerment, and the ability of various existing organisations themselves to see through specific projects to tackle local issues. Structures such as local residents' associations, community or neighbourhood forums and area committees have an important role to play in local community governance.
139. At the neighbourhood level, there are various initiatives in existence, which through being representative and accountable can effectively empower local people. They have varying degrees of power and influence, and commensurate levels of transparency and accountability.

Area committees

140. Area committees are part of the structure of some principal councils (e.g. district, unitary and London borough), where they choose to have them. Area committees are a key initiative for enabling local government to fulfil community governance roles and also to deliver government policy on issues affecting social inclusion in local communities. Principal councils also provide resources for area committees, and their councillors are commonly integral to their constitution. Area committees can cover large areas and exist to advise or make decisions on specific responsibilities that can include parks, off-street parking, public toilets, street cleaning, abandoned vehicles and planning applications amongst others. Also, more widely, they contribute to shaping council services and improving local service provision.

Neighbourhood management

141. Neighbourhood management programmes are similarly set up by principal councils and may be led by one of a number of bodies. The expansion of neighbourhood management was promoted in the 2006 White Paper as a tool to enable local authorities to deliver more responsive services through their empowerment of citizens and communities. Their purpose is to create the opportunity for residents to work with local agencies, usually facilitated by a neighbourhood manager, to improve services at the neighbourhood level.

- 142.** Neighbourhood management arrangements aim to improve ‘quality of life’ through implementation of (rather than advising or making decisions on) better management of local environment, increasing community safety, improving housing stock, working with young people, and encouraging employment opportunities, supported strategically by relevant stakeholders and Local Strategic Partnerships. They tend to cover smaller populations than area committees. The 2006 white paper recommends that take up of neighbourhood management should be encouraged and that Government should work with local authorities pioneering the approach, to raise the profile of achievements and promote adoption elsewhere.

Tenant management organisations

- 143.** The 2006 white paper makes a series of proposals that facilitate the empowerment of residents through tenant management organisations (TMOs). Tenant management organisations are established by the local housing authority; they usually function on urban housing estates and can take responsibility for housing services (such as collecting rents and service charges and organising repairs and maintenance) from the local housing authority under the Housing (Right to Manage) (England) Regulations 2008. The 2006 white paper promoted the role of TMOs and recommended simplifying and extending their scope; enabling them to take on additional services and undertake further representation of residents within neighbourhoods. A TMO is an independent legal body and usually elects a tenant-led management committee to the organisation; they can also enter into a legal management agreement with landlords.

Area/community forums

- 144.** Area or community forums (including civic forums) can be set up by the principal council, or created by local residents to act as a mechanism to give communities a say on principal council matters or local issues. Sometimes forums are set up to comment on a specific project or initiative that will impact upon the local area, and so may be time-limited. They increase participation and consultation, aiming to influence decision making, rather than having powers to implement services. They vary in size, purpose and impact, but membership usually consists of people working or living in a specific area. Some forums also include ward councillors, and representatives from the council and relevant stakeholders can attend meetings.

Residents' and tenants' associations

- 145.** Residents' and tenants' associations enable local people to participate in local issues affecting their neighbourhood or housing estate, including the upkeep of the local environment, crime, sometimes dealing with anti-social behaviour matters, or on some estates, housing management. They can be set up by any group of people living in the same area and can choose who members will be; how they will be represented and what they want to achieve. In the case of tenants' and residents' associations on estates, they may be established with direct support from the principal council, as a mechanism for communicating with the tenants and residents on its estates. To engage effectively with other organisations, residents' and tenants' associations must be able to show that they are accountable and represent the views of the whole community, rather than narrow self interests of just a few local people.

Community associations

- 146.** Community associations offer a particular and widespread democratic model for local residents and local community-based organisations in a defined neighbourhood to work together for the benefit of that neighbourhood. They can use a model constitution registered with the Charity Commission. The principal council may also be represented on the association's committee. They usually manage a community centre as a base for their activities. Membership is open to everyone resident in the area.

Section 5: Electoral arrangements

Introduction

- 147.** The purpose of a review undertaken by a principal council, or a petition from the electorate, is likely primarily to concern the administrative boundaries of a new or existing parish. As discussed earlier (Chapter 2), this might be in the light of growth from within an existing parish or a locally identified need for a new form of community governance. However, in addition to these primary concerns, principal authorities will also need to consider the governance of new or altered parishes. The principal council must have regard to the need for community governance within the area under review to reflect the identities and interests of the community in that area, and to ensure that the governance is effective and convenient. Further information on electoral arrangements is available from the LGBCE's website www.LGBCE.org.uk

What are electoral arrangements?

- 148.** Electoral arrangements in relation to an existing or proposed parish council are defined in the 2007 Act and are explained in detail below:
- a) ordinary year of election – the year in which ordinary elections of parish councillors are to be held
 - b) council size – the number of councillors to be elected to the council, or (in the case of a common council) the number of councillors to be elected to the council by local electors in each parish
 - c) parish warding – whether the parish should be divided into wards for the purpose of electing councillors. This includes considering the number and boundaries of any such wards, the number of councillors to be elected for any such ward and the name of any such ward

Ordinary year of election

- 149.** Ordinary parish elections are held once every four years with all councillors being elected at the same time. The standard parish electoral cycle is for elections in 2011, 2015 and every four years after 2015, but parish elections may be held in other years so that they can coincide with elections in associated district or London borough wards or county divisions and share costs. For example, all London borough ward elections take place in 2010, 2014 and so on. We would therefore expect parish elections in London to take place in these years.

150. New or revised parish electoral arrangements come into force at ordinary parish elections, rather than parish by-elections, so they usually have to wait until the next scheduled parish elections. They can come into force sooner only if the terms of office of sitting parish councillors are cut so that earlier parish elections may be held for terms of office which depend on whether the parish is to return to its normal year of election.
151. For example, a parish that had elections in 2007 could wait until its next scheduled elections in 2011 for new parish wards to come into force. Alternatively, the new parish wards could have come into force at elections in 2009 if the terms of office of the councillors elected in 2007 were cut to two years. If the elections in 2009 were for two-year terms of office then the parish council could return to its normal electoral cycle in 2011.
152. Alternatively, if new or revised parish electoral arrangements are to be implemented in the third year of sitting councillors' term of office, provision can be made to cut short the term of office of existing councillors to three years. Elections could then take place with all councillors serving a five-year term of office, enabling the parish to return to its normal year of election.

Council size

153. Council size is the term used to describe the number of councillors to be elected to the whole council. The 1972 Act, as amended, specifies that each parish council must have at least five councillors; there is no maximum number. There are no rules relating to the allocation of those councillors between parish wards but each parish ward, and each parish grouped under a common parish council, must have at least one parish councillor.
154. In practice, there is a wide variation of council size between parish councils. That variation appears to be influenced by population. Research by the Aston Business School Parish and Town Councils in England (HMSO, 1992), found that the typical parish council representing less than 500 people had between five and eight councillors; those between 501 and 2,500 had six to 12 councillors; and those between 2,501 and 10,000 had nine to 16 councillors. Most parish councils with a population of between 10,001 and 20,000 had between 13 and 27 councillors, while almost all councils representing a population of over 20,000 had between 13 and 31 councillors.
155. The LGBCE has no reason to believe that this pattern of council size to population has altered significantly since the research was

conducted. Although not an exact match, it broadly reflects the council size range set out in the National Association of Local Councils Circular 1126; the Circular suggested that the minimum number of councillors for any parish should be seven and the maximum 25.

156. In considering the issue of council size, the LGBCE is of the view that each area should be considered on its own merits, having regard to its population, geography and the pattern of communities. Nevertheless, having regard to the current powers of parish councils, it should consider the broad pattern of existing council sizes. This pattern appears to have stood the test of time and, in the absence of evidence to the contrary, to have provided for effective and convenient local government.
157. Principal councils should also bear in mind that the conduct of parish council business does not usually require a large body of councillors. In addition, historically many parish councils, particularly smaller ones, have found difficulty in attracting sufficient candidates to stand for election. This has led to uncontested elections and/or a need to co-opt members in order to fill vacancies. However, a parish council's budget and planned or actual level of service provision may also be important factors in reaching conclusions on council size.

Parish warding

158. Parish warding should be considered as part of a community governance review. Parish warding is the division of a parish into wards for the purpose of electing councillors. This includes the number and boundaries of any wards, the number of councillors to be elected for any ward and the names of wards.
159. In considering whether or not a parish should be divided into wards, the 2007 Act requires that consideration be given to whether:
 - a) the number, or distribution of the local government electors for the parish would make a single election of councillors impracticable or inconvenient; and
 - b) it is desirable that any area or areas of the parish should be separately represented
160. Accordingly, principal councils should consider not only the size of the electorate in the area but also the distribution of communities within it. The warding of parishes in largely rural areas that are based predominantly on a single centrally-located village may not be justified. Conversely, warding may be appropriate where the parish

encompasses a number of villages with separate identities, a village with a large rural hinterland or where, on the edges of towns, there has been some urban overspill into the parish. However, each case should be considered on its merits, and on the basis of the information and evidence provided during the course of the review.

161. There is likely to be a stronger case for the warding of urban parishes, unless they have particularly low electorates or are based on a particular locality. In urban areas community identity tends to focus on a locality, whether this be a housing estate, a shopping centre or community facilities. Each locality is likely to have its own sense of identity. Again, principal councils should consider each case on its merits having regard to information and evidence generated during the review. (See also under Chapter 3, paragraphs 54 to 60).

The number and boundaries of parish wards

162. In reaching conclusions on the boundaries between parish wards the principal council should take account of community identity and interests in the area, and consider whether any particular ties or linkages might be broken by the drawing of particular ward boundaries. Principal councils should seek views on such matters during the course of a review. They will, however, be mindful that proposals which are intended to reflect community identity and local linkages should be justified in terms of sound and demonstrable evidence of those identities and linkages.
163. The principal council should also consider the desirability of parish warding in circumstances where the parish is divided by district or London borough ward and/or county division boundaries. It should be mindful of the provisions of Schedule 2 (electoral change in England: considerations on review) to the Local Democracy, Economic Development and Construction Act 2009 in relation to reviews of district or London borough and county council electoral arrangements. These provide that when the LGBCE is making changes to principal council electoral arrangements, no unwarded parish should be divided by a district or London borough ward or county division boundary, and that no parish ward should be split by such a boundary. While these provisions do not apply to reviews of parish electoral arrangements, the LGBCE believes that, in the interests of effective and convenient local government, they are relevant considerations for principal councils to take into account when undertaking community governance reviews. For example, if a principal council chooses to establish a new parish in an area which is covered by two or more district or London borough wards or county division boundaries it may also wish to consider the merit of putting

parish warding in place to reflect that ward and/or division.

164. When considering parish ward boundaries principal councils should ensure they consider the desirability of fixing boundaries which are, and will remain, easily identifiable, as well as taking into account any local ties which will be broken by the fixing of any particular boundaries.

The number of councillors to be elected for parish wards

165. If a principal council decides that a parish should be warded, it should give consideration to the levels of representation between each ward. That is to say, the number of councillors to be elected from each ward and the number of electors they represent.
166. It is an important democratic principle that each person's vote should be of equal weight so far as possible, having regard to other legitimate competing factors, when it comes to the election of councillors. There is no provision in legislation that each parish councillor should represent, as nearly as may be, the same number of electors. However, the LGBCE believes it is not in the interests of effective and convenient local government, either for voters or councillors, to have significant differences in levels of representation between different parish wards. Such variations could make it difficult, in workload terms, for councillors to adequately represent the interests of residents. There is also a risk that where one or more wards of a parish are over-represented by councillors, the residents of those wards (and their councillors) could be perceived as having more influence than others on the council.
167. The LGBCE offers no specific guidelines for what might constitute significant differences in levels of representation; each case will need to be considered on its merits. Principal councils should be mindful that, for the most part, parish wards are likely to be significantly smaller than district or London borough wards. As a consequence, imbalances expressed in percentage terms may be misleading, disguising the fact that high variations between the number of electors per councillor could be caused by only a few dozen electors.
168. Where a community governance review recommends that two or more parishes should be grouped under a common parish council, then the principal council must take into account the same considerations when considering the number of councillors to be elected by each parish within the group.

Names of parish wards

- 169.** In considering the names of parish wards, the principal council should give some thought to existing local or historic places so that, where appropriate, these are reflected and there should be a presumption in favour of ward names proposed by local interested parties.

Electorate forecasts

- 170.** When considering the electoral arrangements for a parish, whether it is warded or not, the principal council must also consider any change in the number or distribution of the electors which is likely to occur in the period of five years beginning with the day when the review starts. The most recent electoral register should be used to gain an accurate figure for the existing electorate. Planning assumptions and likely growth within the area, based on planning permissions granted, local plans or, where they are in place, local development frameworks should be used to project an accurate five year electorate forecast. This ensures that the review does not simply reflect a single moment but takes account of expected population movements in the short- to medium-term.
- 171.** Electorate forecasts should be made available to all interested parties as early as possible in the review process, ideally before the formal commencement of the review so that they are available to all who may wish to make representations.

