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Date: 25 May 2016

Dear Councillor,

**Environmental and Development Services Committee**

A Meeting of the **Environmental and Development Services Committee** will be held in the **Council Chamber**, on **Thursday, 02 June 2016** at **18:00**. You are requested to attend.

Yours faithfully,

Chief Executive

To:- **Conservative Group**

Councillor Watson (Chairman), Councillor Muller (Vice-Chairman) and Councillors Mrs Brown, Coe, Ford, Mrs Hall, MacPherson, Roberts and Stanton.

**Labour Group**

Councillors Chahal, Shepherd, Taylor and Tilley.



## **AGENDA**

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

- 1** Apologies and to note any substitutes appointed for the Meeting.
- 2** To receive the Open Minutes of the Meetings held on 3rd March 2016 and 14th April 2016.  
Environmental and Development Services Committee 3rd March **4 - 7**  
2016 Open Minutes  
Environmental and Development Services Committee 14th April **8 - 11**  
2016 Open Minutes
- 3** To note any declarations of interest arising from any items on the Agenda
- 4** To receive any questions by members of the public pursuant to Council Procedure Rule No.10.
- 5** To receive any questions by Members of the Council pursuant to Council procedure Rule No. 11.
- 6** Reports of Overview and Scrutiny Committee
- 7** CORPORATE PLAN 2009-16 PERFORMANCE MANAGEMENT **12 - 22**  
REPORT 1 JANUARY – 31 MARCH 2016)
- 8** SERVICE PLANS 2016-17 **23 - 79**
- 9** STREET TRADING **80 - 82**
- 10** KEY PERFORMANCE INDICATORS - LICENSING DEPARTMENT **83 - 84**
- 11** AIR QUALITY ANNUAL STATUS REPORT – FINDINGS AND **85 - 120**  
IMPLICATIONS

12	TOWARDS A MINERALS LOCAL PLAN FOR DERBY AND DERBYSHIRE - TOWARDS A VISION AND OBJECTIVES	121 - 126
13	COMMITTEE WORK PROGRAMME 2016-17	127 - 132

**Exclusion of the Public and Press:**

- 14 The Chairman may therefore move:-  
That in accordance with Section 100 (A)(4) of the Local Government Act 1972 (as amended) the press and public be excluded from the remainder of the Meeting as it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that there would be disclosed exempt information as defined in the paragraph of Part I of the Schedule 12A of the Act indicated in the header to each report on the Agenda.
- 15 To receive the Exempt Minutes of the Meeting held on 3rd March 2016.  
Environmental and Development Services Committee 3rd March 2016 Exempt Minutes
- 16 To receive any Exempt questions by Members of the Council pursuant to Council procedure Rule No. 11.



## ENVIRONMENTAL AND DEVELOPMENT SERVICES COMMITTEE

3<sup>rd</sup> 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

Apologies 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 Southerd 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

## ENVIRONMENTAL AND DEVELOPMENT SERVICES COMMITTEE

14<sup>th</sup> April 2016

### PRESENT:-

#### Conservative Group

Councillor Watson (Chairman), Councillor Muller (Vice-Chairman), Mrs. Brown, Coe, Mrs Hall, MacPherson, Mrs Patten, Roberts, and Stanton.

#### Labour Group

Councillors Richards (for Councillor Chahal), Southerd, Taylor and Tilley.

#### EDS/92 APOLOGIES

Apoloies for absence from the meeting was received from Councillor Chahal (Labour Group).

#### EDS/93 DECLARATIONS OF INTEREST

The committee was informed that no decelerations of interest had been received.

#### EDS/94 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/95 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/96 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/97 ADOPTION OF CHARITABLE COLLECTIONS POLICY

The Senior Licensing Officer updated Committee on the outcome of an 8-week consultation with interested parties, which had received 4 responses.

**RESOLVED:**

***1.1 That Members noted the consultations received in relation to the Charitable Collections Policy at Appendix 1.***

***1.2 That Members approved the Charitable Collections Policy relating to street collections and house to house collections to come into effect upon adoption by full Council.***

**EDS/98 FILM CLASSIFICATIONS UNDER THE LICENSING ACT 2003**

The Senior Licensing Officer presented the report to inform Members of the Policy delegating the determination of film classifications to Officers, which will assist the Licensing Authority in the determination of applications for film classifications.

**RESOLVED:**

***That Members delegated the applications for the classification of films under the Licensing Act 2003 to Officers.***

**EDS/99 LOCAL PLAN PART 2**

The Planning Policy Manager presented the report to update Members on the Local Plan Part 2 consultation, which took place between December 2015 and February 2016, the consultation generated 2,278 individual comments from 318 people or organisations.

The next steps for the Part 2 of the plan will be to draw up a draft version to go out for consultation, to be published around the end of June 2016. Once consideration have been given of the responses received, a Submission Consultation (Regulation 19) will be undertaken in the Autumn with the target of submitting the Plan to the Secretary of State by the end of 2016.

Comments and queries raised by Members in relation to; the sizes of the 14 new possible sites; what format the local plan will be presented in; the importance of being able to feedback on progress of the plan to the Parish Councils and what mechanisms are in place to make interested parties aware that the land they are interested in was now available, were noted and responded to by the Planning Policy Manager.

**RESOLVED:**

***That Members agreed the content of the report.***

**EDS/100 LOCAL PLAN – LOCAL DEVELOPMENT SCHEME**

The Planning Policy Manager presented the report to ask Members to endorse the publication of the updated Local Development Scheme (LDS) for the Local Development Framework as it forms a piece of evidence base for the Local Plan production. The consultation on the Main Modifications ended on 13<sup>th</sup> April, once the responses have been collated, they will be forwarded to the Inspector, Ms Kingaby for her to finalise her report.

A query regarding allocation and the five-year supply of Gypsy and Traveller pitches was raised and responded to by the Principal Planning Officer, she would also find out the exact number and feedback to Members.

**RESOLVED:**

***That Members endorsed the Local Development Scheme (LDS) for publication.***

EDS/101 **FIXED PENALTY NOTICE SANCTIONS UNDER THE UNAUTHORISED DEPOSIT OF WASTE (FIXED PENALTIES) REGULATIONS 2016**

The Environmental Health Manager presented the report to seek members approval on the use and level of fixed penalty to be imposed in the event of the issue of Fixed Penalty Notices (FPNs) for fly tipping offences. The new law, which takes effect on 6<sup>th</sup> May 2016 will enable Councils to issue FPNs of up to £400 for relatively low levels of environmental crime (often described as 'enviro-crime'). Although fly-tipping incidents have reduced year on year to an all-time low in 2014/15 of 495 incidents, during 2015/16 incidents have significantly increased by 38%, this increase reflects a national trend of increasing fly tipping which started in 2013/14

Comments and queries raised by Members in relation to; the different degrees of fly-tipping; who's responsibility it was to take away items dumped on private land once the investigation had been closed; what records are kept of frequently used sites; what the trigger was for a case to be taken to court rather than an FPN being issued; possible charges to house-holders for the green bin; the promotion of refuge sites to the public; how to positively promote surveillance to the public to encourage their assistance and can the name of the perpetrator and place of crime be publicised under FNP's even though they had not been convicted through a court, were noted and responded to by the Environmental Health Manager.

**RESOLVED:**

***1.1 That Members approved the use of Fixed Penalty Notices, where appropriate, to take enforcement action against fly tipping offenders.***

***1.2 That Members approved that the Fixed Penalty Notice charge be set at £400, with an early payment reduced charge of £280,***

EDS/102 **WORK PROGRAMME 2015/16**

The Director of Community and Planning Services presented the report to Committee.

Comments were raised by Members in relation to the disappointment that the work programme did not contain any future agenda items as in previous years.

The Director of Community and Planning Services responded that with the publication of the new 5-year Corporate Plan last week (which the work programme will be based upon), from now on all reports will remain on the programme throughout the year to give and overview of work undertaken,

and then repopulated at the commencement of the next Local Government year.

**RESOLVED:**

***That the Committee considered and approved the updated work programme.***

EDS/103 **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 6.50 p.m.

COUNCILLOR P. WATSON

CHAIRMAN

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<b>REPORT TO:</b>	<b>ENVIRONMENTAL AND DEVELOPMENT SERVICES COMMITTEE</b>	<b>AGENDA ITEM: 7</b>
<b>DATE OF MEETING:</b>	<b>2<sup>nd</sup> JUNE 2016</b>	<b>CATEGORY: DELEGATED</b>
<b>REPORT FROM:</b>	<b>DIRECTOR OF COMMUNITY &amp; PLANNING SERVICES / DIRECTOR OF HOUSING &amp; ENVIRONMENTAL SERVICES / CHIEF EXECUTIVE</b>	<b>OPEN</b>
<b>MEMBERS' CONTACT POINT:</b>	<b>STUART BATCHELOR (ext. 5820) MIKE HAYNES (ext. 5775) FRANK MCARDLE (ext. 5700)</b>	<b>DOC:</b>
<b>SUBJECT:</b>	<b>CORPORATE PLAN 2009-16: PERFORMANCE MANAGEMENT REPORT (1 JANUARY – 31 MARCH 2016)</b>	
<b>WARD (S) AFFECTED:</b>	<b>ALL</b>	<b>TERMS OF REFERENCE:</b>

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## **1.0 Recommendations**

1.1 That progress against performance targets is considered and approved.

## **2.0 Purpose of Report**

2.1 To report details of progress during the period 1 January to 31 March 2016, in relation to the Council's Corporate Plan 2009 –2015, which are relevant to this Committee under the '*Sustainable Growth and Opportunity*' theme. Please note that from this point forward the Performance Management Framework for the Corporate Plan 2016-2021 will be used.

## **3.0 Detail**

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

- *Developing economic and employment opportunities within the District*
- *Increasing recycling resulting in less waste being sent to landfill*
- *Sustainable planning*

3.2 Details are provided in the following appendices:

- Appendix A - Progress against key projects.
- Appendix B - Progress against performance measures.
- Appendix C - Managing risks

3.3 During quarter four (1 January to 31 March 2016) all targets for relevant projects and performance measures were achieved or were on track, apart from:

- GP03 – Promote inward investment and business development
- GP07 – Progress the South Derbyshire Local Plan
- GM 04 - Percentage of all household waste recycled and composted

- GM09 – Number of quality development schemes delivered
- GM10 – Satisfaction with planning application process

More details can be found in Appendix A and Appendix B.

#### **4.0 Financial Implications**

4.1 None directly.

#### **5.0 Corporate Implications**

5.1 None directly.

#### **6.0 Community Implications**

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

## Appendix A: Sustainable Growth & Opportunity: Projects 2015/16 Q4

<b>GP 01 - Enhance the vitality of the district's town centres</b>			
<b>Quarter</b>	<b>Task</b>	<b>Progress</b>	<b>Status</b>
<b>1</b>	3 x Events supported	Three Farmers' Markets held, together with a Market at South Derbyshire Festival of Leisure. Expanded Festival of Transport supported attracting several thousand visitors. 'Love Your Local Market' event held to coincide with the National Association of British Market Authorities initiative.	<b>Achieved</b>
<b>2</b>	3 x Events supported	Three Farmers' Markets held, together with a pilot Antique, Collectables & Vintage Fair. Swadlincote town centre Scarecrow Hunt supported, with more than 40 businesses and organisations taking part.	<b>Achieved</b>
<b>3</b>	3 x Events supported	Two Farmers' Markets held, together with a Christmas Market with associated entertainment. International Food and Drink Festival held over three days attracting thousands of visitors. #SwadOffers, a promotional initiative staged to coincide with the national Small Business Saturday 'shop local' campaign, reached over 10,000.	<b>Achieved</b>
<b>4</b>	3 x Events supported	One Farmers' Market held in March. Promotion held at the traditional market as part of Tourism Week. Pancake Races staged with over 40 businesses and organisations entering teams and mascots.	<b>Achieved</b>

## Appendix A: Sustainable Growth & Opportunity: Projects 2015/16 Q4

<b>GP 02 – Deliver the National Forest Partnership Action Plan</b>			
<b>Quarter</b>	<b>Task</b>	<b>Progress</b>	<b>Status</b>
<b>1</b>	1 x Edition of 'What's On'	Summer & Autumn edition of 'What's On in South Derbyshire' published. The National Forest Walking Festival 2015 supported, with visitor numbers up on last year. 13,683 enquiries handled by Swadlincote Tourist Information Centre.	<b>Achieved</b>
<b>2</b>	1 x Event representation	South Derbyshire was promoted at visitor events over the summer including Derbyshire Day and The National Forest Wood Fair. 9,581 enquiries were supported by Swadlincote Tourist Information Centre.	<b>Achieved</b>
<b>3</b>	1 x Edition of 'What's On' and 1 x Guide published	Autumn and Winter edition of 'What's On in South Derbyshire' published. National Forest and Beyond visitor guide prepared. 6,655 enquiries handled by Swadlincote Tourist Information Centre.	<b>Achieved</b>
<b>4</b>	1 x Edition of 'What's On'	Spring edition of 'What's On in South Derbyshire' published. 13,994 enquiries handled by Swadlincote Tourist Information Centre.	<b>Achieved</b>

## Appendix A: Sustainable Growth & Opportunity: Projects 2015/16 Q4

<b>GP 03 – Promote inward investment and business development</b>			
<b>Quarter</b>	<b>Task</b>	<b>Progress</b>	<b>Status</b>
<b>1</b>	1x Event Supported, 1x Publication prepared	Jobs and Careers Fair staged in larger venue, offering over 1,000 jobs and involving local primary and secondary schools for the first time. New edition of South Derbyshire Investment Gazette prepared.	<b>Achieved</b>
<b>2</b>	1x Publication prepared	Business Breakfast held at Mercia Marina, with more than 60 attendees. Rural Business Event supported at Hilton with D2N2 (Local Enterprise Partnership) to promote the new grant scheme for rural businesses. “Thinking of Starting a Business?” workshop held at Sharpe’s. New edition of South Derbyshire Vacant Commercial Property Bulletin published.	<b>Achieved</b>
<b>3</b>	1x Event Supported, 1 x Publication prepared	Over-subscribed Business Awards event held. Business marketing skills workshop supported with D2N2 (Local Enterprise Partnership). Well attended social media training workshop staged with Swadlincote and District Chamber of Commerce. New edition of South Derbyshire Investment Gazette prepared.	<b>Achieved</b>
<b>4</b>	1 x Publication prepared	“Thinking of Starting a Business?” workshop held at the Old Post Centre in Newhall. Visual Display Training session staged for retailers at Sharpe’s Pottery. New edition of South Derbyshire Vacant Commercial Property Bulletin delayed by upgrade to Derbyshire property database system.	<b>Not achieved</b>