Consent/protected electoral arrangements

- 172.** If, as part of a community governance review, a principal council wishes to alter the electoral arrangements for a parish whose existing electoral arrangements were put in place within the previous five years by an order made either by the Secretary of State, the Electoral Commission, or the LGBCE, the consent of the LGBCE is required. This includes proposals to change the names of parish wards.
- 173.** The principal council must write to the LGBCE detailing its proposal and requesting consent. The LGBCE will consider the request and will seek to ensure that the proposals do not conflict with the original recommendations of the electoral review, and that they are fair and reasonable.
- 174.** Where a request for consent is made to the LGBCE, it will expect to receive evidence that the principal council has consulted with electors in the relevant parish(es) as part of the community governance review and will wish to receive details of the outcome of that review.
- 175.** For changes to the number or boundaries of parish wards, the

principal council will also need to provide the LGBCE with an existing and five-year forecast of electors in the parish(es) affected. Five-year forecasts should be accurate from the day that the review began. Both existing and forecast figures should be provided for the existing parish (and parish wards where relevant) and the proposed parish (and parish wards where relevant).

176. If the LGBCE consents to the changes it will inform the principal council which can then implement the proposed changes by local order. No LGBCE order is required. Conversely, if the LGBCE declines to give consent, no local order may be made by the local authority until the five-year period has expired.

Section 6: Consequential recommendations for related alterations to the boundaries of principal council's wards and/or divisions

177. As part of a community governance review, principal councils may wish to consider whether to request the LGBCE to make changes to the boundaries of district or London borough wards or county divisions to reflect the changes made at parish level.
178. There are three instances when a principal council may wish to consider related alterations to the boundaries of wards or divisions following:
- the creation, alteration or abolition of a parish
 - the establishment of new or altered parish ward boundaries
 - a grouping or de-grouping of parishes
179. In the interests of maintaining coterminosity between the boundaries of principal authority electoral areas and the boundaries of parishes and parish wards, principal councils may wish to consider as part of a community governance review whether to make consequential recommendations to the LGBCE for related alterations to the boundaries of any affected district or London borough wards and/or county divisions. The Commission may agree to make related alterations to ensure coterminosity between the new parish boundary and the related ward and/or division boundary. If so, the Commission will make an order to implement the related alterations. The Commission will not normally look to move ward or division boundaries onto new parish ward boundaries. However, it will consider each proposal on its merits.
180. In addition, when making a recommendation to group or de-group parishes, (see paragraph 108 to 111 for more details) the principal council may make a request to the LGBCE to make a related alteration of district or London borough ward or county division boundaries. For example, if a principal council decided to add an additional parish to a group it may wish to recommend that all of the parishes be included in the same district or London borough ward and/or county division. Recommendations for related alterations should be directly consequential upon changes made as part of a community governance review.
181. It will be for the LGBCE [Page 220 of 200](#) following the receipt of proposals, if

a related alteration should be made and when it should be implemented. Only the LGBCE can make an order implementing any alterations to the district or London borough ward or county division boundary. No order will be made to implement related alterations until the order changing the boundary of the relevant parish(es) or parish ward(s), or the order grouping or de-grouping parishes, has been made. Rather than make related alterations that would create detached wards or divisions or that would have a disproportionate impact on ward or division electoral equality, the LGBCE may decide to programme an electoral review of the principal council area.

182. If, in liaison with the district or London borough council and/or the county council, the LGBCE decides to make related alterations to ward and/or division boundaries at a different time, it will consider whether there would be any adverse effects for local people in the holding of elections while the boundaries are not coterminous. However, changes to wards and divisions come into force at district or London borough and county ordinary elections in the electoral areas on either side of the electoral boundary change, so a period of non-coterminosity until the scheduled parish, district or London borough and county elections have taken place may be preferable to unscheduled elections. Unscheduled elections will be necessary to bring into force changes between adjacent parishes or wards whose scheduled elections never normally coincide.
183. In two-tier areas, district councils are advised to seek the views of the county council in relation to related alterations to division boundaries.
184. A principal council may decide that it does not wish to propose related alterations to ward or division boundaries. Where this results in boundaries no longer being coterminous, principal councils will need to be satisfied that the identities and interests of local communities are still reflected and that effective and convenient local government will be secured. Principal councils will also wish to consider the practical consequences, for example for polling district reviews, of having electors voting in parish council elections with one community but with a different community for district or London borough and/or county elections.
185. Where proposals for related alterations are submitted to the LGBCE, it will expect to receive evidence that the principal council has consulted on them as part of a community governance review and the details of the outcome of that review. Principal councils may wish to undertake this consultation at the same time as they consult on proposals to alter the boundaries of parishes or establish new parishes. They must complete the community governance review,

including making any consequential recommendations to the LGBCE for related alterations, within a period of one year. Sufficient time should be given to the LGBCE to consider the proposals in advance of the election year in which the principal council proposes they be implemented.

- 186.** The principal council will need to take into account the number of registered electors in any district or London borough ward or county division affected when the review starts, and a forecast of the number of electors expected to be in the areas within five years, and provide this information to the LGBCE. This information should be used to establish a total electorate figure for each district or London borough ward and/or county division affected by the recommendations, both for the current electorate and for expected electorate five years after the start of the review. These totals should also be provided to the LGBCE.
- 187.** When submitting proposals to the LGBCE the principal council should illustrate the proposed changes on maps of a suitable scale, using different coloured lines and suitable keys to illustrate the required changes.
- 188.** If the LGBCE decides not to implement the proposed related alterations, then the existing ward and/or division boundaries will remain in force. The LGBCE has no power to modify any recommendations submitted to it; it may only implement or reject the recommendations.
- 189.** In most cases, related alterations to district or London borough ward and/or county division boundaries tend to be fairly minor in nature and simply tie the ward and/or division boundary to the affected parish boundary. However, if an authority has altered several parish and/or parish ward boundaries and proposes several related alterations to district or London borough ward and/or county division boundaries, the cumulative effect of these could affect electoral equality at district or London borough and/or county level. This could be particularly acute if a number of parishes were transferred between district or London borough wards or county divisions to reflect grouped parishes. In such circumstances, the LGBCE will wish to consider conducting an electoral review of the principal council area or an electoral review of a specified area within it. The timing of such reviews would be dependent on the LGBCE's review programme commitments.

OVERVIEW AND SCRUTINY COMMITTEE

10th February 2016

PRESENT:-

Conservative Group

Councillor Swann (Vice-Chairman), Councillor Atkin and Councillor Mrs Coe.

In Attendance

Councillor Hewlett.

OS/45 **APOLOGIES**

Apologies were received from Councillors Mrs Farrington and Mrs Patten (Conservative Group), and Councillors Bambrick, Dr. Pearson and Mrs. Stuart (Labour Group).

OS/46 **MINUTES**

The Open Minutes of the Meetings held on 21st October 2015 and 9th December 2015. were taken as read, approved as a true record and signed by the Chairman.

OS/47 **DECLARATIONS OF INTEREST ARISING FROM ITEMS ON AGENDA**

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

OS/48 **QUESTIONS RECEIVED BY MEMBERS OF THE PUBLIC PURSUANT TO COUNCIL PROCEDURE RULE NO. 10**

The Committee were informed that no questions from members of the Public had been received.

OS/49 **QUESTIONS RECEIVED BY MEMBERS OF THE COUNCIL PURSUANT TO COUNCIL PROCEDURE RULE NO. 11**

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

OS/50 **SECTION 106 HEALTH BASED PLANNING CONTRIBUTIONS**

The Locality Manager, Mr. Robert Hill from the Southern Derbyshire Clinical Commissioning Group (SDCCG), gave a verbal update on the current situation

regarding Section 106 Health based contributions received since 1st April 2009.

RESOLVED:-

1.1 That the Committee noted the content of the update.

OS/51 **HOUSING REVENUE ACCOUNT BUDGET, FINANCIAL PLAN and PROPOSED RENT 2016/17**

The Director of Finance and Corporate Services updated Members on the position of the Council's final budget proposals for 2016/17 and medium term financial projections on its main revenue and capital accounts, these proposals will form the basis of setting the Council Tax for 2016/17 by Full Council on 29th February 2016.

The Finance and Management Committee approved a review of future capital investment plans to ensure that the Housing Revenue Account (HRA) could meet commitments for debt repayment and maintain a minimum working balance of £1m in accordance with the Financial Strategy.

Following the base budget review and the need to find resources, the Financial Plan had been reviewed and updated, to include a proposal to deliver a Phase 2 Programme allowing the Council to increase its housing stock. The updated plan identified the main risks to be, future rent levels, capital expenditure, rents from new build, right to buys, supporting people grant, impairments, Central Government policy and Universal Credit.

RESOLVED:-

1.1 That the proposed estimates of income and expenditure for 2016/17, together with the 10-year Financial Plan for the Housing Revenue Account be noted.

1.2 That the proposal of Council House Rents are reduced as approved by the Finance and Management Committee be noted.

OS/52 **COMMITTEE WORK PROGRAMME 2015/16**

That the Committee considers its work programme and made three recommendations.

RESOLVED:-

That Recycling, Street Cleansing and Cemetery Provision be added to the work programme for 2016/17..

OS/53 **LOCAL GOVERNMENT ACT 1972 AS AMENDED BY THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

RESOLVED:-

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

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

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

The Meeting terminated at 6:35 pm.

COUNCILLOR MRS. FARRINGTON

CHAIR

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PLANNING COMMITTEE

1st March 2016

PRESENT:-

Conservative Group

Councillor Roberts (Chairman), Councillor Mrs Brown (Vice-Chairman) and Councillors Atkin, Mrs Farrington, Ford, Grant, Mrs Hall, Stanton and Watson.

Labour Group

Councillors Dr Pearson, Shepherd, Southerd and Tilley .

PL/169 **APOLOGIES**

Apologies for absence from the Meeting were received on behalf of Councillor Dunn (Labour Group).

PL/170 **DECLARATIONS OF INTEREST**

Councillor Shepherd declared a personal interest in application number **9/2015/0997/NO** by reason of being an acquaintance of the applicant as governors at a local school.

PL/171 **QUESTIONS BY MEMBERS OF THE COUNCIL PURSUANT TO COUNCIL PROCEDURE RULE NO.11**

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

MATTERS DELEGATED TO COMMITTEE

PL/172 **REPORT OF THE DIRECTOR OF COMMUNITY AND PLANNING SERVICES**

The Director of Community and Planning Services submitted reports for consideration and determination by the Committee and presented oral reports to the Meeting to update them as necessary. Consideration was then given thereto and decisions were reached as indicated.

PL/173 **THE RETENTION OF HARDSTANDING AT PINE LAKE UNNAMED ROAD FROM TWYFORD ROAD TO BUCKFORD LANE STENSON DERBY**

It was reported that members of the Committee had visited the site earlier in the day.

Mrs Bev Ilott (objector) and Mr Brian Wolsey (applicant's agent) attended the Meeting and addressed Members on this application.

Councillor Shepherd addressed the Committee as local Ward Member for Stenson, expanding on points raised by local residents.

Councillors raised comments and questions relating to security, crime, tree felling and replacement, site screening options, other permitted development at the site, the removal of temporary mobile homes, use as a turning space, not as parking space, potential for noise and disruption, alternative locations for the security gate, office and turning space and the retrospective nature of the application. The above were noted and responded to.

RESOLVED:-

That planning permission be granted subject to the conditions set out in the report of the Director of Community & Planning Services. Additional conditions to secure fencing and planting on the eastern boundary were also added.

PL/174 **THE ERECTION OF SIX TWO BEDROOM HOUSES WITH ASSOCIATED PARKING GARDENS AND ACCESS ON LAND AT SK2915 0614 LULLINGTON ROAD OVERSEAL SWADLINCOTE**

Mrs Jan Cope (objector) attended the Meeting and addressed Members on this application.

Councillor Mrs Hall addressed the Committee as local Ward Member for Seales, expressing the views of local residents.

Queries and comments made by Councillors relating to roof design, the cost impact of alternatives, the potential impact on the solar panels, fencing, hedgerow management and the distance between properties were noted and responded to.

RESOLVED:-

That planning permission be granted subject to the conditions set out in the report of the Director of Community & Planning Services.

PL/175 **OUTLINE APPLICATION (ALL MATTERS TO BE RESERVED) FOR THE CONSTRUCTION OF A TWO-FORM ENTRY PRIMARY SCHOOL AND ASSOCIATED ACCESS, CAR PARKING, OUTDOOR PLAY SPACE, SURFACE WATER DRAINAGE, SERVICES, LIGHTING, SIGNAGE AND LANDSCAPING ON LAND AT SK3931 2744 MILL HILL BOULTON MOOR DERBY**

Councillor Watson recommended that this matter be deferred for consideration alongside others at the location which are pending referral to Committee. The Principal Area Planning Officer expanded on the various phases at the

development site, bordering with Derby City, and deadline requirements in relation to Section 106 monies. The recommendation was not supported by Committee.

RESOLVED:-

- A. That the Planning Services Manager be granted delegated authority to complete a Section 106 Agreement and/or variation of the existing Section 106 Agreement to ensure that existing controls secure the timely delivery of the school in line with the original permission.***
- B. That, subject to A. above, planning permission be granted subject to the conditions set out in the report of the Director of Community & Planning Services.***

PL/176 **REMOVAL OF CONDITIONS 32 & 33 OF PLANNING PERMISSION REF: 9/2011/0640 (RELATING TO THE ERECTION OF UP TO 1200 RESIDENTIAL UNITS [C3], NEW PRIMARY SCHOOL (UP TO 1.3HA), NEW COMMUNITY FACILITIES AND LOCAL CENTRE (UP TO 1HA, INCLUDING LOCAL RETAIL UNITS [A1], RESTAURANTS [A3], PUBLIC HOUSE [A4] AND HOT FOOD TAKE AWAY [A5]), ASSOCIATED INFRASTRUCTURE (INCLUDING SEWERS, DRAINAGE AND SERVICES), NEW ROAD JUNCTIONS WITH THE EXISTING HIGHWAY NETWORK, NEW INTERNAL ROADS FOOTPATHS AND CYCLEWAYS, PLAY AREAS, STRATEGIC LANDSCAPING (UP TO 10.96HA) AND THE PROVISION OF A NEW COUNTRY PARK (UP TO 8.42HA)) ON LAND TO THE SOUTH AND EAST OF HOLLYBROOK WAY, PORTICO ROAD AND BOWBANK CLOSE, HIGHFIELDS FARM RYKNELD ROAD DERBY**

Councillor Ford stated that due to concerns, the drainage / balancing lake on site should be reviewed with Severn Trent Water and the Environment Agency and, to this end, offered to attend a site visit with the relevant officials.

RESOLVED:-

That planning permission be granted subject to the conditions set out in the report of the Director of Community & Planning Services.

PL/177 **THE PRUNING OF TWO PLANE TREES COVERED BY SOUTH DERBYSHIRE DISTRICT COUNCIL TREE PRESERVATION ORDER NUMBER 132 AT THE PLAYGROUND WREN WAY MICKLEOVER DERBY**

RESOLVED:-

That planning permission be granted subject to the conditions set out in the report of the Director of Community & Planning Services.

PL/178 **PLANNING AND OTHER APPEALS**

The Planning Services Manager, in referring to the 'Dismissed' entry against 9/2014/0431 Overseal, stating it should have read as 'Allowed'.

The Committee noted the planning appeal decisions in relation to the following applications;

9/2015/0298	Land adjacent to 11 Higgins Road, Newhall, Swadlincote.
9/2015/0309	Bluebell Manor, Grangewood, Netherseal, Swadlincote.
9/2014/0431	Land at Valley Road, Overseal, Swadlincote.

PL/179 **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 was likely, in view of the nature of the business to be transacted or the nature of the proceedings, that there would be disclosed exempt information as defined in the paragraphs of Part 1 of the Schedule 12A of the Act indicated in brackets after each item.

EXEMPT QUESTIONS BY MEMBERS OF THE COUNCIL PURSUANT TO COUNCIL PROCEDURE RULE No 11.

The Committee was informed that no questions had been received.

The meeting terminated at 7.05pm.

COUNCILLOR A ROBERTS

CHAIRMAN

LICENSING AND APPEALS SUB-COMMITTEE

2nd March 2016

PRESENT:-

Members of the Licensing and Appeals Sub-Committee

Councillor Mrs Plenderleith (Chairman), together with Councillor Watson (Conservative Group) and Councillor Wilkins (Labour Group).

District Council Representatives

A Kaur (Legal and Democratic Services Manager), M Lomas (Licensing Officer) and T C Lindgren (Democratic Services Officer).

LAS/44 **APOLOGIES**

The Sub-Committee was informed that no apologies had been received.

LAS/45 **DECLARATIONS OF INTEREST**

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

MATTER DELEGATED TO SUB-COMMITTEE

LAS/46 **LOCAL GOVERNMENT ACT 1972 AS AMENDED BY THE LOCAL GOVERNMENT ACT (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.

DETERMINATION OF AN APPLICATION FOR THE RENEWAL OF A PRIVATE HIRE DRIVER'S LICENCE (Paragraph 1)

The hearing was opened and the Licensing Officer informed the Committee of the status of the driver's current medical condition, no determination was made and the hearing was closed.

The Meeting terminated at 10:05 a.m

COUNCILLOR M. STANTON

ENVIRONMENTAL AND DEVELOPMENT SERVICES COMMITTEE

3rd March 2016

PRESENT:-

Conservative Group

Councillor Watson (Chairman), Councillor Muller (Vice-Chairman), Atkin (substituting for MacPherson) Mrs. Brown, Coe, Mrs Hall, Mrs Patten, Roberts, and Stanton.

Labour Group

Councillors Chahal, Southerd, Taylor and Tilley.

EDS/79 **APOLOGIES**

Apoloies for absence from the meeting was received from Councillor MacPherson (Conservative Group).

EDS/80 **MINUTES**

The Open Minutes of the Meetings held on the on 19th November 2015 and 7th January 2016 were approved as a true record.

EDS/81 **DECLARATIONS OF INTEREST**

Councillor Atkin declared a personal interest in Item 8 on the agenda by way of owning land featured in the report.

Councillor Mrs. Patten declared a personal interest in item 8 on the agenda in her role as a County Councillor.

Councillor Richards declared a personal interest in item 8 on the agenda in his role as a County Councillor.

Councillor Roberts declared a personal interest in item 9 on the agenda by the way of being a Private Hire Driver licensed with SDDC under the Licensing Act 2003.

EDS/82 **QUESTIONS FROM MEMBERS OF THE PUBLIC UNDER COUNCIL PROCEDURE RULE NO 10**

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

EDS/83 **QUESTIONS BY MEMBERS OF THE COUNCIL UNDER COUNCIL PROCEDURE RULE NO 11**

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

EDS/84 **REPORTS OF THE OVERVIEW & SCRUTINY COMMITTEE**

The Committee was informed that there were no Overview & Scrutiny Committee reports for it to consider.

MATTERS DELEGATED TO COMMITTEE

EDS/85 **CORPORATE PLAN 2009-15: PERFORMANCE MANAGEMENT REPORT (1 OCTOBER – 31 DECEMBER 2015)**

The Director of Housing & Environmental Services updated Committee on details of progress during the third quarter (1 October to 31 December 2015), in relation to the Council's Corporate Plan 2009 – 2015. He highlighted that all targets for relevant projects and performance measures had been achieved, or were on track to be achieved apart from GM04 – *Percentage of all household waste recycled and composted*, the Director of Housing & Environmental Services explained that it was a seasonal occurrence relating to the Christmas period.

RESOLVED:

That the Committee considered and approved progress against performance targets.

EDS/86 **DERBY AND DERBYSHIRE MINERALS LOCAL PLAN UPDATE**

The Planning Policy Officer presented the report to inform Members on the updated proposals set out in the current consultation on the Minerals Local Plan being undertaken by the Minerals Planning Authorities for Derbyshire, (Derby City Council, and Derbyshire County Council). The current consultation had been updated to provide additional information regarding sand and gravel site assessments and the assessment methodology, as well as supporting papers in respect of a range of hydrocarbon topics including conventional oil and gas, unconventional oil and gas (including fracking) and gas from coal as well as the publication of a Sustainability Appraisal Scoping report.

Councillor Mrs Brown raised a concern regarding the need to evaluate the accumulative effect, and the importance of a strategic overview of affected areas.

Councillor Atkin abstained from voting on this matter.

RESOLVED:

That Members noted that hydrocarbons were likely to be restricted to block SK43 (around Shardlow, Elvaston and Ambaston) given that no further PEDL areas were currently located in the District and having

regard to the likely unsuitability of Coal deposits in the District for non-conventional gas extraction

- That Derbyshire County Council and Derby City Council, in their role as Minerals Planning Authority, (MPA) be informed that:

- That Members Support Option 1 in respect of Issue two and identify only those areas that were licenced for hydrocarbon exploration drilling and production within the Minerals Local Plan.

- That Members Support Option 2: Identify constraints for current PEDL areas, and also for those parts of the Plan area where hydrocarbon resources were known to be present given that the effects of some types of hydrocarbons developments could take place outside of areas currently licenced for hydrocarbon development.

- That Members supported the need for a hydraulic fracturing policy (rather than a general hydrocarbons policy) on the basis that this type of development could give rise to impacts that are significantly different to other forms of hydrocarbons extraction.

- That Members noted the methodology used by the MPA to inform the site selection of sand and gravel sites and the findings in respect of site suitability for sand and gravel working.

- That this Authority noted and supported the MPAs proposal to exclude from the Minerals Local Plan, those sites identified as having low potential for working based on the combined assessment of economic, social and environmental effects.

EDS/87 KEY PERFORMANCE INDICATORS – LICENSING DEPARTMENT

The Senior Licensing Officer provided Members with an update on the Licensing Department Key Performance Indicators for the previous two quarters

RESOLVED:

That Members noted the performance of the Licensing Department in relation to the Key Performance Indicators.

EDS/88 WORK PROGRAMME 2015/16

The Director of Housing & Environmental Services presented the report to Committee.

RESOLVED:

That the Committee considered and approved the updated work programme.

EDS/89 LOCAL GOVERNMENT ACT 1972 AS AMENDED BY THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

RESOLVED:-

That, in accordance with Section 100(A)(4) of the Local Government

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

MINUTES

The Exempt Minutes of the Meetings held on 19th November 2015 and 7th January 2016 were approved as a true record.

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

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

The meeting terminated at 6.15 p.m.

COUNCILLOR P. WATSON

CHAIRMAN

HOUSING AND COMMUNITY SERVICES COMMITTEE

10th March 2016

PRESENT:-

Conservative Group

Councillor Hewlett (Chairman) and Councillors Billings, Mrs Coe, Coe, Mrs Coyle, Harrison, Murray (substituting for Councillor Smith), Swann (substituting for Councillor Muller) and Mrs Wyatt.

Labour Group

Councillors Dunn, Rhind, Richards and Taylor.

In attendance

Councillors Atkin and Mrs Farrington (Conservative Group).

HCS/86 **APOLOGIES**

Apologies for absence were received from Councillors Muller and Smith (Conservative Group).

HCS/87 **MINUTES**

The Open Minutes of the Meetings held on 12th January 2016 and 4th February 2016 were noted and approved as a true record and signed by the Chairman.

HCS/88 **DECLARATION OF INTEREST**

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

HCS/89 **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/90 **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/91 **REPORTS OF THE OVERVIEW AND SCRUTINY COMMITTEE**

There were no Overview and Scrutiny Reports to be submitted.

MATTERS DELEGATED TO COMMITTEE**HCS/92 REVIEW OF TENANCY AGREEMENT**

The Director of Housing and Environmental Services delivered the report to the Committee.

Councillor Dunn voiced his concern in relation to the use of the word 'periodic' in terms of rent frequency, stating that any move to monthly rent payments would cause financial difficulty for many. The Director explained that the 'periodic' term had been included to cater for any future changes, for example, if the legislation was revised in this respect, and gave an assurance that the Council had no plans to change the current frequency.

Councillor Richards referred to the issues being experienced elsewhere as the Universal Credit programme rolls out, in terms of processing times, arrears and eviction action in the private sector, seeking guidance on how the Council is preparing for these issues. The Director outlined the strategies being prepared to address these issues.

Councillor Taylor raised the issue of tenant representation and the activity of Council officers in this area. The Director confirmed that it had not been possible to locate the records relating to the original tenants panel composition, but that the aim was to increase tenant participation in the process, undertaking to return to Committee with a report on the subject.

RESOLVED:-

- 1) That Members agreed the proposed changes, as set out at 3.4 in the report, enabling the Council to finalise the new tenancy agreement following the formal consultation which took place with all tenants between 25 January 2016 and 22 February 2016.***
- 2) That Members approved the service of a Notice of Variation, pursuant to Section 103 of the Housing Act 1985, to be issued on 20 May 2016.***

HCS/93 SOUTH DERBYSHIRE DEMENTIA FRIENDLY COMMUNITY

The Health Partnership Manager presented the report to the Committee, highlighting the aims and objectives of the scheme and the roll out of the Dementia Friends programme.

Queries and comments raised by Members relating to the accreditation process, registration awareness, recognition also for the carers / partners, their respite care and training sessions for Members and staff were noted and responded to.

Councillor Dunn congratulated Councillor Mrs Farrington in particular for her efforts in supporting this initiative.

RESOLVED:-

Members approved South Derbyshire District Council to act as a co-ordinating body for the South Derbyshire Dementia Action Alliance that will support development of a Dementia Friendly Community model in South Derbyshire.

HCS/94 **CORPORATE PLAN 2009-15: PERFORMANCE MANAGEMENT REPORT**
(1st OCTOBER – 31st DECEMBER 2015)

The Director of Community and Planning Services presented the report to the Committee.

Councillor Dunn, whilst noting the good results recorded in the report, commented on the delays being encountered on some of the 'green' issues, such as affordable housing and Careline.

Councillor Taylor raised the issue of fly tipping and the Council's response. The Director confirmed the Council's increased activity in this area, leading to a number of successful prosecutions, whilst also stating that levels of this 'borderless activity' are often influenced by the enforcement activity of neighbouring authorities.

Councillor Atkin, in referring to playscheme facilities, queried the current status of the mobile climbing wall. The Health Partnership Manager confirmed that the wall had been condemned due to a mechanical fault and that a needs appraisal was currently being undertaken to assess current requirements.

Councillor Richards drew attention to fuel poverty and winter fuel deaths, welcoming any measures aimed at tackling this issue, not only for the elderly, but also the young. Councillor Harrison queried if there was any information relating to residents unable to fit double glazing or other measures due to planning or listed building restrictions. The Director undertook to respond to the Member on this query.

Councillor Harrison made reference to the food rating scheme and the fact that businesses are not obliged to display their rating. He commented that Derby City Council publish all ratings and queried whether this Council could do the same, to highlight the lower ratings in particular, and also lobby the Local Government Association with a view to making the display of rating a statutory requirement. The Chairman confirmed that whilst all results are contained within the Council's website, navigation was not straightforward. Councillor Dunn commented that the top five-star should be the normal expectation. The Director undertook to investigate the matter further before responding to Members and raise the website content as part of the current website reorganisation exercise.