## Appendix A: Sustainable Growth & Opportunity: Projects 2015/16 Q4

GP 06 – Deliver the key actions contained within the Contaminated Land Inspection Strategy			
Quarter	Task	Progress	Status
1	Publish the Q1 contaminated land inspection report. Complete 1 phase 1 study of a high priority site.	Contaminated Land Inspection Strategy quarterly progress report submitted to E&DS Committee. SDDC directed Phase I study undertaken.	Achieved
2	Publish the Q2 contaminated land inspection report. Complete 2 Phase I studies of high priority sites.	Contaminated Land Inspection Strategy quarterly progress report submitted to E&DS Committee. SDDC directed Phase I study undertaken at Travis Perkins, based at the George Holmes Business Park in Swadlincote.	Achieved
3	Publish the Q3 contaminated land inspection report, Complete 3 Phase I studies of high priority sites.	Contaminated Land Inspection Strategy quarterly progress report submitted to E&DS Committee. SDDC directed Phase I study undertaken at ex landfill site known as Gravel Hill Sand Quarry in Hartshorne. Recommendations to be progressed as per Contaminated Land Inspection Strategies ACUMEN appraisal.	Achieved
4	Publish the Q4 contaminated land inspection report, Complete 4 Phase I studies of high priority sites	Contaminated Land Inspection Strategy quarterly progress report submitted to E&DS Committee. SDDC directed Phase I study undertaken at land at Newhouse Farm, Mickleover, identifying the environmental setting and making clear potential development constraints.	Achieved

## Appendix A: Sustainable Growth & Opportunity: Projects 2015/16 Q4

<b>GP 07 – Progress the South Derbyshire Local Plan</b>			
<b>Quarter</b>	<b>Task</b>	<b>Progress</b>	<b>Status</b>
<b>1</b>	Start the additional work requested by the Local Plan Inspector Continue work on drafting the Local Plan Part 2	Work has continued on the production of the viability and infrastructure as requested. Joint working with the other Housing Market Area authorities has continued and additional sustainability Appraisal work has been progressed. Research and drafting of Part 2 policies has continued.	<b>Achieved</b>
<b>2</b>	Complete and submit the additional work requested by the Local Plan Inspector Amended SA for Part 2 Plan sent to key stakeholders	The additional work has been completed and submitted. A joint hearing date has been agreed and an additional housing site included in the Plan for consultation. Work on Part 2 Plan continues but not ready for consultation.	<b>Not Achieved</b>
<b>3</b>	Undertake Local Plan reconvened hearings Start to finalise Local Plan Part 2	Reconvened hearings were held at the beginning of December. The Local Plan Part 2 consultation started on December 15.	<b>Achieved</b>
<b>4</b>	Undertake modifications consultation and receive Inspectors report regarding soundness of the Plan Plan the consultation for the Local Plan Part 2	Modification consultation started in January and completed. The Inspector's report has yet to be received. The Local Plan Part 2 consultation was undertaken between December and February.	<b>Not Achieved</b>

## Appendix A: Sustainable Growth & Opportunity: Projects 2015/16 Q4

<b>GP 08 – Supporting our local communities in neighbourhood planning</b>			
<b>Quarter</b>	<b>Task</b>	<b>Progress</b>	<b>Status</b>
<b>1</b>	Support interested communities	Designation of Repton Parish as a Neighbourhood Development Plan area approved at Committee. Meeting held with Melbourne regarding the information available for them to use in the production of its Neighbourhood Plan.	<b>Achieved</b>
<b>2</b>		A Neighbourhood Development Grant has been secured from the DCLG to support the Development Plan process for Melbourne. Funding is also being sought for Repton. Approaches have been made to other parishes to commence the neighbourhood planning process. None have been taken up so far.	<b>Achieved</b>
<b>3</b>		A Neighbourhood Development Grant has been secured from the DCLG to support the Development Plan process for Repton. Repton and Melbourne are now starting to consult with the public.	<b>Achieved</b>
<b>4</b>		Grants made to Melbourne and Repton. Both Parishes have undertaken the first round of public consultation and received results. Additional consultations linked to the Local Plan Part 2 undertaken.	<b>Achieved</b>

## Appendix B Sustainable Growth & Opportunity Performance Measures 2015/16 Q4 (1 January – 31 March 2016)

Outcome	Measure	Actual / Out turn 2014/15	Target Quarter 4 2015/16	Actual Quarter 4 2015/16	Quarter Status	Annual Target 2015/16	Out turn 2015/16	Status	Comments/ Remedial Action
GO 1 - Developing economic and employment opportunities	GM 01 -Total Rateable Value of business premises <b>(Proxy measure)</b>	£56,524,048	N/a	£56,809,171	Proxy	N/a	£56,809,171	Proxy	Figure has increased by £319,118 since quarter three.
	GM 02 - Unemployment Rate <b>(Proxy measure)</b>	0.9%	N/a	0.6%	Proxy	N/a	0.6%	Proxy	Data for March 2016.
GO 2 - Increasing recycling resulting in less waste being landfilled	GM 03 -Household waste collected per head of population (in Kgs). Cumulative.	508.75	<510 (annual target)	125.58	Green	<510	497	Green	
	GM 04 - Percentage of all household waste recycled and composted	49.89%	>50% (annual target)	41.13	Red	>50%	49.02	Red	The year-end target was missed by 0.99%. A very poor quarter four in respect of the amount of waste composted has meant that our performance was lower than the 2014/15 outturn.
GO 3 - Sustainable Planning	GM 06- Net additional commercial / employment floor space created (hectares) <b>(Proxy measure)</b>	15.81 hectares	N/a	N/a	Proxy	3.1 hectares (excluding the Derby Urban Area)	N/a	Proxy	Data not available until Q2 16/17

## Appendix B Sustainable Growth & Opportunity Performance Measures 2015/16 Q4 (1 January – 31 March 2016)

Outcome	Measure	Actual / Out turn 2014/15	Target Quarter 4 2015/16	Actual Quarter 4 2015/16	Quarter Status	Annual Target 2015/16	Out turn 2015/16	Status	Comments/ Remedial Action
	GM 07 - Net additional homes provided ( <b>Proxy measure</b> )	420	N/a	N/a	Proxy	726	N/a	Proxy	Data not available until Q2 16/17
	GM 08 - Speed of Planning applications	N/a	85%	93%	Green	85%	89%	Green	
	GM 09 - Number of quality development schemes delivered	100%	N/a	N/a	Amber	90%	83%	Red	Relatively few cases (6) eligible for testing. All but one (due to difficult site conditions) reached the desired standard.
	GM 10- Satisfaction with the Planning application process	N/a	N/a	N/a	N/a	80%	75%	Red	Very poor reaction to usefulness of website (54%) satisfaction towards overall result.

**Appendix C: Sustainable Growth & Opportunity - Managing Risks– As at 31 March 2016**

<b>Risk Description</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Mitigating Action</b>
Failure of tourism partnership <i>(Main Responsible Officer – Chief Executive)</i>	Tolerate the risk	Low	The partnership and its forward development should be reviewed annually, in discussion with partners.
Failure of Tourist Information Centre partnership <i>(Main Responsible Officer – Chief Executive)</i>	Tolerate the risk	Low	Annual review of risk
Failure of economic development partnership <i>(Main Responsible Officer – Chief Executive)</i>	Tolerate the risk	Low	Annual review of risk
Increase in fuel costs resulting in budget overspend <i>(Main Responsible Officer – Director of Housing and Environmental Services)</i>	Tolerate the risk	Medium	Ensure routes are fully optimised Monthly monitoring and reporting of actual spend against budget
Suitability of household waste for composting <i>(Main Responsible Officer – Director of Housing and Environmental Services)</i>	Treat the risk	Low	Keep abreast of on-going national discussions and maintain relations with partner contractors.
Failure of Sharpe’s Pottery Museum <i>(Main Responsible Officer – Director of Planning and Community Services)</i>	Tolerate the risk	Medium	Annual review of risk
Reduced Planning Fees <i>(Main Responsible Officer – Director of Planning and Community Services)</i>	Tolerate the risk	Low	Six monthly monitoring
Judicial review and/or appeals against Planning decisions <i>(Main Responsible Officer – Director of Planning and Community Services)</i>	Treat the risk	Low	Annual review of risk
Poor quality performance data <i>(Main Responsible Officer – Directors and Head of Communications)</i>	Treat the risk	Low	Reviewed quarterly as part of the performance reporting process.

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<b>REPORT TO:</b>	<b>ENVIRONMENTAL &amp; DEVELOPMENT SERVICES COMMITTEE</b>	<b>AGENDA ITEM: 8</b>
<b>DATE OF MEETING:</b>	<b>2<sup>nd</sup> JUNE 2016</b>	<b>CATEGORY: DELEGATED</b>
<b>REPORT FROM:</b>	<b>DIRECTOR OF COMMUNITY &amp; PLANNING SERVICES / DIRECTOR OF HOUSING &amp; ENVIRONMENTAL SERVICES</b>	<b>OPEN</b>
<b>MEMBERS' CONTACT POINT:</b>	<b>STUART BATCHELOR (EXT. 5820) MIKE HAYNES (EXT. 5775)</b>	<b>DOC:</b>
<b>SUBJECT: WARD (S) AFFECTED:</b>	<b>SERVICE PLANS 2016/17 ALL</b>	<b>TERMS OF REFERENCE:</b>

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## **1.0 Recommendations**

- 1.1 That the Service Plans for Community and Planning Services and Housing and Environmental Services be approved as the basis for service delivery over the period 1 April 2016 to 31 March 2017.

## **2.0 Purpose of Report**

- 2.1 To consider the Service Plans for Housing and Environmental Services and Community and Planning Services.

## **3.0 Detail**

### Introduction

- 3.1 Service Plans are a key part of our Performance Management Framework, acting as an important link between high-level plans and strategies, such as the Corporate Plan and Sustainable Community Strategy as well as performance objectives established for employees.

### Form and Content

- 3.2 Each Service Plan contains information about:

- The Directorate
- Its workforce and budget
- Service performance, including key measures and projects
- Partnerships
- Transformation programmes
- Managing risks

- 3.3 The Service Plans reflect the current priority themes and outcomes within the Corporate Plan 2016-21 and Sustainable Community Strategy 2009-29.
- 3.4 Progress reports on Service Plans will be made to Elected Members as part of the Performance Management Framework monitoring process.
- 3.5 The Service Plans will be reviewed and updated in March 2017 to link in with the Corporate Plan and Sustainable Community Strategy.

#### **4.0 Financial implications**

- 4.1 All implications are detailed in the relevant Service Plans.

#### **5.0 Corporate implications**

- 5.1 All implications are detailed in the relevant Service Plans.

#### **6.0 Community implications**

- 6.1 All implications are detailed in the relevant Service Plans.

#### **7.0 Background papers**

- 7.1 Electronic copies of the Community and Planning Services and the Housing and Environmental Services Service Plans are available on request.



South  
Derbyshire  
District Council



# Service Plan 2016/2017

## Community and Planning

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All information presented in this Service Plan was correct at the time of publication.

# Introduction

The Corporate Plan 2016-2021 forms an important part of planning for the future and leads our performance management. As well as enabling effective monitoring, it links strategic priorities and objectives directly to the activities of service areas.

As part of this, Service Plans are created for our four directorates - Housing and Environmental Services, Community and Planning, Finance and Corporate Services and the Chief Executive's department.

Covering the 2016-2017 financial year, the Service Plans (which are updated annually) align current delivery arrangements with changing patterns of demand, making the most effective use of available and future resources.

## Key aims

All priorities and activities undertaken by Community and Planning complement our collective vision of making 'South Derbyshire a better place to live, work and visit'.

We will:

- Positively contribute towards Council policies and procedures
- Deliver continuous improvements in performance
- Ensure compliance with relevant legislation
- Maintain a strong customer focus
- Ensure a widespread understanding of core values, key aims and performance measures and encourage participation in their development
- Ensure that data quality principles are applied
- Encourage a positive health and safety culture

All of these contribute to the main themes running through the Corporate Plan: People, Place, Progress and Outcomes.

## The importance of service planning

Delivery of public services occurs in an increasingly dynamic environment, with high community expectations, government priorities and technological advances.

While the budgetary setting is constrained, there are ever increasing pressures and demands to do more with less.

In this context, it is essential that services are well planned, with the capability to evolve in order to meet community needs.

This allows us to identify requirements and associated enabling services such as technology, workforce, funding, capital infrastructure and information management.

# Performance Management Framework

The **Performance Management Framework** sets out what needs to be achieved, what is **measured and managed** and what **progress** we are making.

Our resources must be aligned, focusing effort in the right places and delivering maximum **value** for people, partners and businesses.

We must proactively identify and manage any **risks** that might affect delivery, regularly reviewing performance and taking **action** where required to stay on **target** and inform **decision making**

The Performance Management Framework consists of three levels. The Corporate Plan sits at the top and sets out how we make South Derbyshire a better place to live, work and visit.

Objectives and measures to deliver against the key aims of the Corporate Plan are defined in Service Plans and shape the objectives of all employees.

Everyone, from Officers to Managers to Elected Members, has a responsibility for delivery of the Corporate Plan.

# Scene setting

## Overview of the directorate

The Community and Planning Directorate plays a key role in meeting our strategic objectives for supporting People, Place, Progress and Outcomes.

Here is a breakdown of statutory and non-statutory duties undertaken by each service area:

## Community and Planning

### Statutory

- Planning Policy (Planning Services)
- Development Management (Planning Services)
- Planning Enforcement (Planning Services)
- Building Control (Planning Services)
- Dangerous Structures (Planning Services)
- Crime Reduction and Anti-Social Behaviour (Communities)

### Non Statutory

- Parks, Open Space, Cemetery and Tree Management and Development (Cultural Services)
- Leisure, Sport, Forestry Centre and Community Facility Management and Provision (Cultural Services)
- Flooding and Drainage (Cultural Services)
- Sports and Health (Public) Provision and Development (Sport and Health Partnerships)
- Children's Play Provision (Cultural Services and Sport and Health Partnerships)
- Support for the Voluntary and Community Sector (Communities)
- Community Development (Communities)
- Street Naming and Numbering (Planning Services)
- South Derbyshire Partnership (Director)
- Cultural/Public Events (Cultural Services)
- Civic Duties and Events (Cultural Services)
- Built Conservation and Heritage (Planning Services)
- Environmental Education (Cultural Services)

**The above functions are delivered within a five-unit structure plus the managerial support for the South Derbyshire Partnership:**

### Cultural Services

**Parks, Open Space & Cemeteries:** The Division has responsibility for the management of three urban parks covering an area of approximately 15 hectares, the 30 hectare Swadlincote Woodland Forest Park, public open space that currently occupies an area in the region of 60 hectares, six cemeteries, 11 football pitches, eight allotment sites and large areas of common land. There is responsibility for the development of 47 equipped play areas.

**Leisure Facilities:** Responsibility for the contracts that cover the management of the Green Bank Leisure Centre, Etwall Leisure Centre and Swadlincote Market, plus responsibility for two directly managed village halls and Swadlincote Town Hall.

**Land Drainage:** Responsibility for the Council's statutory and discretionary land drainage functions as land drainage authority and ancillary services during flooding and for investigation after flooding events.

Rosliston Forestry Centre is managed in partnership with the Forestry Commission and National Forest Company. It has attracted more than £3 million in external funding over the past 12 years and now attracts around 190,000 daytime and overnight visitors per year.

**Events:** The Unit leads or supports delivery of major public events including the Festival of Leisure, which attracts an estimated 10,000 people over a June weekend, the switching on of the Christmas Lights in Swadlincote Town Centre, Liberation Day, South Derbyshire Day, performances at the Glade and Pancake Races on the Delph. The support for the Council Chair and civic events is undertaken by this Unit.

**Environmental Education:** Based at Rosliston Forestry Centre, the environmental education partnership between the Council, Rolls-Royce and the National Forest Company aims to develop the knowledge, understanding and respect of the environment by young people and adults. In addition to hosting school and other group visits, the team manages a wide variety of events, co-ordinates the District-wide Environmental Forum and Cultural Forum, leads on the local Forest School initiative and continues to deliver contracts for the Woodland Trust.

The Aspiration of the Unit for the coming year is:

- Develop a plan for the long term future of Rosliston Forestry Centre
- Deliver new/improved community facilities in Midway, Melbourne, Stenson Fields, Swadlincote and Rosliston
- Modernise delivery of services within the Unit in order to create capacity.
- Increase participation in outdoor activity and volunteering

## **Communities**

**Community Safety:** The Safer South Derbyshire Partnership's support team is based in the Directorate and is responsible for the delivery of the 2016/17 Partnership Plan. All of the priorities will be delivered in accordance with the overarching principles as set out in the Derbyshire Strategic Threat and Risk Assessment.

The service also manages the Safer Neighbourhoods initiative, which coordinates six Safer Neighbourhood areas and provides funding for local crime reduction projects.

**Revenue support to the Voluntary and Community Sector:** Revenue support is granted to nine organisations totalling more than £250,000. The grants are managed through service level agreements which are renewable annually. However, the agreement to provide funding lasts for three years.

Community Partnership Scheme provides support and advice to the voluntary and community sectors in relation to funding (e.g. funding sources, bid writing and funding strategy) and project development.

Neighbourhood Planning and Parish Plan support is provided by this Unit along with the development of volunteering across the service.

The aspiration of the Unit for the coming year is:

- Develop a new approach to volunteering for the Council
- Develop closer working relationships with the Council for Voluntary Services and the voluntary sector.

### **Sport and Health Partnerships**

**Sports Development:** This involves developing an infrastructure, through partnership working, to enable local people to become involved in sport as a vehicle for health improvement, social inclusion and community development. This is principally undertaken through the Council's membership of Derbyshire Sport and South Derbyshire Sport

**Play Development and Provision:** More than 8,000 participations are achieved annually, mainly through the Summer Holidays Playscheme where Parish Councils hire in a variety of themed sessions.

**Public Health Development and Improvement:** The Division leads on health promotion and improvement with respect to physical activity and has responsibility for GP exercise referral schemes, including the management of the Get Active In The Forest project which has engaged local people in activities including walking, cycling, outdoor pursuits, archery and environmental works across the District. The team also manages a variety of contracts for Public Health.

**School Sport Partnership:** The Unit is commissioned by the Primary and Secondary Schools in the District to deliver the school sport agenda. This includes sports competition, curricular and extracurricular activity, leadership and volunteering and teacher training.

The South Derbyshire Village Games project also sits within the Unit, working with and empowering local communities to come together to develop and implement sporting activities in our villages. This is a partnership with the Community Sports Trust.

The Aspiration of the Unit for the coming year is:

- Support the development of a Cycle Action Plan and deliver a successful Aviva Women's Tour of Britain event
- Develop a Physical Inactivity, Sport and Recreation Strategy
- Deliver a programme of activity which support people living independently

### **Planning Services**

Preparing the statutory 'Local Plan', which sets the long-term growth strategy for South Derbyshire in the context of being one of the fastest growing areas in the country. This includes identifying how essential infrastructure will be provided and funded. The policy team works closely with adjacent authorities in the wider Derby Housing Market Area on strategic issues such as housing, transport and the Green Belt.

Providing specialist advice and support in relation to 713 Listed Buildings and 22 Conservation Areas and on the quality of design of major proposals to secure design excellence.

The Development Management team dealt with approximately 1,100 planning applications in 2015/16. The diverse nature of the District means that a wide variety of applications are received. Officers under the scheme of delegation determine approximately 90% of applications. The remainder are determined by Members at Planning Committee. Free informal advice is provided to developers and householders. Development Management also deals with planning appeals, along with Tree Preservation Orders and consents for works to trees.

An average of 300 planning enforcement complaints regarding potential contravention of planning and associated legislation are investigated each year.

In terms of Building Control, officers appraise schemes and monitor building works that require Building Regulation approval. This work is won in competition with approved inspectors in the private sector. The unit has continued to retain a high market share of business.

The aspiration of the Unit for the coming year is:

- Complete an options appraisal for a Building Control Partnership
- Complete the Local Plan
- Refine the management of S106 funding

### **Performance and Administration**

The Community & Planning Service is supported by the Performance and Administration Unit which delivers critical technical and administrative support across the Directorate's service areas.

Performance management within the unit co-ordinates business improvement and performance monitoring, analysing and reporting performance data and financial data. The unit also co-ordinates a range of short and long term projects aimed at business improvement and improving customer contact.

The aspiration of the Unit for the coming year is:

- Initiate a Business Improvement Project to cover the Directorate

### **South Derbyshire Partnership**

The Service has the responsibility for coordinating the South Derbyshire Partnership, including the development of the Sustainable Community Strategy. Officers are key members of the Partnerships Theme Groups which are Health and Wellbeing, Sustainable Development and Safer Communities.

The aspiration of the Partnership for the coming year is:

- Deliver the Raising Aspirations Project
- Initiate and support the Thriving Communities project

## **Workforce**

As of March 31 2016, 67.1 (fte) employees work in Community and Planning. These are based as follows:

Planning Services	25	(1 externally funded)
Cultural Services	14.5	(4.5 externally funded)
Sport and Health Partnerships	7	(3.5 externally funded)
Communities	4.2	(2.7 externally funded)
Performance and Administration	7.4	

In terms of workforce development, an annual training and development plan is produced after Performance Development Reviews are held. Some homeworking opportunities are provided and flexible working is considered crucial to motivate and engage high-performing staff.

## Budgets

Details of the Community and Planning Directorate budgets for 2016/17 are outlined below:

### Revenue budget 2016/17

Service Area	2015/16	2016/17
Directorate Support	160,521	169,233
Cultural Services	965,241	1,009,693
Planning Services	322,462	184,058
Communities	378,261	378,232
Sport and Health P'ships	168,974	168,975
	<b>1,995,459</b>	<b>1,903,194</b>

### Capital budget 2016/17

Project	2015/16	2016/17
Chestnut Avenue, Midway - Leisure Project	5,000	22,402
Etwall Leisure Centre	378,500	0
Grove Hall Active Zone Project	979,300	0
Rosliston Forestry Centre - Play Project	130,000	0
Eureka Park - Community Project	350,000	0
Melbourne Sporting Partnership	750,000	735,786
Melbourne Assembly Rooms	0	76,600
Swadlincote Woodlands Nature Reserve	6,000	31,000
Community Partnership Scheme	162,700	150,000
Swadlincote Townscape Project	30,986	147,616
Conservation Area Partnership Schemes	3,080	0

# Performance

The Performance Board details our key projects for the year. These are broken into quarters to help us monitor and manage our performance effectively.

All actions are essential if the Council is going to achieve its ambitions and aspirations. These are complemented by a set of performance measures which will help us to gauge whether we are meeting outcomes and providing excellent services.

In some instances, proxy measures will be used. These are outside of the Council's control but provide an indication of the overall health of the District.

All projects and measures for Community and Planning Directorate are listed below under the themes of People, Place, Progress and Outcomes:

## People measures

Aim	Key actions to achieve the aim	Measures	Target 2016/17
Increase levels of participation in sport, health, environmental and physical activities	Delivery of sport, health and physical and environmental activity opportunities	Number of sport, health, physical activity and play scheme participations.	27,400
Increase levels of participation in sport, health, environmental and physical activities	Delivery of sport, health and physical and environmental activity opportunities	Number of environmental education participations.	5,250
Increase levels of participation in sport, health, environmental and physical activities	Delivery of sport, health and physical and environmental activity opportunities	Number of Parklife opportunities/participations	500

## People projects

Aim	Project	Outcomes	Q1 Task	Q2 Task	Q3 Task	Q4 Task
Protect and help support the most vulnerable, including those affected by financial challenges	Support the community and voluntary sector to enable people to maintain living independently	Maintain SDDC grant funding to the voluntary and community sector	Support promotion of voluntary and community sector to Elected Members	Support promotion of voluntary and community sector to Elected Members	Support promotion of voluntary and community sector to Elected Members	Support promotion of voluntary and community sector to Elected Members
Increase levels of participation in sport, health, environmental and physical activities	Develop a Sport, Health and Physical Activity Strategy - targeting young people, older people, physically inactive	Strategy developed and implemented	Agree strategy framework	Progress strategy preparation and consultation	Complete draft strategy	Strategy adopted
Increase levels of participation in sport, health, environmental and physical activities	Approval and implementation of South Derbyshire as a dementia-friendly District	Work towards dementia-friendly community status	Develop SDDC DAA (Dementia Action Alliance) action plan	Deliver Elected Member and staff dementia awareness sessions	Deliver Elected Member and staff dementia awareness sessions	Deliver Elected Member and staff dementia awareness sessions
Increase levels of participation in sport, health, environmental and physical activities	Develop a Community Champion Scheme through volunteer development	Establish approved scheme	Review council and voluntary sector volunteering structure	Develop volunteering scheme and consult with partners	Scheme to be approved	Deliver scheme
Developing the workforce of South Derbyshire to support growth in relation to aspirations, employability, skills and travel to work	Increase school engagement in raising aspirations work	Schools agree to work with SDDC	Project to report to South Derbyshire Partnership Board	Identify SDDC support for secondary schools	Review SDDC involvement with raising aspirations project	Agree programme of work for 2017/18
Increase levels of participation in sport, health, environmental and physical activities	Develop a Healthy Communities approach for South Derbyshire	Work towards Healthy Communities Accreditation	Submit SDDC application	Work with partners to deliver healthy communities plan	Work with partners to deliver healthy communities plan	Produce Annual Report
Enable people to live independently	Identify need for and deliver activities to ensure people maintain physical capability to live independently	Number of sessions delivered / Numbers of participants engaged / Reduced emergency care admissions	Audit current provision of chair-based exercise	Identify new demand	Promotional material developed and launched	Review overall offer

Protect and help support the most vulnerable, including those affected by financial challenges	Support schemes to ensure assistance for victims of crime and vulnerable people	Install security measures and ensure the continuation of the Sanctuary scheme for victims of domestic abuse	Identify gaps in service and map out potential new service.	Secure funding to provide enhanced Safer Homes Scheme	Run pilot of enhanced Safer Homes Scheme	Review enhanced Safer Homes provision
Use existing tools and powers to take appropriate enforcement action	Publish and annually review a single enforcement policy covering all SDDC regulatory activity	Quarterly report on enforcement activity to Overview and Scrutiny Committee	Produce relevant updates for the quarterly report	Produce relevant updates for the quarterly report	Produce relevant updates for the quarterly report	Produce relevant updates for the quarterly report

## Place measures

Aim	Key actions to achieve the aim	Measures	Target 2016/17
Support provision of cultural facilities and activities throughout the District	Develop approve and help deliver an annual programme of cultural events	Number of participations	17,230
Facilitate and deliver a range of integrated and sustainable housing and community infrastructure	Speed of planning applications	Number of decisions made in time over number of decisions made	85%
Facilitate and deliver a range of integrated and sustainable housing and community infrastructure	Proportion of good quality development schemes delivered		90%
Enhance understanding of the planning process	Monitor customer satisfaction with the planning process	Achieve satisfaction target	80%
Help maintain low crime and anti-social behaviour levels in the District	Number of anti-social behaviour calls recorded by the police per 1,000 population	Number of calls	28.40
Help maintain low crime and anti-social behaviour levels in the District	Number of domestic burglaries recorded by the police per 1,000 households	Number of burglaries	4.50
Help maintain low crime and anti-social behaviour levels in the District	Number of vehicle crimes recorded by the police per 1,000 population	Number of thefts from vehicle and theft of vehicles	3.80
Help maintain low crime and anti-social behaviour levels in the District	Number of incidents of criminal damage recorded by the police per 1,000 population	Number of incidents	5.40
Support provision of cultural facilities and activities throughout the District	Number of leisure centre visits		674,866
Support provision of cultural facilities and activities throughout the District	Number of RFC visits		193,000