RESOLVED:-

Members considered and approved the progress against performance targets.

HCS/95 **COMMITTEE WORK PROGRAMME 2015/16**

Councillor Mrs Coyle requested that future work programmes contain a fuller schedule for a longer period. The Director of Housing and Community Services undertook to do so.

RESOLVED:-

Members considered and approved the updated work programme.

HCS/96 **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 12th January 2016 and 4th February 2016 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.

The Meeting terminated at 6.50pm.

COUNCILLOR J HEWLETT

CHAIRMAN

FINANCE AND MANAGEMENT COMMITTEE

17th March 2016

PRESENT:-

Conservative Group

Councillor Harrison (Chairman), Councillor Mrs Plenderleith (Vice-Chairman) and Councillors Billings, Mrs Coe, Mrs Coyle, MacPherson, Smith, Watson and Wheeler.

Labour Group

Councillors Rhind, Richards, Southerd and Wilkins.

FM/115 **APOLOGIES**

Apologies for absence from the Meeting were received on behalf of Councillor Hewlett (Conservative Group).

FM/116 **MINUTES**

The Open Minutes of the Meetings held on 14th January 2016 and 18th February 2016 were taken as read, approved as a true record and signed by the Chairman.

FM/117 **DECLARATIONS OF INTEREST**

Councillor Richards declared a pecuniary interest in relation to Item 12 on the Agenda by way of his association with the Welfare Rights Service.

Councillor MacPherson declared a personal interest in relation to Item 13 on the Agenda by virtue of being an acquaintance of the farmer.

FM/118 **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.

FM/119 **QUESTIONS BY MEMBERS OF THE COUNCIL PURSUANT TO COUNCIL PROCEDURE RULE NO 11**

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

FM/120 **REPORTS OF THE OVERVIEW AND SCRUTINY COMMITTEE**

There were no reports of the Overview & Scrutiny Committee to consider.

MATTERS DELEGATED TO COMMITTEE**FM/121 AUDIT SUB-COMMITTEE**

The Minutes of the Audit Sub-Committee Meeting held on 17th February 2016 were submitted.

RESOLVED:-

That the Minutes of the above Audit Sub-Committee Meeting be received and any recommendations contained therein approved.

FM/122 CORPORATE PLAN 2016 - 2021

The Chief Executive presented the report to Committee, referencing highlights from the Corporate Plan and commending Members for their active participation in its completion alongside council officers.

The Chairman, in praising the report, queried how it would be communicated to residents. The Head of Communications responded, detailing the various methods they plan to utilise.

Councillor Southerd also noted the full content of the report, but requested an update on the items identified in the Infrastructure section. The Chief Executive stated that whilst these developments would progress, its timing would be determined by the availability of external funding. Councillor Southerd also queried the difference in housing needs figures between South Derbyshire and Amber Valley in the Communities section. The Chief Executive, in response, referred to the transport links, the infrastructure and the Council's active pursuit of development opportunities all adding to a greater housing needs requirement to meet the growing population in the area.

Councillor Mrs Coyle commended the Corporate Plan exercise on behalf of Members and praised the Communications Team in particular for their part in its completion.

RESOLVED:-

That Members considered and approved the Corporate Plan 2016 – 2021 (Appendix 1), as well as the associated Action Plan (Appendix 2) and Evidence Base (Appendix 3).

FM/123 BUDGET AND FINANCIAL MONITORING 2015/16

The Director of Finance and Corporate Services presented the report to Committee, drawing particular attention to the net budget, additional income, staffing costs, contingent funds and the increased costs relating to recycling, leisure centres, planning appeals and IT/service developments. Reference was also made to the New Homes Bonus consultation; recent developments relating to ATM Business Rates liability and the NHS Trust's pursuit of charity

status in Business Rates terms; cash on deposit; the Waste Less, Save More project and capital funding issues.

Councillor Southerd queried the variances quoted against the leisure centre costs and Member costs. With regard to the former, the Director of Finance and Corporate Services referred to the low baseline established in 2010 which has led to increased fuel costs in the period since in accordance with the contract terms. Other costs relate to ongoing maintenance costs for the facilities. Councillor MacPherson referred to the outdoor lighting that had been installed at the Etwall leisure centre since 2010 and its impact on costs. The Director stated that these costs should have been factored into the calculations, but undertook to investigate and report back to Committee. The Chairman responded to the Member costs matter, stating that the budget had been purposely increased to cater for new Members after the May 2015 elections and the resultant training needs.

Councillor Richards, in referring to the potential impact on Business Rates income if the NHS Trust is successful in gaining charity status, speculated that it would likely remove any gain the Council might receive from the Derbyshire Business Rates Pool. The Director of Finance and Corporate Services stated that based on information received, it was very difficult to predict which way the decision may go. Comment was also made relating to the Hilton Village Hall development, to which the Director responded that there had been a staged development at the location, some of it since the original budget was set, some via external funding.

The Director of Finance and Corporate Services also referred to the Housing Revenue Account (HRA), in particular the additional staffing costs, opposed to lower interest and repairs costs. New Build delays will impact on rental income projections, the Director continued and he stressed that the Capital Programme overspend in 2015/16 will need to be pulled back during 2016/17 to ensure that the HRA Reserve Balance did not fall below the minimum level.

Councillor Mrs Coyle then queried the overspend on the housing capital programme. The Director of Housing and Community Services stated that the Housing staff were working to a five year plan, currently in its fourth year. They had taken the opportunity to deliver part of the 2016/17 programme in 2015/16 at this year's prices as opposed to next years. It is envisaged that there will be an underspend by the end of the five year plan.

RESOLVED:

- 1.1 That the latest budget and financial monitoring figures for 2015/16 were considered and approved.***
- 1.2 That an amount of £63,000 be transferred to the Planning Appeals Provision.***
- 1.3 That requests to set-aside £50,000 from additional planning income in 2015/16 to meet IT development, together with support for future planning agreements, was approved, subject to a separate report.***

1.4 That the projected over spend on the Council Houses, Capital Works Budget was considered and noted.

1.5 That the Capital Budget for 2016/17 for Council Houses is reviewed and a detailed report is provided to the Committee on future capital allocations, together with implications for the HRA and its housing stock.

FM/124 **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 14th January 2016 and 18th February 2016 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.

DEBTS SUBMITTED FOR WRITE-OFF (Paragraph 1)

The Committee approved the recommendations made in the Report.

LAND AT FINDERN (Paragraph 3)

The Committee approved the recommendations made in the Report.

The meeting terminated at 6.55pm.

COUNCILLOR J HARRISON

CHAIRMAN

PLANNING COMMITTEE

22nd March 2016

PRESENT:-

Conservative Group

Councillor Roberts (Chairman) and Councillors Atkin, Mrs Coe (substituting for Councillor Mrs Farrington), Ford, Grant, Mrs Hall, Murray (substituting for Councillor Mrs Brown), Stanton and Watson.

Labour Group

Councillors Dunn, Dr Pearson, Shepherd and Tilley (substituting for Councillor Southerd).

In Attendance

Councillors Muller, Mrs Patten, Mrs Plenderleith and Taylor.

PL/180 **APOLOGIES**

Apologies for absence from the Meeting were received on behalf of Councillors Mrs Brown, Mrs Farrington (Conservative Group) and Southerd (Labour Group).

PL/181 **MINUTES**

The Open Minutes of the Meetings held on 19th January 2016 (PL/144-PL/152) and 9th February 2016 (PL/153-PL/166) were taken as read, approved as a true record and signed by the Chairman.

PL/182 **DECLARATIONS OF INTEREST**

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

PL/183 **QUESTIONS BY MEMBERS OF THE COUNCIL PURSUANT TO COUNCIL PROCEDURE RULE NO.11**

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

MATTERS DELEGATED TO COMMITTEE

PL/184 **REPORT OF THE DIRECTOR OF COMMUNITY AND PLANNING SERVICES**

The Director of Community and Planning Services submitted reports for consideration and determination by the Committee and presented oral reports to the Meeting to update them as necessary. Consideration was then given thereto and decisions were reached as indicated.

PL/185 **APPROVAL OF RESERVED MATTERS OF PLANNING PERMISSION REF: 9/2014/1093, INCLUDING MATTERS OF LAYOUT, SCALE, APPEARANCE AND LANDSCAPING ON LAND AT SK3126 2140 MOUNT PLEASANT ROAD REPTON DERBY**

Mrs Anne Dale (objector) attended the Meeting and addressed Members on this application.

The Principal Area Planning Officer referred to the section on Landscaping and Biodiversity and reported that the requested information had been satisfactorily received, with Condition 1.c. amended as a result.

Councillor Stanton addressed the Committee as local Ward Member for Repton, reflecting the unpopularity of the development amongst local residents, also clarifying details regarding the hedgerow translocation.

Councillor Ford also commented on views expressed at local parish council meetings and, given the limited highway access at the location, requested that the developer be written to regarding the consideration of a traffic plan during the construction period.

RESOLVED:-

That planning permission be granted subject to the conditions, included the revised Condition 1, set out in the report of the Director of Community & Planning Services.

PL/186 **THE ERECTION OF AN EXTENSION INCORPORATING A GARAGE (SUPERSEDING THE DETACHED GARAGE APPROVED AS PART OF APPLICATION 9/2015/0567) AND CREATION OF A NEW VEHICULAR ACCESS AT CHERRY TREE COTTAGE 18 SUTTON LANE HILTON DERBY**

It was reported that members of the Committee had visited the site earlier in the day.

Mr Ian Pullen (objector) and Mr Mark Swift (applicant) attended the Meeting and addressed Members on this application.

Councillor Mrs Plenderleith addressed the Committee as local Ward Member for Hilton, outlining issues relating to the size of the extension, the impact on neighbours and the proximity to the property boundary.

Councillor Atkin, whilst having no objection in principle, queried the positioning of the skylight windows, control of traffic flow during construction and the use

of the current driveway post construction, matters that the Principal Area Planning Officer responded to, suggesting, in relation to the latter matter, that the wording of Condition 9 could be revised as appropriate.

Councillor Watson queried the siting of the extension, expressing a view that it could have been better placed. Councillor Shepherd, having attended the site visit, stated that the matter was less straightforward, the large extension unsympathetic to the property.

RESOLVED:-

That planning permission be refused contrary to officer recommendation on the grounds of the proposal being overbearing / overshadowing to the neighbour and detrimental to the street character due to its excessive size and siting, contrary to policy H13.

PL/187 **OUTLINE PLANNING APPLICATION WITH MEANS OF SITE ACCESS FROM EGGINTON ROAD TO BE DETERMINED (ALL OTHER MATTERS RESERVED FOR SUBSEQUENT APPROVAL), FOR THE ERECTION OF UP TO 120 DWELLINGS (CLASS C3); EARTHWORKS; DRAINAGE WORKS; STRUCTURAL LANDSCAPING; FORMAL AND INFORMAL OPEN SPACE; CAR PARKING; SITE REMEDIATION; AND ALL OTHER ANCILLARY AND ENABLING WORKS AT LAND AT SK2631 6820 EGGINTON ROAD ETWALL DERBY**

Mr Keith Earnshaw (objector) and Ms Kathryn Ventham (applicant's agent) attended the Meeting and addressed Members on this application and the associated application, 9/2015/0877, at 2.2 on the Agenda.

Councillor Muller addressed the Committee as local Ward Member for Etwall, stating his support for the refusal recommendation, but also on the grounds of potential noise, flooding, pollution, countryside considerations and impact, along with its extension of the village boundary into open countryside.

Councillor Watson commended the report for its fairness in referencing all arguments for and against the application, but in highlighting its adverse impact on the location, he too expressed his support for refusal.

Councillor Ford referenced speculative development and that it should not be assumed that such applications secure automatic approval.

RESOLVED:-

That planning permission be refused for the reasons set out in the report of the Director of Community & Planning Services.

PL/188 **OUTLINE PLANNING APPLICATION WITH ALL MATTERS RESERVED FOR SUBSEQUENT APPROVAL FOR THE PROVISION OF: EARTHWORKS; DRAINAGE WORKS INCLUDING BALANCING PONDS AND A PUMPING STATION; STRUCTURAL LANDSCAPING; INFORMAL OPEN SPACE INCLUDING PEDESTRIAN LINKAGES; SITE**

**REMEDICATION; AND ALL OTHER ANCILLARY AND ENABLING WORKS
AT LAND AT SK2631 6820 EGGINTON ROAD ETWALL DERBY**

RESOLVED:-

That planning permission be refused for the reason set out in the report of the Director of Community & Planning Services.

Councillors Muller, Mrs Patten and Mrs Plenderleith left the Meeting at 7.20pm.

PL/189 **THE ERECTION OF TEN DWELLINGS INCLUDING ACCESS, INTERNAL ROAD AND GARAGES ON LAND ADJACENT TO 59 ASHBY ROAD WOODVILLE SWADLINCOTE**

The Principal Area Planning Officer confirmed that the further information relating to contaminated land and ground gas ingress had been received and therefore Condition 10. in the report was no longer required.

Councillor Mrs Coe addressed the Committee as local Ward Member for Woodville, stating that as the developer had satisfactorily addressed local concerns there were no longer any issues to report.