Facilitate and deliver a range of integrated and sustainable housing and community infrastructure	To monitor the number of additional new homes built in South Derbyshire annually	Number of dwellings	742
Work to attract further inward investment	To monitor the floor space of additional employment development in South Derbyshire	Number of hectares	12,246 sq. m

## Place projects

Aim	Project	Outcomes	Q1 Task	Q2 Task	Q3 Task	Q4 Task
Facilitate and deliver a range of integrated and sustainable housing and community infrastructure	Deliver an adopted South Derbyshire Local Plan, Parts 1 and 2	Plan adopted	Complete Part 1 Main modifications consultation/ Adoption of Part 1	Consultation Draft Local Plan Part 2	Regulation 19 Consultation of Submission Version of Local Plan Part 2	Examination in Public of Local Plan Part 2
Facilitate and deliver a range of integrated and sustainable housing and community infrastructure	Develop a framework to review rural housing needs/Increase the supply and range of affordable housing provision	Development of an Affordable Housing Supplementary Planning Document (SPD)	Preparatory work on SPD	SPD Draft prepared	Approval and Consultation for SPD	Adoption of SPD
Connect with our communities, helping them feel safe and secure	Annually review, publish and deliver the Safer South Derbyshire Community Safety Partnership Plan	Plan published. Plan reviewed and updated accordingly	Deliver the actions and objectives within the partnership plan	Deliver the actions and objectives within the partnership plan	Deliver the actions and objectives within the partnership plan	Carry out annual review of partnership plan
Support provision of cultural facilities and activities throughout the District	Introduce and progress the District Cycle Plan including an annual cycle event	Develop and implement action plan/Number of opportunities offered	Produce cycling promotional plan	Establish Stakeholder Group	Trial community cycle event	Produce 2017/18 delivery plan
Support provision of cultural facilities and activities throughout the District	Introduce and progress the Open Space, Sport and Community Facility Strategy	Number of facilities enhanced	Adopt strategy	Complete facility action plan	Commission site plans	Review action plan

Support provision of cultural facilities and activities throughout the District	Implement and manage the leisure facility capital build programme	Number of completed facilities/Amount of external investment and grants brought to district	Open Grove Hall Active Zone	Complete Newhall Park Memorial Garden	Complete Cockshut lane Recreation Ground Phase Two	Complete Chestnut Avenue Community Facility
Enhance understanding of the planning process	Support the development of Neighbourhood Plans	Number of plans supported	Assistance promoted via Parish Briefing	Provide support to interested parties	Provide support to interested parties	Provide support to interested parties
Facilitate and deliver a range of integrated and sustainable housing and community infrastructure	Consider the introduction of a Community Infrastructure Levy (CIL)	Review of action plan	CIL feasibility explored	Option report produced for CIL	Conclusion of final report and submission to E&DS Committee	Review of decision
Enhance understanding of the planning process	Review housing needs data and guidance available to inform developers prior to submitting planning applications	Review completed and appropriate updates made		Preparation work for 2017 Strategic Housing Market Assessment (SHMA)	Create brief for Strategic Housing Market Assessment (SHMA)	Finalise Strategic Housing Market Assessment (SHMA) brief and review other housing needs data
Enhance understanding of the planning process	Promote a programme of community briefings to improve understanding of the Planning process and related activity	Programme of attended meetings	Publish annual programme of briefings	Deliver Briefings	Deliver Briefings	Deliver Briefings and Review Programme
Connect with our communities, making them feel safe and secure	Plan and deliver a programme of community safety campaigns and initiatives	No of campaigns/initiatives delivered	Produce timetable of campaigns and initiatives to deliver throughout the year	Deliver summer campaigns and initiatives including no. plate security ops	Deliver domestic abuse awareness campaigns	Hold International Women's day event and campaign around safer internet week
Connect with our communities, making them feel safe and secure	Promote the Safer Neighbourhood concept and support the local community to develop and deliver community safety projects	Hold minimum of three public forums per annum, produce quarterly newsletters, and update Facebook page weekly	Promote public meetings and communicate regularly with the public	Promote and hold public meetings and communicate regularly with the public	Promote and hold public meetings and communicate regularly with the public	Promote and hold public meetings and communicate regularly with the public

<b>Connect with our communities, making them feel safe and secure</b>	Support the local community to develop and deliver community safety projects in South Derbyshire	Number of projects to receive Safer Neighbourhood funding/Number of new Neighbourhood Watch schemes set up	Support and develop community led applications for safer neighbourhood funding and new neighbourhood watch Schemes	Support and develop community led applications for safer neighbourhood funding and new neighbourhood watch schemes	Support and develop community led applications for safer neighbourhood funding and new neighbourhood watch schemes	Support and develop community led applications for safer neighbourhood funding and new neighbourhood watch schemes
<b>Support provision of cultural facilities and activities throughout the District</b>	Develop approve and help deliver an annual programme of cultural events	Number of events held/supported	To deliver 2 events in the Glade; 2 large SDDC events and the ongoing programme of dance and pergamano sessions	To deliver 2 events in the Glade; and the ongoing programme of dance and pergamano sessions	To deliver 1 event in the Glade; 1 large SDDC event and the ongoing programme of dance and pergamano sessions	To deliver 2 medium sized SDDC events and the ongoing programme of dance and pergamano sessions
<b>Support provision of cultural facilities and activities throughout the District</b>	Produce site management plans for wildlife sites	Increase the amount of land being managed for biodiversity	Review locations for positive management	Develop management plan for Swadlincote Woodlands	Submit application for local nature reserve for Swadlincote Woodlands	Implement management plan for Swadlincote Woodlands
<b>Support provision of cultural facilities and activities throughout the District</b>	Provide support training and expert advice to parishes / community groups for small scale environmental improvements to their land	Support/ expertise provided to 2 parishes and at least 3 sites via Environmental Forum	Deliver 1 practical environmental volunteering day for a local business. Provide support to 1 parish/ward	Deliver 1 practical environmental volunteering day for a local business. Provide support to 1 parish/ward	Facilitate 1 training event/ networking visit Deliver 1 practical environmental volunteering day for a local business	Identify projects for 2017/18

## Progress measures

<b>Aim</b>	<b>Key actions to achieve the aim</b>	<b>Measures</b>	<b>Target 2016/17</b>
<b>Work to attract further inward investment</b>	Deliver Swadlincote Townscape project	Number of target buildings offered grants	2
<b>Work to maximise the employment, training and leisure uses of The National Forest by residents and increase the visitor spend by tourists</b>	Review and develop the National Forest Walking Festival	Festival delivered/Number of participants	1000

## Progress projects

Aim	Project	Outcomes	Q1 Task	Q2 Task	Q3 Task	Q4 Task
Help to influence and develop the infrastructure for economic growth	Review and update the Infrastructure Delivery Plan	Plan delivered	Review the current plan	Complete review of the current plan	Publish Plan	Support the delivery of the plan
Work to attract further inward investment	Deliver Swadlincote Townscape project	Delivery of Activity Plan	Recruit Town Crier;	Public consultation on Heritage Trail	Engage with schools via at least 3 different education providers; deliver activities for Building Maintenance week	Deliver start of heritage trail and submit funding application for rest
Work to attract further inward investment	Deliver Swadlincote Townscape project	Enhancement of Diana Memorial Garden	Gain Council approval for delivery	Appoint landscape architect	Start enhancement works	Completion of works
Unlock development potential and ensure the continuing growth of vibrant town centres	Organise and/or support town centre events	Environmental Learning / 'have a go' heritage activities	Deliver 1 teacher training events 1 public event	Deliver 1 public event and 2 school activities based on geography/tourism	Deliver environmental activities as part of Food Festival	Advertise self-led trails for public and schools
Work to maximise the employment, training and leisure uses of The National Forest by residents and increase the visitor spend by tourists	Support the development of a National Forest Active Partnership	Partners Engaged/External funding secured	Tender advertised for consultation work	Consultation work undertaken	Partnership meeting held	Sport England or other funding bids submitted
Help to influence and develop the infrastructure for economic growth	Efficient and effective management of Section 106 agreements	Ensuring all resources are allocated in line with local and national policy	Testing of new Section 106 monitoring software	Commence installation of Section 106 software	Full migration of data and introduction of new software as the primary monitoring system	Report of Section 106 activity for 2016/17

## Outcomes measures

Aim	Key actions to achieve the aim	Measures	Target 2016/17
Maintain Financial Health	Generate additional income to help the Council achieve its aim of doing more for less	Income from Building Regulations applications and any other revenue stream	£260,000
Maintain Financial Health	Generate additional income to help the Council achieve its aim of doing more for less	Share of the Buildings Regulations market expressed as a percentage	70.00%

## Outcomes projects

Aim	Project	Outcomes	Q1 Task	Q2 Task	Q3 Task	Q4 Task
Be aware of and plan for financial, legal and environmental risks	Maintain a proper Risk Management framework	Strategic and service risk registers reviewed, updated and reported to Policy Committee on a quarterly basis	Review Risk Register	Review Risk Register	Review Risk Register	Review Risk Register
Maintain Financial Health	Generate additional income to help the Council achieve its aim of doing more for less	Explore potential commercialisation opportunities and identify areas for competing with the private sector	Establish Business Improvement team within Community & Planning	Establish timetable for process reviews	Deliver reviews	Deliver reviews
Maintain a skilled workforce	Regular review of job competencies in accordance with the corporate framework	Maintain Investors in People standard for staff development	Review competencies during PDR process			Review competencies during PDR process

# Partnerships

Our significant partnerships are outlined below:

Partnership	Main purpose
South Derbyshire Partnership	Statutory partnership of public, private and voluntary sector to promote the District. The Partnership has theme groups which focus on health, community safety and sustainable development.
Safer South Derbyshire Partnership	Statutory partnership to reduce the level of crime and disorder.
South Derbyshire Sport	Partnership of bodies having an interest in promoting sport and health in the District.
Etwall Joint Management Committee	Partnership between SDDC, John Port School and County Council to operate the Leisure Centre.
National Forest and Beyond Partnership	Forest-wide partnership to increase visitors to the area.
South Derbyshire School Sport Partnership	Partnership approach to increasing sports participation by young people.
Rosliston Forestry Centre Executive	Partnership between SDDC and Forestry Commission to operate the Forestry Centre.
Swadlincote Cultural Partnership	Partnership of public, private and voluntary sector organisations that work to promote the heritage and environment of Swadlincote.
Melbourne Sporting Partnership	Sports club, Parish and District Council partnership that is developing facilities and opportunities at the Cockshut Lane Recreation Ground.
Emergency Planning	Shared service delivery with Derbyshire County Council to ensure civil resilience.
Out of Hours Dangerous Building Service	A service provided in partnership with East Staffordshire Borough Council.

# Key considerations

## Service transformation

In order for the Community and Planning Directorate to positively meet the challenges facing the Council, it will create and develop innovative solutions which will help to deliver the outcomes communities need and want at a cost the Council can afford.

## Environmental impact

By implementing the requirements of ISO 14001 across all significant environmental aspects associated with Community and Planning Directorate, this Service Plan seeks to ensure continual improvement of our environmental performance.

Further information can be found at: <http://sddcintranet/index.php/essentials/83-ems>

## Managing risks

The process set out in our Risk Management Strategy has been adhered to. The risk registers are reported back to committee on a quarterly basis.

## Monitoring and review

This Service Plan will be monitored part of our Performance Management Framework and will be used throughout the year to manage service delivery.



South  
Derbyshire  
District Council



# Service Plan 2016/2021

## Housing and Environmental Services

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All information presented in this Service Plan was correct at the time of publication.

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# Introduction

The Corporate Plan 2016-2021 forms an important part of planning for the future and leads our performance management. As well as enabling effective monitoring, it links strategic priorities and objectives directly to the activities of service areas.

As part of this, Service Plans are created for our four directorates - Housing and Environmental Services, Community and Planning, Finance and Corporate Services and the Chief Executive's department.

Covering the period 2016-2021, the Service Plans (which are updated annually) align current delivery arrangements with changing patterns of demand, making the most effective use of available and future resources.

## Overview of the directorate

The Housing and Environmental Services Directorate delivers services across the three areas of Housing, Direct Services and Environmental Health and plays a key role in helping to deliver the strategic objectives of **People, Place, Progress** and achieving successful **Outcomes**.

The Directorate delivers key customer facing activities through the provision of services including affordable housing to rent, maintaining and often exceeding Government standards; waste collection and recycling; maintaining the cleanliness of the District; ensuring the health of our communities is protected through monitoring activities such as air pollution and food hygiene and keeping the residents of South Derbyshire safe with its Safer Neighbourhood Wardens working in partnership with the Police.

Through the Performance section appended to this Service Plan, all local projects and measures for Housing and Environmental Services Directorate will contribute to the Council's corporate themes of:

- **People** - keeping our residents happy, healthy and safe.
- **Place** - creating vibrant communities to meet residents' needs.
- **Progress** - encouraging inward investment and tourism opportunities.
- **Outcomes** - work that underpins all of the Council's activities.

# Scene setting

Housing and Environmental Services plays a key role in meeting our strategic objectives for supporting People, Place, Progress and successful outcomes.

## Housing Operations

Our **Allocations** team has a statutory responsibility to manage and regularly review the housing waiting list, which currently stands at 1,069 active applicants (accurate as of March 2016). This is through a District wide common housing register through our Choice Based Lettings (CBL) system, advertising and allocating all social and affordable rented housing in the District. We house many applicants throughout the year in our own stock, which is brought to a 'Fit to Let' standard before being offered to prospective new tenants.

We work with partners to provide advice and tackle **Homelessness** through our Housing Options Service, and assist customers in finding accommodation in the private sector through our Housing Options Service and Home Swapper schemes.

Our Housing Officers monitor and review the collection of rent payments from our customers to ensure that we meet our targets for rent collection. This **Income** collection service is critical to maximise the rent collected from our tenants. We also have a dedicated tenancy sustainment service which aims to support those in financial difficulties by helping with money management and maximising income.