Councillor Taylor also addressed the Committee as another Ward Member for Woodville, stating that as the allotment area had been doubled to the north of the site, he had no opposition to the application, but queried the Section 106 position. The Principal Area Planning Officer confirmed that whilst each application is considered on its own merits, it was for the County Council to advise on the educational requirements. In this case, the securing of appropriate Section 106 provision was to be delegated to the Planning Services Manager.

The Principal Area Planning Officer also confirmed that the County Council deemed it not appropriate to request a contribution towards enhancement of the current recycling facilities, in answer to Councillor Dunn's query regarding there being no contribution to a recycling point.

Councillor Atkin commented on the differing roof treatments, querying that as some featured skylights, would permitted development rights allow for the future conversion of loft space. This was confirmed as possible.

RESOLVED:-

- A. That the Planning Services Manager be granted delegated authority to secure the appropriate level of contributions for mitigation of the impact of the development under Section 106 of the Town and Country Planning Act 1990;***
- B. That, subject to A. above, planning permission be granted subject to the conditions set out in the report of the Director of Community & Planning Services, with the removal of Condition 10.***

PL/190 **THE PRUNING OF A TREE COVERED BY SOUTH DERBYSHIRE DISTRICT COUNCIL TREE PRESERVATION ORDER NUMBER 360 AT GRAVEYARD MAIN STREET NETHERSEAL SWADLINCOTE**

RESOLVED:-

That permission be granted subject to the conditions set out in the report of the Director of Community & Planning Services.

PL/191 **THE ERECTION OF EXTENSIONS AT 203 OVERSETTS ROAD NEWHALL SWADLINCOTE**

RESOLVED:-

That planning permission be granted subject to the conditions set out in the report of the Director of Community & Planning Services, with an additional condition to secure implementation of an amended plan.

PL/192 **THE ERECTION OF AN EXTENSION AT 15 ACACIA AVENUE MIDWAY SWADLINCOTE**

RESOLVED:-

That planning permission be granted subject to the conditions set out in the report of the Director of Community & Planning Services.

PL/193 **PLANNING AND OTHER APPEALS**

The Committee noted the planning appeal decisions in relation to the following applications;

9/2015/0071

& Enforcement Land known as Blakemere Farm, Bakeacre Lane, Findern.

9/2015/0426 Linton Heath, Linton, Swadlincote.

Enforcement Land known as The Hill Lodge, Deep Dale Lane, Barrow upon Trent

Councillor Watson, in referring to the Barrow upon Trent enforcement matter, commended all officers involved, following the dismissal of the appeal and application for costs, seconded by Councillor Atkin.

Councillor Shepherd sought details on the costs awarded against the Council, which the Principal Area Planning Officer undertook to supply once known.

PL/194 **PROPOSED TREE PRESERVATION ORDER (TPO) 417 AT 23 WALLFIELDS CLOSE, FINDERN**

Councillor Ford expressed dissatisfaction with how this matter had been dealt with, feeling it inappropriate to impose a TPO.

Councillor Watson referred to a similar incident in his Ward, commenting that a TPO does not necessarily prevent removal of a tree with a TPO in place, just imposes the need to seek approval for its removal. Councillor Grant outlined the criteria for granting a TPO and the Principal Area Planning Officer detailed the reasons for requesting a TPO in this case.

Councillor Ford requested that his vote against the granting of a TPO in this case be recorded in the Minutes.

RESOLVED:-

That this Tree Preservation Order (TPO) be confirmed without modification.

PL/195 **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 was likely, in view of the nature of the business to be transacted or the nature of the proceedings, that there would be disclosed exempt information as defined in the paragraphs of Part 1 of the Schedule 12A of the Act indicated in brackets after each item.

EXEMPT MINUTES

The Exempt Minutes of the meeting held on the 9th February 2016 (PL/167-PL/168) were taken as read, approved as a true record and signed by the Chairman.

EXEMPT QUESTIONS BY MEMBERS OF THE COUNCIL PURSUANT TO COUNCIL PROCEDURE RULE No 11.

The Committee was informed that no questions had been received.

The meeting terminated at 7.45pm.

COUNCILLOR A ROBERTS

CHAIRMAN

LICENSING AND APPEALS SUB-COMMITTEE

23rd March 2016 at 10.00am

PRESENT:-

Members of the Licensing and Appeals Sub-Committee

Councillor Mrs Coyle (Chairman), Councillor Muller (Conservative Group) and Councillor Taylor (Labour Group)

District Council Representatives

A Edwards (Senior Legal Officer), E McHugh (Senior Licensing Officer), M Lomas (Licensing Officer) and C Tyler (Democratic Services Officer)

LAS/48 **APOLOGIES**

The Sub-Committee was informed that no apologies had been received

LAS/49 **DECLARATIONS OF INTEREST**

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

LAS/50 **APPOINTMENT OF CHAIRMAN**

Councillor Mrs Coyle was appointed Chairman of the Sub-Committee.

MATTERS DELEGATED TO SUB-COMMITTEE

LAS/51 **DETERMINATION OF AN APPLICATION FOR THE GRANT OF A PREMISES LICENCE – BURTON ON TRENT GOLF CLUB LTD, 43 ASHBY ROAD EAST, BURTON ON TRENT, DE15 0PS.**

The Sub-Committee considered an application for a Premises Licence for Burton on Trent Golf Club at 43 Ashby Road East, Burton on Trent, DE15 0PS.

RESOLVED:-

That the application for a Premises Licence be granted, as detailed in the Decision Notice, a copy of which is incorporated in the signed minute book at “SMB1”.

LAS/52 **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.

REVIEW OF A PRIVATE HIRE DRIVER'S LICENCE (Paragraph 1)

The Sub-Committee considered a review of an existing Private Hire Driver's Licence. The Driver was issued with a written warning, to remain on record for a period of 12 months, and allowed to retain his Private Hire Driver's Licence.

The Meeting terminated at 10.30am

COUNCILLOR MRS H COYLE

CHAIRMAN

SOUTH DERBYSHIRE AREA FORUM

ETWALL

Wednesday, January 13, 2016 at Egginton Memorial Hall

PRESENT:-

District Council Representatives

Councillor Mrs Lisa Brown (Chair), Councillor Andy Billings, Councillor David Muller, Councillor Mrs Julie Patten, Councillor Andy Roberts.

Stuart Batchelor – Director of Communities and Planning.
Tom Sloan – Clerk.

Derbyshire County Council Representatives

Councillor Mrs Julie Patten.

Paul Jameson (Area Forum Liaison Officer), Kerry Bailey (Digital Derbyshire), Robert Rowan (Digital Derbyshire).

Parish Council/Meeting Representatives

Olga Bottomley (Burnaston Parish Council), Robert Brookes (Hatton Parish Council), Barry Payton (Etwall Parish Council), Angela Holgate (Foston and Scropton Parish Council), Norman Ireland (Etwall Parish Council), Nikki Lawton (Egginton Parish Council), Pat Riley (Horticultural Association and Egginton Parish Council).

Members of the Public

Jean Griffiths, RD Hyland, Jim Riley, Judith Watson, Dianne Willis, Barry Willis, Clive Gerrard, G Wake.

EA/21 **APOLOGIES**

Apologies were received from Councillor Martyn Ford, Brian Myring, Miles Nesbitt and Councillor Mrs Amy Plenderleith.

EA/22 **DECLARATIONS OF INTEREST**

None.

EA/23 **CHAIRMAN'S ANNOUNCEMENTS**

Councillor Mrs Lisa Brown reported that the Railfreight project near East Midlands Airport was given consent by the Secretary of State, overturning a number of recommendations from the Planning Inspectorate. Forty seven per cent of warehousing proposed would not be rail connected as the project currently stood. The project appeared to underline the Government growth agenda, Councillor Mrs Brown said.

Digital Derbyshire

Robert Rowan, Programme Manager, and Kerry Bailey, Engagement Officer, gave a presentation on Derbyshire County Council's Digital Derbyshire programme which was working in partnership with BT to lay hundreds of miles of fibre optic cable, bringing better, faster broadband to parts of the county, particularly in rural areas.

It was a multi-million pound project funded by the EU, the County Council, BT, the Local Enterprise Partnership and Broadband Delivery UK. The Digital Derbyshire targets (as set by Central Government) were for every Derbyshire premise to be able to receive a download speed of 2Mbps and for 95% of premises to receive download speeds of 24Mbps by the end of 2018. Currently, 349 'cabinets' out of 433 in the county were fibre enabled and 74,000 premises could now order fibre broadband from an internet service provider of their choice.

The project was focusing on areas which had not been catered for by the commercial operators. Mr Rowan said the Etwall area was a mix of commercial and Digital Derbyshire 'roll out'. Furthermore, some very remote areas with poor connection could benefit from the Government satellite scheme.

Councillor David Muller reported that a lot of residents were having serious trouble getting broadband access in rural areas near Etwall. He also questioned how cost effective a satellite link-up is for accessing the internet.

Mr Rowan said the focus was on getting fibre optic broadband to as much of the county as possible, but should this not be possible, then areas with sub-2Mbps connections could be eligible for a satellite solution up to the value of £350 for installation and commissioning, with consumer packages starting at £29.99 a month for 10GB of data. Consumers would need to fully understand the packages and costs before making a decision as some data packages could contain an insufficient amount to stream media content. Once the data allowance was passed, the cost would go through the roof or usage would be capped.

A resident asked if broadband speeds were a priority with the rapid development of mobile technology. Mr Rowan said that 5G for mobile phones was on the way but that fixed infrastructure was still required as not all areas benefit from mobile coverage.

Councillor Muller asked how the UK compares with the rest of the EU for broadband. Mr Rowan said the situation had improved, with the UK now third or fourth in Europe and not down in 10th position as was previously the case.

A member of the public asked if BT had brought local exchanges up to date. Mr Rowan replied that the programme was purely about fibre optic installation and not the exchanges.

Ms Bailey summed up by saying she was available to attend parish council meetings to give presentations.

Councillor Mrs Brown thanked the Digital Derbyshire duo for their presentation.

EA/24 **TO NOTE THE MINUTES OF THE MEETING HELD ON NOVEMBER 11, 2015 (COPY ATTACHED)**

The minutes of the previous meeting were agreed as a true record.

EA/25 **REPORT BACK ON ISSUES RAISED AT THE LAST MEETING**

Recycling in Etwall

An Etwall resident stated that he wanted clear pictorial guidelines as to what could and could not be recycled. It followed an incident at the Almshouses when a recycling bin was not emptied due to uncompliant contents. Councillor Mrs Brown said there was a problem with some elements of recycling. She explained that under the terms of a contract with Palm Recycling, hard plastic boxes could not be taken (for example boxes which contain Christmas sweets). The situation had been explained and publicised. The reason for the change (away from recycling black plastic) was a systemic change in the recycling industry, with China no longer taking certain types of plastic to recycle. Black plastic contaminates the other plastics and that was why it was no longer collected. The resident said that surely the contractor could not just change the terms of what it collects. Councillor Mrs Brown agreed that it was an annoying situation. At the next area forum, she had asked for the head of service to come and answer the questions in person on a very complicated situation. On a positive note, Councillor Mrs Brown said that South Derbyshire District Council was well ahead of Government targets on recycling. Stuart Batchelor, South Derbyshire District Council Director of Community and Planning, added that the terms of a contract were not changed unless there were very good reasons. A resident said the situation was confusing and there was nowhere to take the plastic in question, save for an environmentally unfriendly 20-minute journey to Burton tip.

ACTION: SDDC Director of Housing and Environmental Services Mike Haynes to be asked to attend the next area forum

New House Farm

A resident reported that he had written to South Derbyshire District Council's head of planning and had enquired about costs attached to the New House Farm planning appeal. Mr Batchelor said a submission of costs had been entered over the appeal and the council was challenging that. The final figure which was paid out would probably be in the public arena.

EA/26 PUBLIC QUESTIONS ON ISSUES RAISED BY RESIDENTS

A member of the public said that the recent flooding seen in the north of England had engendered a debate regarding models used to calculate run off from developments. With several thousand new homes proposed in the Etwall ward creating run off into the Brook, what plans were in place to deal with flooding? Mr Batchelor said developments took into account impact on local watercourses, with Severn Trent Water and the Environment Agency consulted during the planning process.

EA/27 COUNTY COUNCIL ISSUES

In response to a question regarding budget cuts, the AFLO told the meeting how around £40 million needs to be saved by Derbyshire County Council in the next year as part of the £157m savings required in the five-year period to 2018.

A member of the public asked if school crossing patrols were under threat.

The AFLO said that, given the severity of the cuts, DCC had had to consider reducing services which were previously considered unthinkable. Initially, it appeared that it would have to end the School Crossing Patrol service entirely, but funding was identified which allowed it to retain a large proportion of the service. Following extensive public consultation, a number of patrols had been withdrawn as of December last year. DCC had applied national guidelines on the consideration of SCPs and, where these guidelines had not been met, withdrawn the service. For example, this could be at locations where a formalised crossing facility – such as a puffin crossing – was already provided for pedestrians. The withdrawal of SCPs is something DCC had not wanted to do and it would happily work with local schools and businesses if alternative funding could be identified for a patrol to continue at sites where the existing criteria was not met. A resident asked how much a crossing would cost to install. The AFLO advised that the costs would vary from location to location but, typically, a zebra could incur costs in excess of £20,000 and light-controlled crossings even more. As part of the consideration process, DCC uses the PV2 formula as a guidance, which compares traffic flow against pedestrian activity. A member of the public asked if volunteers could be sought for crossing patrols. Mr Batchelor said a service would have to be guaranteed for parents to accept volunteers. Councillor Mrs Brown added that there could also be legal implications.

EA/28 DISTRICT COUNCIL ISSUES**Local Plan**

Mr Batchelor reported that Part 1 of the Local Plan (for strategic sites in the district) had gone through for its final examination. It was hoped that the Planning Inspector signs the plan off so it could be adopted by the district council. Part 2 (for non-strategic sites in the district of fewer than 100 houses) was currently being consulted on. A total of 600 houses needed to be built under Part 2 by 2028. A resident asked if issues with Amber Valley's plan affected South Derbyshire. Mr Batchelor said they wouldn't. Another resident asked if development could take place outside of settlement boundaries. Mr Batchelor stated that would not be the case unless there was a very good reason for it.

Open Spaces

Mr Batchelor reported that South Derbyshire District Council had produced a draft Open Space, Sport and Community Facilities strategy. He urged those present to let the council know of any potential projects so they could attract Section 106 money. Councillor Mrs Brown reiterated how important it was to get a project in the plan to ensure it did not miss out on available funding.

Finances

Mr Batchelor told the meeting that the council budget was going to the finance and management committee before Full Council. The council's financial position had stabilised over the past two years, he said, with an underspend on the budget this year because of the income from the planning department. A surplus was expected in 2016-17 but the following year there would be a significant change. Shire districts were facing big cuts compared to metropolitan and urban areas. South Derbyshire District Council's Government grant had been cut by 14%, meaning a £1.5 million budget reduction in 2018. Mr Batchelor reiterated that budgets would be reduced and not services. Councillor Mrs Brown added that South Derbyshire District Council is a well-run council with a very good chief finance officer in Kevin Stackhouse.

EA/30 DATE OF NEXT MEETING

The date of the next meeting would be announced in due course.

Councillor Mrs Lisa Brown
Chair

The meeting terminated at 8.35pm.

SOUTH DERBYSHIRE AREA FORUM

AREA 3 – MELBOURNE AREA

January 26, 2016 at Melbourne Assembly Rooms

PRESENT:-

District Council Representatives

Councillor John Harrison (Chair), Councillor Neil Atkin, Councillor Mrs Hilary Coyle, Councillor Jim Hewlett, Councillor Peter Watson.

Mike Haynes (Director of Housing and Environmental Services), Tom Sloan (Clerk).

Derbyshire County Council Representatives

Councillor Rob Davison.

Parish Council / Meeting Representatives

Paul Bickerton (Elvaston Parish Council), Wendy Earp (Melbourne Parish Council), AR Jefferies (Elvaston Community Group), Dave Smith (Melbourne Parish Council), Robert Wheat (Stanton by Bridge Parish Meeting).

Members of the Public

None.

MA/20 **Apologies for absence**

Councillor Mrs Linda Chilton (Derbyshire County Council), Paul Jameson (Derbyshire County Council), Avril Record.

MA/21 **Declarations of Interest**

None.

MA/22 **Chairman's Announcements**

Councillor John Harrison announced that South Derbyshire District Council's Scrutiny and Overview meetings were going to be peripatetic for a time. The next meeting, on February 10, would be held at the Melbourne Assembly Rooms and discuss Section 106 agreements. Details and timings would be

circulated in due course. Councillor Neil Atkin confirmed that the meetings start at 5pm for the public. This was criticised as being too early. Councillor Mrs Hilary Coyle said the Council was looking at ways a meeting held later could be temporarily suspended to hear the public's views.

MA/23 **The minutes of the meeting held on October 29, 2015**

The minutes were proposed by Councillor Mrs Coyle, seconded by Councillor Atkin and approved.

MA/24 **Report back on issues raised at the last meeting**

Swarkestone Causeway Enforcement Project

Neill Bennett, Derbyshire County Council's Senior Project Officer (Transportation), provided a report to Councillor Rob Davison on a meeting he had with the Derbyshire Police chief of the Casualty Reduction Enforcement Resource Team (CREST) operation. The feedback Mr Bennett received early in the New Year was that Swarkestone did not feature in the police threat and risk priorities and as such the CREST unit could not support enforcement operations and the demands it would place on the back office, unless DCC could fund that operation. Given the current state of finance this was not an option.

Councillor Harrison said the response seemed to lack appreciation of the gravity of the problem of overweight vehicles on Swarkestone Causeway; it was this and not speeding traffic that needed enforcement. He pointed out that the bridge was a Grade A listed monument and had tens of thousands of vehicles travelling across it including lorries which should not be there, causing danger of future damage and even the collapse of the structure. Councillor Harrison said this demanded immediate attention. Councillor Davison reiterated his belief that Mr Bennett was committed to getting enforcement on the Causeway but was faced with the issue of costs. Councillor Peter Watson thanked Councillor Davison for the report but added that the information should have been available in advance and that the two issues which DCC were asked to report back on from the last meeting had not been adequately answered.

Councillor Davison reported that five truck drivers had been prosecuted for breaching the weight restriction on the Causeway. Total fines imposed: £1,526. Total of costs / court charges imposed: £1,178. In addition, three drivers were scheduled to appear in court on February 22 and three more reports were under consideration. Two further drivers had been issued with formal cautions and six drivers had received warning letters. One driver had been prosecuted for breaching the weight restriction through the village of Stanton-by-Bridge. He was fined £450 with costs of £305.

A resident added that a leaking water main under the A514 at Swarkestone had caused part of the road to collapse. Another resident reported that traffic lights put up around road works at the Cuttle Bridge were allowing too few cars

through in one direction. Councillor Mrs Coyle said that traffic was not allowed to back up onto the A50 island, so that was the reason for the lights' timing. Councillor Harrison added that what was happening at the Cuttle Bridge was a microcosm of what would happen if the Causeway collapsed.

MA/25 **Public questions on issues raised by residents**

Councillor Jim Hewlett reported that a motorist had blocked the entrance to the car park of Melbourne Senior Citizens' Centre with its members' cars parked and unable to get out. It took half an hour to find the driver responsible. Councillor Hewlett asked if pressure could be brought on the highways authority to put double yellow lines down to discourage parking across the entrance, or even paint a white line to draw attention to it. He asked a year ago for measures to be taken. Councillor Harrison said the issue should be taken up by Councillor Mrs Linda Chilton upon her return. Councillor Mrs Coyle asked if it was a police matter.

ACTION: Councillor Mrs Linda Chilton to raise issue with Derbyshire County Council.

A resident reported that the road through Thulston was showing serious signs of stress right through the village. There was a large hole near the Harrington Arms and the resident said it was fortunate there had been no accident there. A motorcycle which hit the hole would be in difficulties, he added. He felt the roads in rural areas such as Thulston were not suitable for the levels of traffic they were now experiencing with the growth in South Derbyshire's population. Councillor Davison noted the complaints.

ACTION: Councillor Rob Davison to notify Derbyshire County Council of complaints.

Councillor Watson raised the issue of the kerb stone outside the Bay Tree in Melbourne. It had not yet been repaired, despite Derbyshire County Council carrying out works elsewhere in the village. Councillor Harrison added that South Derbyshire District Council's previous Heritage Officer had insisted on the kerb stones being made from sandstone. Very large vehicles' back wheels go over it and the sandstone cracks. During Councillor Harrison's time as a county councillor, efforts had been made to fill in the gaps created with concrete, which didn't take, and later with tar, which had also failed. Since then, he said, nothing had been done about this eye sore in the centre of the village. Councillor Harrison added that what was needed was a granite kerb, only it didn't fit in with the niceties of the conservation area. Councillor Hewlett said a similar repair (granite) had been carried out along the road at the junction of Chapel Street and Derby Road. Councillor Harrison said a precedent had therefore been set.

ACTION: Councillor John Harrison and Councillor Jim Hewlett to pursue the issue at South Derbyshire District Council and Councillor Mrs Linda Chilton to do likewise at Derbyshire County Council.

MA/26 **County Council Issues**

None.

MA/27 **District Council issues**

Local Plan

Mike Haynes (Director of Housing and Environmental Services) reported that South Derbyshire District Council's Local Plan Part 1 was now with the Government Planning Inspector awaiting her final recommendations. If there was a positive response, the plan would be adopted in the spring. The Local Plan Part 2 was currently under consultation. SDDC's Open Space Strategy was also being consulted upon and Mr Haynes reminded the meeting that facilities needed to ensure their inclusion to avoid missing out on Section 106 money.

South Derbyshire District Council finances

Mr Haynes also spoke about the forthcoming £1.5 million savings needed to be found by SDDC by 2018-19. He said he was confident the authority would meet the challenge head on and bring about the savings needed. Councillor Harrison added that the financial situation in the short-term for SDDC was satisfactory, with £5 million in reserve. He said the savings needed would be made. A resident asked by how much Council Tax was going up and Councillor Harrison confirmed it would be by 1.95% for SDDC, subject to Full Council approval. Mr Haynes added that Derbyshire County Council was free to increase Council Tax by a further amount to help fund adult social care. Councillor Harrison said the cut in Central Government grant to SDDC would be to some extent offset by the New Homes Bonus, which rewarded authorities for approving housing developments, and the retention of Business Rates. Councillor Davison added that DCC had raised Council Tax by 3.9% and was facing a £12m rise in care for elderly residents.

MA/28 **Date of Next Meeting**

To be advised in due course.

CHAIRMAN

The meeting terminated at 8.25pm.

SOUTH DERBYSHIRE AREA FORUM

LINTON

Wednesday, January 27, 2016 at Rosliston Village Hall

PRESENT:-

District Council Representatives

Councillor Pat Murray (Chair), Councillor Mrs Beth Hall, Councillor Bob Wheeler.

Frank McArdle – Chief Executive.
Tom Sloan – Clerk.

Derbyshire County Council Representatives

None.

Parish Council/Meeting Representatives

Karen Bradford (Coton in the Elms Parish Council), Mary Horne (Walton Parish Council), Sue Jones (Overseal Parish Council), Paul Marbrow (Rosliston Parish Council), Brian Matkin (Rosliston Parish Council), Philip McGibbon (Netherseal Parish Council), Janice Pallett (Castle Gresley Parish Council), Ollie Pallett (Castle Gresley Parish Council), John Powell (Linton Parish Council), Louise Ross (Rosliston Parish Council), Michelle Skinner (South Derbyshire CVS), Tony Stone (Netherseal Parish Council), Carol Wright (Castle Gresley Parish Council).

Members of the Public

Helen Kreft (Burton Mail), Mary Rhodes, Lynn Sullivan, Arthur Webb, Sandy Webb, Mr Wilson, Mrs Wilson.

LA/21 **APOLOGIES**

Apologies were received from Councillor John Grant, Sheila Jackson, Paul Jameson, Carole Knight, Councillor Mrs Kath Lauro and Heather Wheeler MP.

LA/22 **DECLARATIONS OF INTEREST**

None.

LA/23 **CHAIRMAN'S ANNOUNCEMENTS**

Councillor Pat Murray told the meeting of a forthcoming Parish and Member Briefing session being hosted by South Derbyshire District Council.

LA/24 **THE MINUTES OF THE MEETING HELD ON NOVEMBER 18, 2015**

Councillor Murray proposed the minutes and Councillor Mrs Beth Hall seconded them. The minutes were agreed as a true record.

LA/25 **REPORT BACK ON ISSUES RAISED AT THE LAST MEETING**

Derbyshire County Council issues

Sunken Manhole covers

A member of the public reported that a sunken manhole cover in Cadley Hill Road, opposite the junction with Ryder Close, had been repaired. However, another manhole cover had sunk in William Nadin Way near the entrance to TNT.

ACTION: Tom Sloan to report sunken pothole to Derbyshire County Council

Rosliston – request for No Verge Parking zones

A member of the public complained that a proposal to bring in a No Verge Parking zone had been dismissed by DCC as unsuitable. Councillor Murray said that councillors and others attending Area Forums do take on board what is said and return answers to the meetings using their expertise.

South Derbyshire District Council issues

Empty House in Netherseal

At a previous meeting an empty house in Netherseal, which was falling into a state of disrepair, was mentioned. A resident asked for an update on the situation. Frank McArdle said that from time to time properties do end up in a state of disrepair. Councillor Bob Wheeler said that as long as confidential information was not being passed on, a report from SDDC's housing team could be requested for the next Linton Area Forum.

ACTION: SDDC Director of Housing to be asked for a report for the next meeting

LA/26 **PUBLIC QUESTIONS ON ISSUES RAISED BY RESIDENTS**

A resident reported that a post was lying in the hedge at the Flint Mill Crossroads.

A member of the public said, in reference to Rosliston, that parking restrictions would always cause problems. The more housing that was built in South Derbyshire, the worse the problem would get. He suggested the forum send a message to the planners at SDDC saying that they needed to start taking into account the increase in cars per household when planning was granted. He suggested that three to four spaces per household would be ideal. Mr McArdle said that SDDC was limited as to what it could do.

Councillor Mrs Hall reported her concern about the state of roads in the Seales area. She said there were some roads between Rosliston and Coton in the Elms that were deteriorating rapidly, along with Moira Road past Short Heath. DCC needed to come to the area and look at the road system and realise how “appalling” the situation in the Seales was, she said.

A resident said that if households were going to have three to four cars, perhaps parish councils could work to minimise the number of houses being built in villages around Area 6. Mr McArdle said that every planning application had to be dealt with on its merits. Part 2 of the Local Plan, which was currently in the process of being adopted, required SDDC to include an extra 600 around the district.