The **Tenancy Management** work is varied covering rent collection, tenancy enforcement and anti-social behaviour as well as offering support and resolving issues which impact on people's lives. We liaise with other agencies to support vulnerable individuals and respond in partnership with others to incidents of anti-social behaviour (ASB).

A primary objective is to focus on tenancy sustainment activity, to support vulnerable tenants in managing their tenancies and preventing rent arrears accruing.

Our **Supported Housing** service provides housing and support to the elderly and vulnerable residents across South Derbyshire through the Housing Related Floating Support Service provided by our Careline Support Co-ordinators and Community Alarm Monitoring service. These services are delivered by our Careline emergency call centre, operating 24 hours a day for 365 days of the year.

A key outcome is to enable vulnerable residents to remain in their own or current home for as long as possible by promoting and providing a Telecare service for all residents in South Derbyshire in both private and public sectors. This allows residents to receive a range of sensors and alarms, linked to our Careline service, to provide a safe and secure solution to living independently.

## Performance and Business Improvement

The Housing Service is supported by the **Business Support** unit which provides support to deliver our rent accounting responsibilities, rechargeable repairs recovery and system administration for our key business systems.

**Performance and Projects** co-ordinates business improvement and performance monitoring, by researching best practice, analysing and reporting performance data and driving through change to reach or maintain top quartile performance and improve the service received by our customers. The role also co-ordinates a range of short and long term projects aimed at business improvement and customer satisfaction.

**Resident Involvement and Empowerment** helps provide greater opportunities for all of our tenants to have their say in how the Housing Service is delivered. Tenants have a range of opportunities to engage with our Housing Service, including working with contractors on community events and with the Dreamscheme Youth Project, which enables tenants of all ages to get involved with various service areas. Working with the statutory Performance and Scrutiny Panel, tenants undertake critical reviews of the services that are provided, investigating the key issues affecting our service delivery and making recommendations for improvements to current arrangements.

## Housing Assets

**Responsive Repairs** are in the main carried out by the in-house Direct Labour Organisation (DLO).

A key aim over the coming 12-18 months is to modernise the DLO and ensure the service is fit for purpose and delivers value for money to our customers.

The service delivers responsive repairs dealing with emergencies (within 24 hours), urgent (within three days), and other routine repairs. We aim to undertake repairs within agreed timescales and where possible on the first visit to the property, ensuring tenants are inconvenienced as little as possible.

Our **Planned Maintenance** deals with major capital servicing and improvements and is delivered in partnership with external partnered contractors.

We are nearing completion of a five year £27.3m capital investment programme including fitting our housing with modern kitchens and bathrooms, upgrading electrics and heating systems and enhancing the exterior of communal areas to flat blocks.

Asset Management also leads on the provision of delivering disabled persons home adaptations to both council tenants and private home owners, working jointly with Derbyshire County Council to deliver this service.

The Council's first new build development in over 24 years is nearing completion and will deliver 45 new Council owned homes for rent. We are actively pursuing opportunities through our **New Build and Regeneration** team to continue to deliver new build properties and are also investigating a number of regeneration programmes to add to our existing stock.

## Strategic Housing

The **Strategic Housing** team co-ordinates housing research and sets the policy direction in relation to community wide housing issues such as housing standards for both new and existing homes, homelessness provision and the provision of new affordable housing.

Our Strategic Housing service is a cross tenure service in terms of influencing the development of new build housing to meet housing needs as well as working to improve the condition of the private sector housing stock.

## Direct Services

The Council is a designated Principal Litter Authority and as such has a statutory duty to keep public open spaces, streets and footpaths free from litter, refuse, fly tipping, weeds and detritus. In order to achieve this we have a **Street Cleansing** service which enables us to comply with the requirements of the Government's Code of Practice for Litter and Refuse. A team of eight operatives undertake various cleansing activities from mechanical sweeping to manual removal of fly tipping.

We also provide a service to remove graffiti from public locations and, on request, from private property. We endeavour to remove offensive graffiti within 24 hours. The team also undertake repairs to or replacement/provision of street name plates, bus shelters, public conveniences, litter bins and street furniture.

We undertake **Grounds Maintenance** services as the Council's main contractor. Our main internal clients are Leisure and Housing Services and our main external clients are Derbyshire County Council and local Parish Councils.

We provide maintenance services on the Council's main parks, two of which currently hold Green Flag status. We work closely with our clients to deliver a wide range of soft landscaping services including general grass cutting, weed control, sports pitch maintenance, fine turf maintenance, grave digging and cemetery maintenance, playground equipment inspections and repairs, as well as a wide range of arboriculture services.

We perform our services on public open spaces, highways verges, play areas, parks and recreation grounds, housing open plan areas and sheltered housing schemes.

We are a designated **Waste Collection Authority** and have a statutory duty under the Environmental Protection Act 1990 to arrange for the collection of household waste and the collection of commercial waste if requested. Furthermore, statutory duties include the need to provide for the collection of a minimum of four different waste streams for the purposes of recycling, these being paper, glass, metals and plastics. We have a statutory duty to recycle and/or compost >50% of all household waste collected by 2020. It is likely, that this figure will be increased to 65% by 2030.

We provide a three bin collection service for households. This is made up of a green bin for the collection of dry recyclable waste; a brown bin for the collection of garden and food waste; and a black bin for the collection of residual waste. We provide a service for the collection of bulky

household waste items for which an additional charge is made, and an additional service for the collection of health care waste for residents being treated at home.

We provide 10 sites throughout the District where householders can deliver excess recyclable materials and deposit them in recycling banks.

Our commercial waste service is provided to more than 450 local businesses. We offer a range of bin sizes and a number of recycling options, this is a chargeable service for which we maintain competitive rates.

We are required to maintain an operating licence for all vehicles over 3.5 tonnes. We currently have 12 vehicles. These vehicles are subject to specific operating and maintenance regimes and we must satisfy the Traffic Commissioner that we implement and comply with all requirements of our licence. We have two mechanics that repair, service and maintain the **Transport Fleet** made up of 72 vehicles and 40 items of small plant, used by eight different service areas within the Council.

## Environmental Health

The **Commercial Team** undertakes food safety, health and safety and infectious disease control in accordance with the Council's duties under UK and EU law.

The **Pollution Team** carry out the Council's legal duties to prevent and control environmental pollution from all of its different sources.

The **Safer Neighbourhood Warden Team** is on the front line of making our streets safer and cleaner by enforcing laws and changing behaviour around anti-social behaviour, dog control and environmental crime.

The **Private Sector Housing Team** works closely with owner-occupiers and private landlords to raise housing conditions, improve domestic energy efficiency and ensure that legal standards are being met in all private stock.

The **Pest Control** service provides a low cost service for South Derbyshire residents to eradicate public health pests such as rats, mice, fleas and wasps.

The statutory and non-statutory duties undertaken by the service include:

- Regulation of food hygiene to food businesses.
- Providing compliance advice and support to the local business community to support business growth.
- Regulation of health and safety legislation in lower risk businesses.
- Infectious disease outbreak control.
- Investigation and resolution of public health, noise and pollution complaints each year.
- Regulation of pollution from industrial sites.
- Monitoring and management of air quality and land contamination.
- Eviction of illegal encampments on SDDC owned land.
- Advice on the environmental and public health impact of planning applications each year.

- Investigation and control of environmental crime - fly tipping, litter, anti-social behaviour, dog fouling.
- Pest control treatments.
- Dog control services.
- Management of the Council's overall environmental impact (ISO 14001 accreditation).

## Key aims

All priorities and activities undertaken by the Housing and Environmental Services Directorate complement our collective vision of making 'South Derbyshire a better place to live, work and visit'.

Across the Directorate, we will:

- Positively contribute towards Council policies and procedures
- Deliver continuous improvements in performance
- Ensure compliance with relevant legislation
- Maintain a strong customer focus
- Ensure a widespread understanding of core values, key aims and performance measures and encourage participation in their development
- Ensure that data quality principles are applied
- Encourage a positive health and safety culture

All of these contribute to the main themes running through the Corporate Plan of People, Place, Progress and Outcomes.

## Aspirations

Detailed below are the 5-year aspirations for Housing and Environmental Services for the period of this Service Plan.

### Housing Services

Over the next five years, Housing Services will face a number of challenges including changes to welfare reform and other legislative issues coming from the Housing and Planning Bill. To meet housing demand we need to increase the supply of affordable housing across the District against a backdrop of a reduction in income through rent reduction and lower government grants. To manage this we need to ensure that we maximise our income through rent collection and that the services we deliver are efficient and effective and meet the increased expectations of our customers. We are also seeing a channel shift towards online delivery of services and we need to modernise how we deliver our services to meet these expectations.

To address these we aim to:

- Explore methods of delivering new affordable homes, including working in partnership with others.
- Move to a locality model for delivering services to tenants.
- Maximise rent collection and be a top quartile performer in income collection.

- Provide tenants with easy access to services by modernising systems and mobilising the workforce.
- Improve the use of digital technology to enhance service delivery.
- Introduce a reward and incentive scheme for our tenants.
- Deliver against the objectives set out in the Housing Strategy.
- Deliver against the objectives set out in the Asset Management Strategy.
- Develop a new model for delivering Supported Housing Services.

## Direct Services

Over the next five years, Direct Services will invest time in planning service delivery so that it is able to continue delivering services that people want and use against a backdrop of reduced budgets, increased expectations and a fast growing population within the District. The service will continue to evolve to meet the challenges faced within the local authority sector, keeping the communities and residents of the District at the heart of what it does and aims to achieve.

We will aim to:

- Reduce the amount of waste going to landfill.
- Deliver increased recycling and composting of the waste generated.
- Provide clean streets and improve the built environment.
- Improve the aesthetics of the District through soft landscaping and grounds maintenance.

## Environmental Health

Much of our work in Environmental Health is driven by national and international law, and from statutory guidance issued by various government departments and agencies. Our work over the next five years will, therefore, largely be determined by changes at this level. In addition, and based on our knowledge of local demands and need, we have identified a number of aspirational targets and projects which we would like to take forward over the term of this service plan. These will form projects in future revisions of this service plan.

We will aim to:

- Work more proactively and collaboratively with other Councils to prevent environmental crimes.
- Seek to promote local economic growth through supporting the D2N2 Local Enterprise Partnership Better Business Regulation three Year Plan.
- Help to deliver the Derbyshire Tobacco Control Alliance action plan.
- Deliver projects to support the Derbyshire Health and Wellbeing Strategy and the South Derbyshire Health and Wellbeing Action Plan.
- Enhance economic and environmental conditions by improving our offering through the planning process.
- Generate additional income and become more 'business ready' to respond to new market opportunities.
- Improve the services we offer in order to support vulnerable people or prevent residents falling into vulnerability to reduce the cost burden on the NHS.
- Significantly improve our digital offering through the web/social media footprint.

- Play a leading role in the emerging concept of ‘strategic’ regulation.

## The importance of service planning

Delivery of public services occurs in an increasingly dynamic environment, with high community expectations, government priorities and technological advances.

While the budgetary setting is constrained, there are ever increasing pressures and demands to do more with less.

In this context, it is essential that services are well planned, with the capability to evolve in order to meet community needs.

This allows us to identify requirements and associated enabling services such as technology, workforce, funding, capital infrastructure and information management.

## Performance Management Framework

The **Performance Management Framework** sets out what needs to be achieved, what is **measured** and **managed** and what **progress** we are making.

Our resources must be aligned, focusing effort in the right places and delivering maximum **value** for people, partners and businesses.

We must proactively identify and manage any **risks** that might affect delivery, regularly reviewing performance and taking **action** where required to stay on **target** and inform **decision making**

The Performance Management Framework consists of three levels. The Corporate Plan sits at the top and sets out how we make South Derbyshire a better place to live, work and visit.

Objectives and measures to deliver against the key aims of the Corporate Plan are defined in Service Plans and shape the objectives of all employees.

Everyone, from Officers to Managers to Elected Members, has a responsibility for delivery of the Corporate Plan.

## Directorate Workforce

As of 31 March 2016, 81 employees work in Housing Services. Of these, 29 are based Housing Operations, 39 are based in Housing Assets, 10 are based in Performance and Business and three are based in Strategic Housing. There are 77 staff based in Direct Services and 17 staff that are based in Environmental Health.

In terms of workforce development, an annual training and development plan is produced after Performance Development Reviews are held. Some homeworking opportunities are provided and flexible working is considered crucial to motivate and engage high performing staff.

# Financial Planning

Details of the Housing and Environmental Services budgets for 2016/17 are outlined below:

All figures relate to those budgets directly related to the costs of the service. These do not include budgets for the provision of support services such as IT or Financial Services, which are controlled centrally.

## Revenue budget 2016/17 (£,000s)

### Housing Operations

Bed / Breakfast Accommodation	4,000
Pre-tenancy Services	163,709
Managing Tenancies	286,461
Other Special Services	400,891

### Performance and Business

Housing Department Support Staff and Costs	1,332,226
Income from Rent Collection	(12,535,957)
Increase/Decrease in Provision for Bad or Doubtful Debts	44,000
Depreciation and Impairment - Dwellings	2,876,107
Depreciation and Impairment - Dwellings	93,040
External Interest Payable	3,750

### Housing Assets

Admin Offices & Depot	322,892
Caretaking	97,349
Administration of Renovation & Improvement Grants	35,235
Off-Street Parking	66,780
Responsive Repairs	1,257,560
Planned Maintenance	1,976,196

### Strategic Housing

Housing Strategy	80,114
Development & Regeneration	100,938

### Direct Services

Public Transport	27,150
Street Cleansing (not chargeable to highways)	314,315
Household Waste Collection	1,153,029
Trade Waste Collection (Income)	(103,356)
Recycling	266,648
Public Conveniences	39,282
Transport Services	854,975
Ground Maintenance	367,422
Countryside Recreation & Management	12,059

Food Safety	68,619
Pollution Reduction	261,919
Pest Control	11,317
Community Safety (Safety Services)	111,766
Welfare Services	1,800
Housing Standards	75,673
Travellers Sites (Income)	(15,490)
Housing Standards	75,673

### Capital budget 2016/17

<b>CAPITAL EXPENDITURE &amp; FINANCING (as at January 2016)</b>	
	<b>Approved Budget 2016/17</b>
	<b>£</b>
<b>COUNCIL HOUSE IMPROVEMENTS</b>	
Major Improvements under Self-financing	3,150,000
Major Disabled Facilities Grant (Council Houses)	300,000
Minor Disabled facilities Grant (Council Houses)	50,000
Council New Build Programme Phase 1	2,493,000
<b>PRIVATE SECTOR HOUSING RENEWAL</b>	
Disabled Facility Grants and other Works	398,000
Decent Homes	0
Private Sector Stock Condition Survey	0
Empty Property Landlord Grants	0
Strategic Housing Market Assessment	0
<b>PROPERTY AND OTHER ASSETS</b>	
Vehicle Replacements	1,232,064

# Partnerships

Our significant partnerships are outlined below:

Partnership	Main purpose
South Derbyshire CVS	Support on community projects and welfare reform
P3	Provision of Homelessness Temporary Accommodation
South Derbyshire CAB	Debt advice for tenants
Derbyshire Police	Respond effectively to crime and ASB
LEAP (Local Energy Area Partnership)	Provide advice and guidance on a range of carbon reduction initiatives.
HIA (Home Improvement Agency)	Provide support to vulnerable households to improve house conditions.
Derbyshire Traveller Issues Working Group	Co-ordinating a county wide approach to dealing with Gypsies and Travellers.
D2N2 Better Business Regulation Partnership	Collaboration of businesses and regulatory authorities to promote economic growth through positive regulatory outcomes.
External contractors	Delivery of planned and responsive service contracts and capital improvements
Derbyshire County Council	Delivery of the Derbyshire Waste Management Strategy
Derby City Council	Compostable Waste Processing Contract
East Staffordshire District Council	Compostable Waste Processing Contract
Nottinghamshire Consortium	Refuse Vehicle Procurement Framework

# Key considerations

## Service transformation

In order for the Housing and Environmental Services to positively meet the challenges facing the Council, it will create and develop innovative solutions which will help to deliver the outcomes communities need and want at a cost the Council can afford.

## Environmental impact

By implementing the requirements of ISO 14001 across all significant environmental aspects associated with Housing and Environmental Services this Service Plan seeks to ensure continual improvement of our environmental performance.

Further information can be found at: <http://sddcintranet/index.php/essentials/83-ems>

## Managing risks

The process set out in our Risk Management Strategy has been adhered to. The risk registers are reported back to committee on a quarterly basis.

## Monitoring and review

This Service Plan will be monitored on a quarterly basis as part of our Performance Management Framework and will be used throughout the year to manage service delivery.

# Performance

The Performance Board details our key projects for the year. These are broken into quarters to help us monitor and manage our performance effectively.

All actions are essential if the Council is going to achieve its ambitions and aspirations. These are complemented by a set of performance measures which will help us to gauge whether we are meeting outcomes and providing excellent services.

In some instances, proxy measures will be used. These are outside of the Council's control but provide an indication of the overall health of the District.

All local projects and measures for Housing and Environmental Services are shown below under the themes of:

- **People - keeping our residents happy, healthy and safe.**
- **Place - creating vibrant communities to meet residents' needs.**
- **Progress - encouraging inward investment and tourism opportunities.**
- **Outcomes - work that underpins all of the Council's activities.**

# Housing Operations

## Performance Measures

### People Measures

Key Aims	Key actions to achieve the aim	Service Performance Measure	Target	PI Owner
<b>Keeping residents happy, healthy and safe</b>  <b>Enable people to Live Independently</b>	Ensure regular contact is maintained with all tenants, with a focus on those identified as 'vulnerable'.	% action plans completed with vulnerable customers following Audit visit	>99%	Housing Operations Manager
		% of new tenancy visits completed within 4 weeks	>95%	
		% of intro /secure tenancy visits completed	>95%	
		% Customer satisfaction with tenancy sustainment service.	>75%	
<b>Keeping residents happy, healthy, and safe</b>  <b>Enable people to Live Independently</b>	Expand the use of telecare services to increase independence.	% of Careline calls answered within 30 seconds	>98%	Housing Operations Manager
		Total number of supported tenancies making use of Telecare	>210 (10% increase from 2015/16)	
		Number of new private telecare installations	>524 (10% increase on 2015/16)	
		% of support plans in place	Monitor only Q1, set target in Q2	
		% of vulnerable people who are supported to maintain independent living	Monitor only Q1, set target in Q2	

## Place Measures

Key Aims	Key actions to achieve the aim	Service Performance Measure	Target	PI Owner
<p>Creating vibrant communities to meet residents' needs.</p> <p>To protect the most vulnerable including those affected by anti-social behaviour and domestic abuse</p>	Provide a service for homeless applicants which is nationally recognised as delivering 'best practice'.	<p>Number of prevention cases resolved successfully.</p> <p>% of customers satisfied with the process</p> <p>% of homeless cases that were successfully prevented</p> <p>Number of homeless presentations</p> <p>Average length of stay for families placed in Bed &amp; Breakfast accommodation (if an emergency)</p> <p>Average length of time to make a homelessness decision</p> <p>% of temporary accommodation where B&amp;B arrears have been recovered</p>	<p>&gt;80%</p> <p>&gt;75%</p> <p>Baseline</p> <p>Proxy measure (monitor only)</p> <p>&lt; than 5 weeks</p> <p>&lt; 33 days</p> <p>&gt;82%</p>	Housing Operations Manager
To deliver services that keep the district clean and healthy	Ensure the estates we manage are maintained to the highest standards	% of Estates rated as excellent	75% Very Good 25% Good	Housing Operations Manager

## Progress Measures

No proposed measures for 2016/17.

## Outcomes Measures

Key Aims	Key actions to achieve the aim	Service Performance Measure	Target	PI Owner
Maintain financial health	Generate additional income to help the Council achieve its aim of doing more with less.	Rent collected from former tenants as % of former tenant debt	>16%	Housing Operations Manager

## Projects

### People Projects

Aim	Project	Lead Officer	Quarter 1 Task/Milestone	Quarter 2 Task/Milestone	Quarter 3 Task/Milestone	Quarter 4 Task/Milestone
<p>Keeping residents happy, healthy, and safe</p> <p>Enable people to Live Independently</p>	Conduct a review of the Councils Supported Housing Service to ensure it offers value for money and generates additional income.	Housing Operations Manager	Identify areas of national good practice and appoint external consultant to assist the review	Undertake service-wide review	Consider outcomes of review and gain necessary approvals for implementation	Plan and implement changes from the review
<p>Keeping residents happy, healthy, and safe</p> <p>Enable people to Live Independently</p>	Gain Telecare Services Accreditation (TSA) for the Supported Housing Service	Housing Operations Manager	Gain membership of the TSA.	Review all standard working practices to ensure compatibility with TSA standards	Apply for TSA accreditation visit	Receive and review outcomes from the accreditation visit and action as necessary.
<p>To protect the most vulnerable including those affected by anti-social behaviour and domestic abuse</p> <p>Enable people to Live Independently</p>	Achieve upper-median quartile income collection performance as measured by House mark.	Housing Operations Manager	Identify areas of national good practice and ensure all procedures are up to date and reflect best practice	Promote payments by direct debits through targeted campaign work.	Carry out a targeted Christmas campaign to ensure that rent payment remains a priority for tenants	Carry out a targeted 'week of action' to focus on those in financial difficulty
<p>Creating vibrant communities to meet residents' needs.</p> <p>To protect the most vulnerable including those affected by anti-social behaviour and domestic abuse</p>	Attain National Practitioner Support Service (NPSS) standard for the Council's homeless service	Housing Operations Manager	Conduct peer review of neighbouring authorities homeless services	Review all homeless procedures to ensure that best practice is reflected.	Apply for NPSS accreditation visit	Receive and review outcomes from the accreditation visit and action as necessary.

### **Progress Projects**

No proposed projects for 2016/17.

### **Place Projects**

No proposed projects for 2016/17.

### **Outcome Projects**

No proposed projects for 2016/17.

# Performance and Business Improvement

## Performance Measures

### People Measures

No proposed measures for 2016/17.

### Place Measures

Key Aims	Key actions to achieve the aim	Service Performance Measure	Target	PI Owner
Connect with our communities, helping them feel safe and secure	Deliver a Value for Money South Derbyshire Dreamscheme by securing external funding to encourage young people to serve their community, engage and promote positive behaviour.	Number of Tenant Area Representatives involved.  % of satisfaction for quality outcomes identified by impact assessments carried out on Involvement projects.	16 - 2016/7 20 - 2017/8  Baseline in 16/17 10% increase year on year	Performance and Policy Manager

### Progress Measures

No proposed measures for 2016/17.

## Outcomes Measures

Key Aims	Key actions to achieve the aim	Service Performance Measure	Target	PI Owner
Maintain customer focus	Ensuring that we respond in a timely manner to our tenants.	Respond to all correspondence within 10 working days.	>95%	Performance and Policy Manager
Maintain customer focus	Develop our approach to Business Improvement and undertake a number of reviews each year to create innovative efficient services for tenants and customers.	Number of BI reviews undertaken and action plans adopted.	1 - 2016/7 2 - 2017/8 4 - 2018/9 4 - 2019/20 4 - 2020/21	Performance and Policy Manager
Maintain a skilled workforce	Ensuring that we are proactive in managing sickness and that we follow safe working practices in the delivery of services across the Directorate.	Average number of days lost due to sickness per FTE.  Health & Safety - near misses	< 8 per FTE  Proxy	Housing and Environmental Services Directorate Management Team
Achieve proper Corporate Governance	Relaunch Housing's Performance and Scrutiny function undertaken by tenants.	Number of service improvement reviews undertaken and action plans adopted.	1 - 2016/7 2 - 2017/8 4 - 2018/9 4 - 2019/20 4 - 2020/21	Performance and Policy Manager

## Projects

### People Projects

Aim	Project	Lead Officer	Quarter 1 Task/Milestone	Quarter 2 Task/Milestone	Quarter 3 Task/Milestone	Quarter 4 Task/Milestone
<b>To enable people to live independently</b>	Implement a gardening and low level support scheme to assist vulnerable households to maintain and remain in their own homes.	Performance and Policy Manager	Develop pilot scheme and engage stakeholders and key partners. Draft garden assistance policy and guidance. Submit bids for external funding.	Pilot scheme underway and monitored	Review of scheme and next steps.	Review of scheme and next steps.
<b>Protect and help support the most vulnerable, including those affected by financial challenges</b>	To establish a community food hub (CFH) within the Swadlincote urban core which recycles excess food from local retail outlets in order to provide cooking skills for local residents and to provide the offer of a hot, healthy meal for vulnerable and isolated tenants in a welcoming environment.	Performance and Policy Manager	6 CFH sessions delivered at Oaklands and 3 cooking for all sessions held in the district.  Development of 2 case studies to showcase the project.	6 CFH sessions delivered at Oaklands and 3 cooking for all sessions held in the district.	Project completes and handover to CVS.	None.
	Deliver projects and enhancements to the Orchard Housing Management system through an agreed improvement plan to deliver efficient and accessible services for tenants.	Performance and Policy Manager	Deliver against agreed projects for Q1 - to include Merge IT and Experian Rental Exchange.	Deliver against agreed projects for Q2 - to include Deeplake upgrade and Orchard module	Deliver against projects for Q3 including preparation for Liberty.	Deliver against projects for Q4 including preparation for Liberty.

## Place Projects

Aim	Project	Lead Officer	Quarter 1 Task/Milestone	Quarter 2 Task/Milestone	Quarter 3 Task/Milestone	Quarter 4 Task/Milestone
Connect with our communities, helping them feel safe and secure	Deliver a Value for Money South Derbyshire Dreamscheme by securing external funding to encourage young people to serve their community, engage and promote positive behaviour.	Performance and Policy Manager	Plan and deliver the allotment project to include, working with the community to engage young tenants, preparing the site and planting seeds.	Actively work with young tenants to maintain the site	Harvest the allotment and develop cooking skills workshops for young tenants aged 8 -18 using the home grown produce.	Review and impact assess all completed Dreamscheme projects and plan for 2017

## Progress Projects

No proposed projects for 2016/17.

## Outcome Projects

Aim	Project	Lead Officer	Quarter 1 Task/Milestone	Quarter 2 Task/Milestone	Quarter 3 Task/Milestone	Quarter 4 Task/Milestone
<b>Maintain customer focus</b>	Review and development of customer service standards following STAR feedback.	Performance and Policy Manager	Review existing standards and develop new standards for the directorate.	Undertake training for teams across the directorate.	Monitor new standards and establish benchmark to go live in 2017/18	Monitor new standards and establish benchmark to go live in 2017/18
	Achieve TPAS accreditation for the Resident Involvement Service in 2017/8.	Performance and Policy Manager	None	Develop an action plan to meet the findings of the TPAS audit.	Deliver on actions identified in action plan following the TPAS audit.	Deliver on actions identified in action plan following the TPAS audit.
	Develop our approach to Business Improvement and undertake a number of reviews each year to create innovative efficient services for tenants and customers.	Performance and Policy Manager	Develop approach to Business Improvement (BI) and undertake health check.	Adopt approach and produce a methodology for carrying out BI work.	Undertake one BI review.	Lessons learned and update methodology.
	Channel shift to online delivery of Housing publications by 2017.	Performance and Policy Manager	Deliver Housing News in May and update tenants. Serve Notice of Variation in May 2016 and new tenancy agreement goes live in June 2016	Campaign to gather and undertake contact details on Orchard.	Deliver combined Housing News and Annual Report.	Preparation for online delivery of publications in 2017/8.
	Implement the revised tenancy agreement and introduce flexible tenancies when required to do so by legislation.	Performance and Policy Manager		Promotion of new arrangements and update internal policies and procedures.	Monitor any changes coming through Housing and Planning legislation.	Monitor any changes coming through Housing and Planning legislation.