A member of the public asked for an update on the bypass and bridge proposal at Walton. Mr McArdle said there was nothing further to update since the previous meeting in November. He was still hopeful of the right decision being made in the near future.

Councillor Wheeler said that adoption of Parts 1 and 2 of the Local Plan would give South Derbyshire some protection against unwanted development. As for the Walton bypass, he had been told that Drakelow Developments were ready to start work in April – but would reserve judgement until the deal was sealed and in writing.

LA/27 **COUNTY COUNCIL ISSUES**

None.

LA/28 **DISTRICT COUNCIL ISSUES**

SDDC Budget

Mr McArdle told the meeting that a budget report went to members on January 14. SDDC’s financial position had stabilised in the past two years through

efficiency savings and good practice – and no council services had been cut for years. However, SDDC had come 45th out of 383 local authorities in terms of the level of cut to its Central Government grant, with a 14% reduction by 2017-18. Mr McArdle said the authority would find the savings through efficiency improvements. A Council Tax rise of 1.95% would be considered to help balance the books. He also said that South Derbyshire was the fastest-growing district in Derbyshire and income would be generated through the district being able to keep a proportion of its Business Rates in future.

A resident said it had been a masterstroke from Mr McArdle to keep Roger Bullivant in the area. Mr McArdle replied that the company had a good team of people and the people of South Derbyshire know how to make things, a tradition going back to past industries of coal mining and pipe making.

Sainsbury's 'Waste Less Save More' initiative

Mr McArdle told the meeting how South Derbyshire beat off 188 other entries to secure investment from Sainsbury's under its 'Waste Less, Save More' initiative. It was a massive opportunity for the district to improve its recycling, he said. Councillor Murray said the cost of landfill had increased and that people needed to be more efficient in their daily lives. A resident asked if shops could be persuaded to donate waste food to charities instead of throwing it away. Mr McArdle said that Sainsbury's was ahead of the game in this area, with any out-of-date food going to food banks.

LA/29 **DATE OF NEXT MEETING**

The date of the next meeting was to be advised in due course.

Councillor Pat Murray
Chair

The meeting terminated at 8.20pm.

SOUTH DERBYSHIRE AREA FORUM

SWADLINCOTE

Tuesday, February 2, 2016 at Sharpe's Pottery

PRESENT:-

District Council Representatives

Councillor Gordon Rhind (Chair), Councillor Kim Coe, Councillor Robert Coe, Councillor Trevor Southerd, Councillor Stuart Swann, Councillor Steve Taylor, Councillor Neil Tilley.

Kevin Stackhouse – Director of Finance and Corporate Services.
Tom Sloan – Clerk.

Derbyshire County Council Representatives

Councillor Paul Dunn, Councillor Trevor Southerd.

Paul Jameson (Area Forum Liaison Officer).

Parish Council / Meeting Representatives

Malc Gee (Woodville Parish Council), Alan Jones (Hartshorne Parish Council), Don Redfern (Woodville Parish Council).

Members of the Public

Malcolm Barsby, Ron Causer, Alan Clarke, Colin Dobson, Kerrie Fletcher (South Derbyshire CVS), Robert Helliwell (Burton Mail), Mick Lunn (Swadlincote Neighbourhood Watch), Councillor Pat Murray.

SA/21 **APOLOGIES**

Jenny Burley, Councillor Mrs Linda Chilton, Ken Dicken, Councillor Mrs Gill Farrington, Ron Lane, Heather Wheeler MP, Councillor Mrs Sandra Wyatt.

SA/22 **DECLARATIONS OF INTEREST**

None.

SA/23 **CHAIRMAN'S ANNOUNCEMENTS**

There were no announcements.

SA/24 **THE MINUTES OF THE MEETING HELD ON NOVEMBER 12, 2015**

The minutes of the previous meeting were agreed as a true record.

SA/25 **REPORT BACK ON ISSUES RAISED AT THE LAST MEETING**

Derbyshire County Council Issues

Castleton Park adoption issues

Paul Jameson (AFLO) reported that a site visit had been conducted in Brunel Way. Councillor Trevor Southerd and the area Clerk of Works attended. The meeting was in mid-morning so it was difficult to gauge what the exact situation was regarding traffic and parking in the evening. An agreement was made to further investigate the situation. Councillor Southerd said that when the estate was designed it was envisaged that Brunel Way would be a clearway and there wasn't a problem until new builders got involved. He was confident that issues around parking would be addressed.

South Derbyshire District Council Issues

Map showing boundaries of Area Forums

Councillor Gordon Rhind reported that a map illustrating the boundaries of the various Area Forums had been requested for the past two years. A member of the public told the meeting he had unsuccessfully requested a copy of the map from SDDC on several occasions. Instead, he found the map himself on a police website. The map could be found at:

<https://www.police.uk/derbyshire/DS04/> for Area 4.

<https://www.police.uk/derbyshire/DS05/> for Area 5.

Councillor Rhind said the information would be useful and would reach a wider audience.

Pennine Way car park lighting

Councillor Rhind passed on a report back which said that numerous sites around the district were being considered for improved lighting and Pennine Way was just one of those.

Recycling plant at Woodville

A member of the public asked if he could have access to noise monitoring data which were gathered from the recycling plant.

ACTION: Kevin Stackhouse to pass on the resident's request to the relevant department at SDDC for a report back to be prepared

SA/26 PUBLIC QUESTIONS ON ISSUES RAISED BY RESIDENTS

Councillor Steve Taylor reported a problem in Moira Road, Woodville, with SDDC contractors who emptied recycling bins. He said collections on a Wednesday morning were posing a danger to children due to the narrow width of the road after a row of parked cars was taken into consideration. He asked if the contractors in question could be contacted to see if an alternative collection time could be arranged.

ACTION: Kevin Stackhouse to pass enquiry onto SDDC Waste Department

A resident reported that he had been at a meeting in Moira Road regarding Tunnel Close. He said the pavement in the area was very uneven. A few holes had been patched up, while from the Toll Gate island to New Road the middle of the carriageway was essentially all patches. To his knowledge, the road had not been properly resurfaced in 35 years. Councillor Taylor agreed that the road was in a poor state and was probably worse than when Coal Board lorries used it on a regular basis up until the 1980s. Tunnel Close, he said, was a relatively new development and the developer had done nothing to the pavement. The situation had been checked with SDDC's enforcement officer and nothing could be done as the dropped kerb was already there prior to the development in Tunnel Close. Councillor Taylor said the issue needed taking up by DCC. Councillor Paul Dunn said the same problems with adoption of roads applies to adoption of pavements. He agreed that the state of Moira Road was not great but reported that it was in DCC's capital programme. However, the capital programme was £5m oversubscribed and the works could have to be moved onto next year's programme.

ACTION: Councillor Paul Dunn to advise DCC of the issues in Moira Road

A resident asked if the pedestrian barriers outside St George's Primary School, in Church Gresley, could be extended along the road to meet the pelican crossing. He said it would mean the children could queue safely along the road to get into the school. The AFLO said such works could require a contribution from the school. He added that a planning application was being considered to open up a rear access at the school.

A member of the public asked when 'no cycling' signs were taken down in Swadlincote High Street. He said two of them had been removed. Councillor Southerd agreed that the signs needed replacing.

ACTION: AFLO to report back on replacement signs at the next meeting

A resident brought up the issue of flooding in Occupation Lane, Woodville. Councillor Dunn said that gullies had been cleared and he would get back in touch with DCC engineer Nev Wallace. The resident replied that he owned the

land that one of the troublesome pipes was on and he had not been visited by anyone from DCC. Another resident added that Occupation Lane flooded over Christmas at the turn-off for Arlington Drive. He said that two gullies on the Leicestershire side were also blocked.

A member of the public asked about 30mph stickers for bins in Area 4. The AFLO said the stickers had no legal standing. A 30mph speed limit in a residential area with street lights required no repeater signs. Furthermore, putting up 30mph signs made the limit technically void. Councillor Dunn confirmed that 20mph limits can have repeaters but 30mph limits cannot.

A resident reported that street sweepers on the Goseley Estate had been sweeping half of the pavement and not the whole of it. He asked if it should be going around twice.

A member of the public from Wilmot Road asked if it still had a weight limit after witnessing trucks using it. Councillor Southerd confirmed the road had a 7.5 tonne weight limit.

A resident asked if dog fouling laws applied to footpaths heading into rural areas. The AFLO speculated that if the path is a right of way there was still a legal duty to pick up dog mess.

A Woodville resident reported that scrap metal seemed to be getting piled higher at Ward Recycling. He asked how tall it could get. Councillor Southerd said there was a limit to the height scrap could get. Councillor Taylor said part of the site was not regulated but it was about time the stack heights were looked at in the regulated areas. Councillor Southerd stated that it was a planning issue.

SA/27 **COUNTY COUNCIL ISSUES**

None.

SA/28 **DISTRICT COUNCIL ISSUES**

Local Plan

Kevin Stackhouse reported that Part 1 of the South Derbyshire District Council Local Plan was nearing completion, with only the Government Planning Inspector's decision awaited. Part 2 of the plan was being consulted upon.

Open Space, Sporting and Community Facilities Strategy

Mr Stackhouse told the meeting the strategy related to which facilities would be needed in the district in the coming years. The strategy needed local clubs and community facilities to come forward to ensure they received their share of Section 106 money from developers.

Budget

Mr Stackhouse reported that once again the landscape was changing for local authorities across the country. In 2010 the council had to go through savings in its budget, but achieved these without impacting on frontline services. In the last two years the authority's financial position had stabilised and was currently in a healthy state. However, another round of reductions had been passed down from central government to all authorities. Before Christmas, SDDC got its settlement from Central Government and in three years' time there would be a 14-15% cut in the grant, a figure in the region of £1.5m. One bright spot was that local authorities would be allowed to keep a greater proportion of the Business Rates they gathered. Currently, 50% went to central government and in South Derbyshire £10m a year was gathered in Business Rates. A greater share of that money staying in the district would help to offset the loss in grant. The situation would be a challenge for SDDC but one that the authority would meet head on. Regarding Council Tax, for the past five years it had been frozen by SDDC. Now, central government was expecting councils to raise it. County councils are allowed to raise their share by 4% and districts or boroughs by up to 2%. SDDC had, subject to full approval, decided to raise Council Tax by 1.95%.

Councillor Southerd said even with a 4% rise, there would be a black hole in DCC's finances. It would raise £5m but £7-8m was needed.

A resident asked how the Council Tax rises would affect parish councils. Mr Stackhouse answered that parish councils were not directly affected by the changes and could do as they pleased regarding their precept.

A member of the public – a governor at Granville School – said that Section 106 monies from the Broomy Farm development were not going to the school despite the need for facilities. Instead, they had gone to a different project and the school was bewildered as to why.

ACTION: Kevin Stackhouse to provide a report back into why the project was allegedly overlooked for Section 106 money

Councillor Dunn expanded on why DCC needed to raise Council Tax, with adult care needed to be paid for after a £13m reduction in Government funding. Councillor Taylor said it was a shame that Heather Wheeler MP was not at the meeting to explain the Government's decision. He also said it was bizarre that SDDC gave a Council Tax rebate to the public in 2015, incurring a £40,000 administration cost in doing so, when there was the possibility of a Council Tax increase in the future.

SA/29 **DATE OF NEXT MEETING**

The date of the next meeting was to be announced.

**Councillor Gordon Rhind
Chair**

The meeting terminated at 8.30pm.

SOUTH DERBYSHIRE AREA FORUM

NEWHALL

February 3, 2016 at Stanton Village Hall

PRESENT:-

District Council representatives

Councillor Sean Bambrick (Chair), Councillor Paul Dunn, Councillor Mrs Linda Stuart, Councillor John Wilkins.

Frank McArdle (Chief Executive), Tom Sloan (Clerk).

Derbyshire County Council representatives

Councillor Sean Bambrick, Councillor Paul Dunn.

Parish Council / Meeting representatives

None.

Members of the public

Pat Bambrick, Marianne Biddle, Ron Hughes, Alan Jones, Helen Kreft (Burton Mail), Mike Lacey, C Maddock, Mick Mulgrew, Councillor Pat Murray, Jim Seaton, Elaine Tagg, Ron Trim, Councillor Neil Tilley, Geoff Tubey, Councillor Bob Wheeler, Barry Woods, Joan Woods, Councillor Mrs Sandra Wyatt.

NA/20 **Apologies for absence**

Alan Argent, Colin Dobson, Pamela Foy, Richard House, Paul Jameson, Bill Parker, Councillor Robert Pearson, Councillor Kevin Richards, Heather Wheeler MP.

NA/21 **Declarations of interest**

None.

NA/22 **Chairman's announcements**

None.

NA/23 **The minutes of the meeting held on November 4, 2015**

The minutes of the previous meeting were agreed as a true record.

NA/24 **Report back on issues raised at the last meeting**

Demolished hostel in Plummer Road, Newhall

A resident had complained about the state of land in Plummer Road, years on from the demolition of a hostel. Councillor Sean Bambrick reported that the land had been cleared of all the deposited three-piece suites, except for one. Councillor Paul Dunn said a report was being taken to Derbyshire County Council's cabinet in May to create a development company. Then plans could be drawn up for the land at Plummer Road.

NA/25 Public questions on issues raised by residents

A member of the public reported road signs in St John's Drive and Tideswell Green, Newhall, which had gone rusty and were in a dilapidated state. Councillor Neil Tilley added that a sign in Tennyson Avenue had been uprooted.