# Housing Assets

## Performance Measures

### People Measures

Key Aims	Key actions to achieve the aim	Service Performance Measure	Target	PI Owner
Keeping residents happy, healthy, and safe	Better uses of previously adapted dwellings - Reduction in spend on adaptations, as properties would be specifically let on 'needs' basis.	<b>Private Adaptations - For level access showers/stair lifts.</b> Average time taken from receiving the referral to the completion work.	Monitor only	Housing Asset Manager
		<b>Council Adaptations - For level access showers/stair lifts.</b> Average time taken from receiving the referral to the completion of the adaptation work.	Monitor only	
		<b>Private Adaptations - For extensive major works.</b> Average time taken from receiving the referral to the completion of the adaptation work.	Monitor only	
		<b>Council Adaptations - For extensive major works.</b> Average time taken from receiving the referral to the of the adaptation work.	Monitor only	
Keeping residents happy, healthy, and safe	Ensuring that our tenants receive a right first time planned and responsive repairs service that meets their level of satisfaction.	Tenant Satisfaction with Improvement schemes	>97%	Housing Asset Manager
		Tenant Satisfaction with Responsive Repairs	>97%	
		Average number of calendar days taken to complete responsive repairs	10 working days	
		% of repairs completed at the first visit	75%	
		Number of repairs appointments kept	Benchmark	
		% of all Contractor jobs completed on time	95%	
		Number of units receiving major works each year	Proxy	

## Place Measures

Key Aims	Key actions to achieve the aim	Service Performance Measure	Target	PI Owner
To facilitate and deliver a range of integrated and sustainable housing and community infrastructure	Provide an efficient and well targeted adaptation service - Review number of adaptations undertaken to existing stock that are still relevant and providing critical support.	SAP rating following investment in improvement schemes (including heating, doors, windows, external wall & loft insulation)	62	Housing Asset Manager
		Percentage of local authority-owned non-decent dwellings	0%	
		% properties with a valid Annual Gas Safety Certificate	100%	
		Average time taken to re-let local authority homes (days) (excluding major voids)	<21 days	

## Progress Measures

No proposed measures for 2016/17.

## Outcomes Measures

No proposed measures for 2016/17.

## Projects

### People Projects

Aim	Project	Lead Officer	Quarter 1 Task/Milestone	Quarter 2 Task/Milestone	Quarter 3 Task/Milestone	Quarter 4 Task/Milestone
Developing the workforce of South Derbyshire to support growth in relation to aspirations, employability, skills and travel to work.	Implement necessary changes to improve the efficiency of the DLO.	Housing Asset Manager	On Hold - To facilitate completion of Phase 1 New Build	On Hold - To facilitate completion of Phase 1 New Build	Appoint Repairs Manager as project lead on the Modernising DLO Project	Fully agreed process/programme to move forward in conjunction with Unions and staff.

### Place Projects

Aim	Project	Lead Officer	Quarter 1 Task/Milestone	Quarter 2 Task/Milestone	Quarter 3 Task/Milestone	Quarter 4 Task/Milestone
Facilitate and deliver a range of integrated and sustainable housing and community infrastructure	Implement mobile updating facility for stock condition survey.	Housing Asset Manager	Procure mobile devices capable of running lifespan software	Deliver training to staff to operate mobile devices	Produce procedure for monitoring stock condition updates	Report on first 12 months operating mobile stock condition updates with recommendations for improvements /lesson learned.
Facilitate and deliver a range of integrated and sustainable housing and community infrastructure	To regenerate new and existing stock to bring them up to a lettable standard (Decent Homes).	Housing Asset Manager	Purchase schemes/properties, and provide specification for their upgrade to SDDC lettable standard	Appoint contractor to undertake improvement works	Complete improvement works	Let properties via the Council's choice based lettings system

### **Progress Projects**

No proposed projects for 2016/17.

### **Outcome Projects**

No proposed projects for 2016/17.

## Strategic Housing

### Performance Measures

No proposed measures for 2016/17.

### Projects

#### Place Projects

Aim	Project	Lead Officer	Quarter 1 Task/Milestone	Quarter 2 Task/Milestone	Quarter 3 Task/Milestone	Quarter 4 Task/Milestone
Facilitate and deliver a range of integrated and sustainable housing and community infrastructure	Deliver actions from the 2016/21 Housing Strategy.	Housing Strategy, Development and Regeneration Manager	Deliver actions due in Q1	Deliver actions due in Q2	Deliver actions due in Q3	Deliver actions due in Q4

No local projects proposed for People, Progress or Outcomes for 2016/17.

## Direct Services

### Performance Measures

No proposed measures for 2016/17.

### Projects

No local projects for 2016/17

## Environmental Health

### Performance Measures

#### People Measures

No proposed measures for 2016/17.

#### Place Measures

Key Aims	Key actions to achieve the aim	Service Performance Measure	Target	PI Owner
Connect with our communities, helping them feel safe and secure	Promote the Safer Neighbourhood concept.	Weekly additions to Facebook by the Safer Neighbourhood Warden team	52 per year	Environmental Health Manager
		Increase the reach of the Environmental Health Facebook page	>1,000 likes	
Deliver services that keep the District clean and healthy	Deliver efficient and responsive requests for help from our community.	Response times to requests for service to the environmental health service	1 day 83% 3 day 93% 5 day 98% 10 day 97%	Environmental Health Manager
Deliver services that keep the District clean and healthy		Proportion of service requests to environmental health which are still open after two months	18%	Environmental Health Manager
Deliver services that keep the District clean and healthy		% of food hygiene and industrial pollution control inspections completed in accordance with the Inspection Plans.	≥99%	Environmental Health Manager

## Progress Measures

Key Aims	Key actions to achieve the aim	Service Performance Measure	Target	PI Owner
Provide business support and promote innovation and access to finance, including in rural areas	Ensure early contact with new businesses to support them with regulatory compliance and signpost to other business support services.	% of registered food establishments which have been food hygiene risk rated.	>98%	Environmental Health Manager
Provide business support and promote innovation and access to finance, including in rural areas	Provide support and direction to enable the local retail food sector to minimise reputational risk.	% of ABC risk rated food businesses found to be 'broadly compliant'	>97%	Environmental Health Manager

## Outcomes Measures

No proposed measures for 2016/17.

# Projects

## People Projects

Aim	Project	Lead Officer	Quarter 1 Task/Milestone	Quarter 2 Task/Milestone	Quarter 3 Task/Milestone	Quarter 4 Task/Milestone
Use existing tools and powers to take appropriate crime enforcement action	Publish a quarterly enforcement activity report.	Environmental Health Manager	Develop a data collection and reporting process for enforcement data. Produce first draft report.	Agree with Chairman of E&DS on the need for and format of an appropriate report.	Publish issue 1 of the enforcement activity report (if required by members)	Publish issue 2 of the enforcement activity report (if required by members)
Protect and help support the most vulnerable, including those affected by financial challenges	Ensure decent, safe and healthy homes in the private sector. (Housing Strategy Objective 02a)	Environmental Health Manager	Produce an inspection plan for caravan sites.  Develop a specific project proposal to address excess cold in the rural rented sector.	Determine whether to invest in and implement the use of the BRE Housing Health Cost Calculator.	Draft and consult on a new Private Sector Renewals Policy (PSRP).  Obtain Committee approval for the PSRP.	Deliver the caravan sites inspection plan.  Publish a self-help guide to condensation control in rented properties.
Protect and help support the most vulnerable, including those affected by financial challenges	Reduce fuel poverty. (Housing Strategy Objective 02c)	Environmental Health Manager	Produce a GIS database of properties considered to be in fuel poverty.	Review the existing energy tariff deals available to those in fuel poverty and consider the development of appropriate projects.	Instruct all private sector landlords of the duty to ensure their stock have an energy rating of at least E.	'Dip test' private rented energy rating compliance in a small number of properties.
Protect and help support the most vulnerable, including those affected by financial challenges	Manage the Health & Wellbeing vulnerable people fund.	Environmental Health Manager	Manage access to the vulnerable people fund.	Manage access to the vulnerable people fund.	Manage access to the vulnerable people fund.  Produce year end fund report.	Manage access to the vulnerable people fund.
Reduce the amount of waste sent to landfill	Waste Less Save More top trumps.	Environmental Health Manager	TBC	TBC	TBC	TBC

## Place Projects

Aim	Project	Lead Officer	Quarter 1 Task/Milestone	Quarter 2 Task/Milestone	Quarter 3 Task/Milestone	Quarter 4 Task/Milestone
Use existing tools and powers to take appropriate enforcement action	Public Spaces Protection Order. (PSPO)	Environmental Health Manager	Production of draft PSPO following stage 1 consultation. Initiate public consultation based on the draft PSPO	Complete the public consultation. Draft a final PSPO	Seek Committee approval of the final draft PSPO	Implement and publicise
Facilitate and deliver a range of integrated and sustainable housing and community infrastructure	Unlock the potential of empty homes and minimise voids (Housing Strategy Objective 01c).	Environmental Health Manager	Identify through Council tax, priority properties for empty homes intervention. Draft an empty property intervention procedure.	Establish through investigations the baseline causes of the vacancy of the priority properties. Establish action plans for each priority property	Implement action plans	Implement action plan. Review policy and procedure on the basis of lessons learned. Set intervention targets for 17/18.
Connect with our communities, helping them feel safe and secure	Promote the Safer Neighbourhood concept.	Environmental Health Manager	Deliver 1 dog chipping promotional event	Deliver 1 smoking litter prevention event	Deliver 1 Green Dog Walker Pledge promotional event.	Deliver 1 Green Dog Walker Pledge promotional event.
Deliver services that keep the District Clean and Healthy	Ensure that food, water, housing, land and air all meet designated legal standards for human health.	Environmental Health Manager	Produce a work plan to ensure private water supplies meet EU Directive 98/83/EC. Produce a Food Law Service Plan for approval by Chair E&DS.	Deliver work plans (No specific targets)	Deliver work plans (No specific targets)	Review delivery of work plans. Revise targets for next year.
Connect with our communities, helping them feel safe and secure	Effectively manage stray dogs through a third party contractor.	Environmental Health Manager	Initiate tendering process.	Complete tendering process and award contract.	No target	Complete 6 month contract review

## Progress Projects

Aim	Project	Lead Officer	Quarter 1 Task/Milestone	Quarter 2 Task/Milestone	Quarter 3 Task/Milestone	Quarter 4 Task/Milestone
Provide business support and promote innovation and access to finance, including in rural areas	Better Business Regulation.	Environmental Health Manager	Publish 1 case study.	Publish 1 case study.  Develop a 'regulatory account managers' offering for local growth businesses.	Publish 1 case study.	Publish 1 case study.  Complete a Regulators Code audit of all relevant regulatory services.

## Outcomes Projects

Aim	Project	Lead Officer	Quarter 1 Task/Milestone	Quarter 2 Task/Milestone	Quarter 3 Task/Milestone	Quarter 4 Task/Milestone
Enhance environmental standards	Deliver campaigns to mitigate and aid adaptation of climate change and flooding.	Environmental Health Manager	Continue to monitor and evaluate opportunities for proactive climate change mitigation and adaptation across the district and internally	Develop a programme of flood risk management mitigation and adaptation activities across at risk communities in the district.	Produce and circulate for consultation a draft climate change mitigation and adaptation plan	Implement / deliver climate change mitigation and adaptation plan in line with consultation outcomes, ensure identified climate risks are subject to risk management framework and feature in action setting for 2017 and beyond

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REPORT TO:	ENVIRONMENTAL AND DEVELOPMENT SERVICES COMMITTEE	AGENDA ITEM: 9
DATE OF MEETING:	2 <sup>nd</sup> JUNE 2016	CATEGORY: DELEGATED/ RECOMMENDED
REPORT FROM:	CHIEF EXECUTIVE	OPEN/EXEMPT PARAGRAPH NO:
MEMBERS' CONTACT POINT:	EMMA McHUGH 01283 595 716 <a href="mailto:emma.mchugh@south-derbys.gov.uk">emma.mchugh@south- derbys.gov.uk</a>	DOC:
SUBJECT:	STREET TRADING	REF:
WARD(S) AFFECTED:	ALL	TERMS OF REFERENCE:

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## 1. Recommendations

- 1.1 That Members approve the publication of a notice of the Council's intention to increase the number of streets designated as consent streets for street trading purposes.

## 2. Purpose of Report

- 2.1 To provide Members with the necessary information to be able to give full consideration to the recommendation contained in paragraph 1.1 of this report.

## 3. Detail

- 3.1 Under Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982, a Council has the power to adopt the Schedule enabling them to control street trading in their District. This Council adopted Schedule 4 in April 1991 and designated streets in Swadlincote as consent streets therefore any person trading in these streets would require a consent from the Council.
- 3.2 In light of the recent changes to Swadlincote Town Centre, it is proposed to pass a resolution to increase the number of designated consent streets to include all streets within the boundary of the Town Centre as detailed on the map attached as **Appendix 1**.
- 3.3 Under the above Act, a resolution shall not be passed until a notice of the Council's intention to pass such a resolution has been published in a local newspaper circulating in the area and a copy of the notice served on the Chief Officer of Police and the Highways Agency.
- 3.4 Once the notice has been published, any representations received during the 28 day representation period will be considered.

3.5 After the consideration of any representations received, a further report will be produced for Members' consideration to pass a resolution to increase the number of designated consent streets and to adopt a Street Trading Policy.