ACTION: Issues to be reported to South Derbyshire Council and a report back provided at the next area forum

A resident reported littering in Pine Grove. He thanked South Derbyshire District Council for its efforts in tackling the individual involved who had been seen on several occasions throwing rubbish out of a grey Seat car but the problem was ongoing.

ACTION: Issue to be reported to Neighbourhood Wardens and a report back provided at the next area forum

Councillor Dunn asked how much setting up a parish council for Newhall was going to cost. Frank McArdle said the actual cost had not been established and he could not give a figure.

A resident reported ongoing problems with dog fouling in Newhall Park. He said it was a small minority of dog owners who had caused problems. Councillor John Wilkins added that dog fouling was an issue in other parts of the Newhall and Midway area.

ACTION: Neighbourhood wardens to continue monitoring Newhall Park as part of their drive to reduce dog fouling

A Midway resident brought up the issue of a map showing the boundaries of the various Area Forums. He had asked on many occasions for a definitive map. Mr McArdle apologised to the resident on behalf of SDDC for the length of time it had taken to get a map showing the information requested. A map clearly showing the boundaries was given to the resident.

A member of the public asked if recycling was making money for the company involved with SDDC. Mr McArdle said a slowdown in the Chinese economy had

affected recycling and SDDC was in negotiations with its recycling company to find a fair price.

A resident announced that Newhall Skate Park was due to open, but that its official opening would take place at Easter.

A member of the public asked if road resurfacing near to a crossing in Bretby Road, Newhall, was to protect children crossing the road after the withdrawal of DCC crossing patrols. Councillor Bambrick said he hoped drivers would stop for a crossing regardless of whether a crossing patrol was present. He added that a crossing patrol at Newhall Infants School had been retained after private sponsorship was secured.

A resident asked if funding was available for solar panels to be put on the roof of the new community facility in Chestnut Avenue, Midway. Mr McArdle said he would take the idea to Stuart Batchelor, SDDC's Director of Community and Planning.

ACTION: Stuart Batchelor to provide a report back at the next area forum

A resident reported security fencing being ripped down at Newhall Skate Park and youths already using the equipment. He was concerned that grass would not grow because of the premature usage. Councillor Bambrick said he was confident the seeding would take.

NA/26 **County Council issues**

Councillor Dunn reported that the Women's Tour of Britain cycle race was coming through South Derbyshire, with DCC spending £125,000 to sponsor the northern leg of the race from Ashbourne to Chesterfield. The stage through Swadlincote was going from Nottingham to Stoke, with the route 99% decided and coming along Civic Way. Mr McArdle added that the uplift to a local economy from such an event was proven.

NA/27 **District Council issues**

Mr McArdle reported that SDDC's finances had stabilised in the previous two years. An increase in planning applications in what was the fastest-growing district in Derbyshire meant the council's income had grown and this would help defray the forthcoming cut in Central Government grant. SDDC would have to find savings of £1.5m a year in 2018-19 after it came 45th out of 383 local authorities in the list of grant cuts. SDDC came out so high on the list because it was a self-sufficient authority in an area of high growth and low unemployment. This would be a challenge the authority would meet head-on. SDDC had previously had to cut £3.1m, but managed this through efficiencies without cutting services. The latest round of cuts was also tempered by the prospect of being able to keep a higher proportion of Business Rates levied in South

Derbyshire. SDDC could also increase Council Tax for the first time in several years, with a 1.95% rise due to go before Full Council.

A member of the public asked what the impact of combined authorities would be on SDDC. Mr McArdle said the Government's offer would come through on February 25 before a debate on February 29. Councillor Bob Wheeler added that the Government was keen to devolve power to local authorities and it was time members of SDDC got their chance to debate the subject. Authorities on both sides of the political divide had already said they wanted no part of it, Councillor Wheeler added.

A resident asked that if South Derbyshire was one of the fastest-growing districts in the country, would infrastructure matching that growth be built as well. Mr McArdle replied that Section 106 agreements were reached with developers to pay for infrastructure and he pushed to get the money paid as soon as possible as a development starts.

A member of the public asked about progress of the golf course in William Nadin Way, Swadlincote. Mr McArdle said the golf course would happen and that land around where the golf course would be built had gone up in value – with some of that land belonging to SDDC. The greater Swadlincote area was now home to 41,527 people who needed facilities as well as housing built in sustainable areas. The population would be a boost to trade in the town and encourage more shops of a high value into the area.

Councillor Dunn said the public needed to be aware that SDDC's Revenue Support Grant from Central Government was going to be cut and that was the reason for putting up Council Tax. He did not want local councils to shoulder the blame for what was a Central Government cut.

A resident asked what was happening with the Thorpe Downs site. Mr McArdle replied that the site had been on the market for three months.

A Stanton resident asked why new housing estates automatically got a play area when the village of Stanton had nothing, with children having to go to Newhall for play equipment. Mr McArdle replied that a playing field with excellent facilities was part of the golf course development on land between Swadlincote, Stanton and Newhall.

A resident asked why a £6 rebate was paid to Council Tax payers in South Derbyshire with an increase on the horizon, with the rebate itself costing £45,000 to action. Mr McArdle replied that it was a political decision taken by councillors and that when the decision was taken, a future rise in Council Tax could not have been predicted.

NA/28 **Date of next meeting**

The next meeting would be held on a date to be announced.

CHAIRMAN

The meeting terminated at 8.35pm.

SOUTH DERBYSHIRE AREA FORUM

REPTON

February 16, 2016 at Stenson Fields Community Primary School

PRESENT:-

District Council representatives

Councillor Peter Smith (Chair), Councillor Martyn Ford, Councillor David Shepherd, Councillor Michael Stanton.

Kevin Stackhouse (Director of Finance and Corporate Services), Tom Sloan (Clerk).

Derbyshire County Council representatives

Councillor Mrs Linda Chilton, Councillor Martyn Ford.

Paul Jameson (Area Forum Liaison Officer).

Parish Council / Meeting representatives

Charlie Fellows (Stenson Fields Parish Council), Mary Goodall (Findern Parish Council), Richard Lisewski (Stenson Fields Parish Council), Trevor Skeith (Repton Parish Council).

Members of the public

Larissa Atwal, Petra Barlow, Heather Hall, John Orme, Stuart Orme, Roger Paulson.

RA/19 **Apologies for absence**

Councillor Manjit Chahal, Mrs Griffiths, Councillor Andy MacPherson, Councillor Rob Davison. Councillor Davison reported that he was unable to attend meetings held on the second Tuesday in the month.

RA/20 **Declarations of interest**

None.

RA/21 **Chairman's announcements**

Councillor Peter Smith announced the forthcoming Parish and Member Briefings being held by South Derbyshire District Council.

RA/22 **The minutes of the meeting held on October 13, 2015**

Councillor David Shepherd proposed the minutes and Councillor Martyn Ford seconded them.

RA/23 **Report back on issues raised at the last meeting**

Bretby Lane, Bretby – drainage issues

Paul Jameson (AFLO) reported that it was a long-standing issue. His report contained a summary of the site's history. The AFLO had received an email from maintenance manager Simon Tilley and it appeared as though some positive talks had taken place with Severn Trent. Further updates on any progress made would be provided to the forum when available.

Beech Avenue, Willington – defective streetlight

A straightforward issue which had been resolved.

Repton Road, Willington – pedestrian safety on river bridge

The AFLO reported that concerns had been raised over how flush the pavement was with the carriageway. A resident said the lack of a raised area meant there was nothing to stop a vehicle entering the pedestrian area and suggestions had been made to paint the kerb edge to delineate the footway from the carriageway. The AFLO reported that white edge of carriageway markings were already in place, visually separating the footway and carriageway, and said safety measures were unlikely given the good safety record at the location.

Repton Road junction, Nether Hall Road, Hartshorne

The pothole in question had been attended to by Derbyshire County Council's Rapid Response Team.

Himalayan Balsam

The AFLO reported that Himalayan Balsam was not a noxious weed and so there was no legal requirement for DCC to control it. Councillor Michael Stanton said that presumably there was no onus on someone to stop it encroaching on someone else's land. The AFLO assumed that to be the case.

RA/24 **Public questions on issues raised by residents**

A resident asked if a central refuge could be built in Stenson Road. The AFLO said that residents primarily wanted to cross at the junction with Pilgrims Way, where most of the local amenities were situated, and there was a tactile dropped crossing point here. DCC had previously investigated a request for a

pedestrian refuge but there was insufficient carriageway width to accommodate a refuge, while maintaining adequate running lane width on either side.

A resident said that if anything contaminated was put in a recycling bin it would be not be collected. He asked if fines were planned for the future. Councillor Smith said that in South Derbyshire an educational approach was preferred. He said SDDC wanted to help people get their recycling right rather than punish them. He doubted if fines would ever be introduced.

A member of the public said that what South Derbyshire had been doing stood out in the rest of the county. He said waste was being sorted for the contractor who recycled it rather than getting them to do it. His view was that waste should be piled into bins and then sorted by the company paid to process it. Councillor Smith replied that he understood the resident's viewpoint. He also said it was the contractor's business and they would take measures for it to be as efficient as possible.

A resident raised the issue of window envelopes and the problem they posed for recycling. He asked if envelopes were put in recycling at all because of the glue on their flaps. Kevin Stackhouse replied that SDDC had an excellent animated video on its website which provided guidance on what could and couldn't be recycled.

A resident reported that he had discovered that waste from south of the River Trent went to Wilshee's in Burton while waste from north of the river went to Raynesway in Derby. He wondered what Wilshee's was doing with the waste. Councillor Smith said he couldn't possibly comment on something he knew nothing about.

A member of the public asked if plans were afoot to use the new incinerator being planned for Derby. Mr Stackhouse replied that no plans existed to use it.

A resident reported that potholes he had flagged up 18 months previously in Askew Grove, Repton, had not been repaired to a satisfactory standard. He reported them again on January 12 but they were still there. He asked if he was wasting his time reporting them. The AFLO responded that potholes were categorised by the class of road they were on and levels of traffic passing over them. He said a response was usually made within five working days for higher priority defects.

ACTION: AFLO to review the situation at Askew Grove with the pothole centre

A resident reported another faulty street light in Willington, next to the one in Beech Avenue which had been recently fixed. This one was on 24 hours a day. The resident also reported a street light on 24 hours a day between St Michael's Close and Hall Lane. He claimed to have reported them in January but nothing had been done. The AFLO said he was unsure if there were still full-time light

inspectors employed by DCC. Councillor Ford asked if the area could be inspected.

ACTION: AFLO to check on progress of repairs

A member of the public again raised the issue of a crossing in Pilgrims Way, Stenson Fields. They said the only response ever received from DCC was that it would be reviewed at the end of the housing development. The AFLO said that DCC's stance had not changed. A certain level of pedestrian activity was needed before a crossing was built. The figure was not being met and DCC would wait until the development was complete to act further. The resident replied that the tests were carried out at 11am and asked if they could be revisited at a busier time of day when schoolchildren were travelling to or from school. Councillor Shepherd said a comprehensive response had been provided at a previous meeting and the stance of DCC had been consistent. He said when the development was complete, it would be revisited.

Councillor Ford asked for a streetlight to be provided at the new development in Milton Road, Repton.

ACTION: AFLO to report back on whether a street light could be provided

Councillor Mrs Linda Chilton asked for a streetlight to be provided at Bladon House School near Newton Solney. She said the speed of traffic made the area dangerous for parents and pupils and had forwarded a petition to DCC's Cabinet. The AFLO replied that legal processes have to be followed for a petition.

A resident said that Repton Road, Willington, rapidly got a crossing when the old doctor's surgery opened. He asked why Stenson Road could not get one so quickly. Councillor Ford replied that money was found for the crossing at the time. Councillor Shepherd said he had quoted the area in the past when requesting crossings, citing the fact that the road had two crossings in place. A Willington resident said that the village had a population of 3,000 and four crossings within a few hundred yards, illustrating how dangerous it was.

Councillor Ford said speeding in Heath Lane, Findern, in the direction of the A50 was a problem. A resident said the parish council had money ready to spend on speed-activated signage. The AFLO replied that the traffic and safety team had a significant workload and its response time was not as fast as it would like. He was confident the issue was being dealt with.

ACTION: AFLO to provide a report outlining the progress at Heath Lane

Councillor Ford reported that a consultation over parking charges at Willington was ongoing.

Councillor Mrs Chilton raised the issue of Swarkestone Causeway and said should it ever fail, it would badly damage investment into South Derbyshire. The AFLO replied that a bypass at Swarkestone remained in DCC's Local Transport Plan as a major scheme, which the authority supported in principle. From memory, the feasibility study carried out some years ago estimated the cost of a bypass in the region of £15m. Such amounts were well beyond the funds available to DCC and, if a bypass were to come to fruition, external funding sources would be required.

RA/26 **District Council issues**

Local Plan

Kevin Stackhouse reported that Part 1 of the South Derbyshire District Council Local Plan was nearing completion, with only the Government Planning Inspector's decision awaited. Part 2 of the plan was being consulted upon.

Open Space, Sporting and Community Facilities Strategy

Mr Stackhouse told the meeting the strategy related to which facilities would be needed in the district in the coming years. The strategy needed local clubs and community facilities to come forward to ensure they received their share of Section 106 money from developers.

Budget

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RA/27 **Date of next meeting**

To be announced in due course.

CHAIRMAN

The Meeting terminated at 8.30pm.