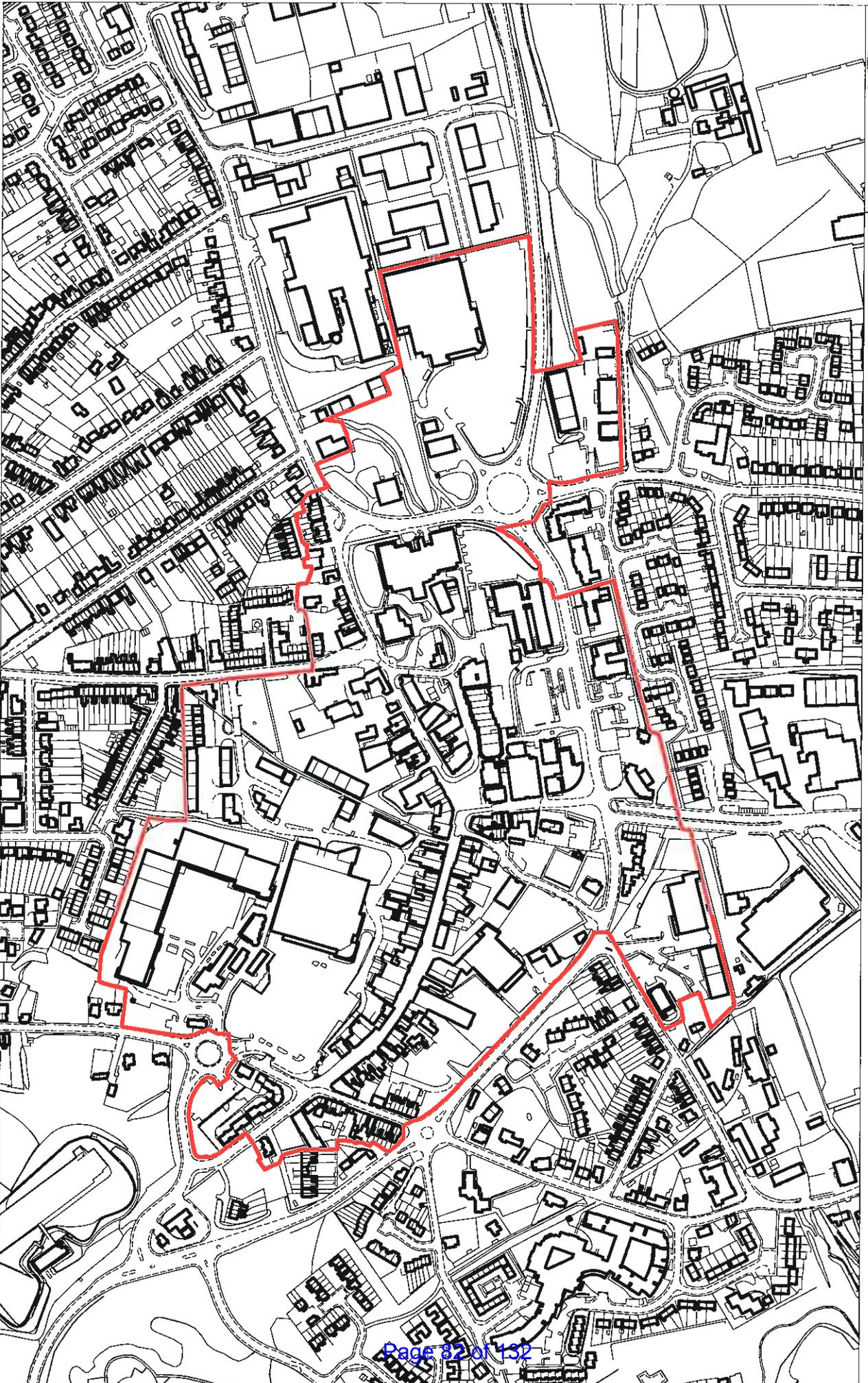
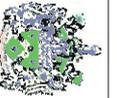
**4. Financial Implications**

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.



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**REPORT TO:** ENVIRONMENTAL AND DEVELOPMENT SERVICES COMMITTEE  
**AGENDA ITEM:** 10  
**DATE OF MEETING:** 2<sup>nd</sup> JUNE 2016  
**CATEGORY:** DELEGATED/RECOMMENDED  
**REPORT FROM:** CHIEF EXECUTIVE  
**OPEN/EXEMPT PARAGRAPH NO:**  
**MEMBERS' CONTACT POINT:** EMMA McHUGH 01283 595 716  
[emma.mchugh@south-derbys.gov.uk](mailto:emma.mchugh@south-derbys.gov.uk)  
**DOC:**  
**SUBJECT:** KEY PERFORMANCE INDICATORS – LICENSING DEPARTMENT  
**REF:**  
**WARD(S) AFFECTED:** ALL  
**TERMS OF REFERENCE:**

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**1. Recommendations**

1.1 That Members note the performance of the Licensing Department in relation to the Key Performance Indicators

**2. Purpose of Report**

2.1 To provide Members with an update on the Licensing Department and the Key Performance Indicators

**3. Detail**

3.1 As part of the audit of the Licensing Department held in 2014, service standards were put in place with regards to target times for the processing of complete applications and dealing with any complaints received by the Department.

3.4 The Licensing Department will provide a quarterly update as to the Department's performance against the service standards. The results for the previous two quarters are:

**Private Hire Licensing**

Type of Licence Application	February to April 2016
Private Hire Vehicles (5 days)	100%
Private Hire Drivers (10 days)	90%
Private Hire Operators (5 days)	100%

## Licensing Act 2003

Type of Licence Application	February to April 2016
Personal licence (10 days).	100%
Grant of premises licence (15 days after grant)	100%
Variation of designated (15 days after grant)	100%
Transfer of premises licence holder (15 days after grant)	100%
Variation of premises licence (15 days after grant)	100%
Minor variation of premises licence (15 days after grant)	100%
Temporary event notice (1 day)	100%

## Enforcement

Type of Application	February to April 2016
Acknowledgement of complaint within 2 days	100%
Letter detailing works required within 10 days	100%
Notify complainant of outcome of investigation within 10 days	100%

### 4. **Financial Implications**

4.1 There are no financial implications to the Council.

### 5. **Corporate Implications**

5.1 The service standards demonstrate that we support local businesses whilst protecting local residents which contribute directly to the corporate vision to make South Derbyshire a better place to live, work, and visit, and to the theme of sustainable growth and opportunity and safety and security.

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<b>REPORT TO:</b>	<b>ENVIRONMENTAL AND DEVELOPMENT SERVICES COMMITTEE</b>	<b>AGENDA ITEM: 11</b>
<b>DATE OF MEETING:</b>	<b>2<sup>nd</sup> JUNE 2016</b>	<b>CATEGORY: RECOMMENDED</b>
<b>REPORT FROM:</b>	<b>MIKE HAYNES- DIRECTOR OF HOUSING &amp; ENVIRONMENTAL SERVICES</b>	<b>OPEN</b>
<b>MEMBERS' CONTACT POINT:</b>	<b>MATT HOLFORD – ENVIRONMENTAL HEALTH MANAGER (EXT. 5856) matthew.holford@south-derbys.gov.uk</b>	<b>DOC:</b>
<b>SUBJECT:</b>	<b>AIR QUALITY ANNUAL STATUS REPORT – FINDINGS AND IMPLICATIONS</b>	<b>REF:</b>
<b>WARD(S) AFFECTED:</b>	<b>ALL</b>	<b>TERMS OF REFERENCE: EDS01</b>

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## **1. Recommendations**

- 1.1. That Members agree to issue the Annual Status Report (ASR) attached as Appendix A to this report as the Council's submission to DEFRA outlining the current status of air quality in South Derbyshire.
- 1.2. That Members agree to proposals 1 and 2 on page iv of the ASR (section titled Local Priorities and Challenges) and to receive a further report later in 2016/17 on specific proposals arising from this work prior to the development of the 2017-18 Performance Board for the Corporate Plan.

## **2. Purpose of Report**

- 2.1. To provide Members with an understanding of new evidence of the health impacts of air pollution and the changing role of local authorities following the release of new statutory guidance.
- 2.2. To provide members with information on latest measured air quality levels and air quality trends over the last 5 years.
- 2.3. To seek member approval for a proposed approach to responding to the changing role of local authorities given the current local air quality conditions.

## **3. Background**

- 3.1. Under Section 82 of the Environment Act 1995 all local authorities have a duty to undertake a periodic review and assessment of air quality within their administrative boundaries.
- 3.2. These review and assessments are intended to establish whether levels of the most common environmental air pollutants meet European standards to ensure the protection of human health. Where these standards (known in the UK as Air Quality

Objectives) are not being met, the local authority has a duty to declare an Air Quality Management Order and then to develop an Air Quality Action Plan which must show how the authority is “in pursuit of the achievement” of the Air Quality Objectives.

- 3.3. All previous assessments undertaken in South Derbyshire since 2001 have established that the Air Quality Objectives for the most common air pollutants are being met. In this respect South Derbyshire is in the minority of Councils in the UK. Recent information from DEFRA identified that 191 of the 326 local authorities in England have needed to declare an Air Quality Management Area due air quality failing to meet the Air Quality Objectives. Air quality in South Derbyshire can therefore be said to be historically very good.

#### **4. Recent National Policy Changes**

- 4.1. Since SDDC published its last report in 2015 there has been a significant shift in national air quality policy. Previously, all assessments were undertaken on a pass or fail basis, to determine if air quality met the quantitative Air Quality Objectives (see Appendix E, page 29 of the ASR).
- 4.2. However, there is an increasing body of evidence which suggests that for some pollutants, particularly those known as fine particulates (commonly referred to as PM<sub>2.5</sub>) there is no known safe level for exposure. Recognising the significant impact that poor air quality can have on health, the national Public Health Outcomes Framework now includes an indicator relating to fine particulate matter and its effects on mortality.
- 4.3. Following on from this, revised 2016 statutory guidance has introduced a ‘new role’ for local authorities in relation to this type of pollution which states “*we have introduced a PM<sub>2.5</sub> role for local authority air quality teams so that alongside measures to tackle other pollutants, they also consider action necessary to address PM<sub>2.5</sub> issues in their area, aligning their interests with those of public health officers*”.
- 4.4. In order to embed this new role within local authorities, DEFRA have produced a prescriptive new reporting format to the ASR, which not only requires Councils to report on measured air quality levels but also requires them to report on what they are doing to improve air quality generally, as well as specifically in relation to PM<sub>2.5</sub>.

#### **5. Recent Local Policy Changes**

- 5.1. Due to the increased evidence of the impact of air quality on health, the Derbyshire Health and Wellbeing Board requested that they receive a paper on the subject. The paper was presented to the May 11<sup>th</sup> Board which subsequently approved four recommendations, namely;
- To receive an annual report on the state of air quality in Derbyshire with particular reference to trends in NO<sub>2</sub> and PM;
  - To recommend to local planning authorities in Derbyshire that they adopt a joint Supplementary Planning Document on air quality;
  - To agree to the inclusion of an ‘Air Quality’ chapter within the JSNA and;
  - To consider the development of a working group on air quality improvement.

#### **6. Proposed Action**

- 6.1. Appendix A to this Committee report contains the proposed ASR submission covering the calendar year for 2015. In summary, the Report findings are as follows;
- That measured levels of the polluting gas nitrogen dioxide (NO<sub>2</sub>) continue to meet the Air Quality Objective across the whole of South Derbyshire;

- That the trend in air quality over the last five years is generally cause for optimism and that, on an area basis, all but one of the areas monitored has tended towards improvements in measured levels of NO<sub>2</sub>.
- Because we have never previously been required to assess local levels of PM<sub>2.5</sub>, we have very little understanding of the local sources of and exposure to PM<sub>2.5</sub>. We are therefore unable at this point to offer any coherent plan about what, if anything, can be done to address PM<sub>2.5</sub> issues in South Derbyshire.

6.2. In response to the recommendations of the Derbyshire Health and Wellbeing Board and in order to improve the local understanding of the sources and exposure to PM<sub>2.5</sub> we would propose to undertake the following actions;

6.2.1. We propose to utilise the guidance in the recently published LAQM TG(16) and the toolkit for public health professionals, published by DEFRA to evaluate and understand the local magnitude of PM<sub>2.5</sub>; identify key sources and identify in collaboration with partners identify the opportunities for exposure reduction.

6.2.2. We propose to issue local guidance on planning and air quality to help give due weight to air quality issues within planning application determinations.

## **7. Financial Implications**

7.1. The proposals have no immediate financial implications. The evaluation into the sources of PM<sub>2.5</sub> and their impacts will be undertaken in-house. A working group is currently producing draft guidance on planning and air quality on behalf of all East Midlands District Councils and we would propose to base any local guidance on the work of this group.

7.2. The longer term financial implications of further actions or policies arising from the proposed resolutions will be communicated to members in future reports.

## **8. Corporate Implications**

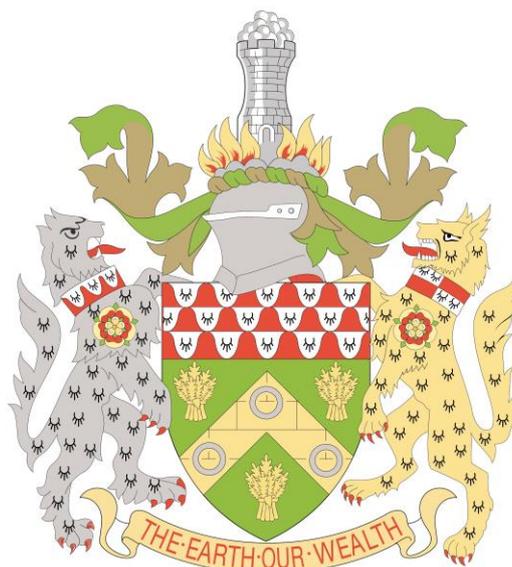
8.1. This report delivers on the Quarter 1 milestone of the Corporate Plan Place project "Air Quality meets Directive 2008/50/EEC and the Air Quality Strategy".

## **9. Community Implications**

9.1. The overall impact of the proposed recommendations are likely to be positive, however a fuller commentary on this will be provided in future reports when more detail on the outcomes are known.

## **10. Background Papers**

10.1. Copies of all previous South Derbyshire District Council air quality reports are available online.



# South Derbyshire District Council

## 2016 Air Quality Annual Status Report (ASR)

In fulfilment of Part IV of the  
Environment Act 1995  
Local Air Quality Management

April 2016

Local Authority Officer	Matthew Holford
Department	Environmental Health
Address	Civic Offices, Civic Way, Swadlincote, Derbyshire, DE11 0AH
Telephone	01283 595856
E-mail	matthew.holford@south-derbys.gov.uk
Report Reference number	SDDCASR16
Date	10 <sup>th</sup> May 2016

## Executive Summary: Air Quality in Our Area

This report summarises recent air quality data in South Derbyshire.

We monitor air quality at 17 locations representative of the highest likely exposure to the main sources of air pollution.

All monitoring locations demonstrated that nitrogen dioxide (NO<sub>2</sub>) levels in 2015 were below the annual average Air Quality Objective of 40 µg/m<sup>3</sup>. There is no evidence to suggest that any other air pollutants are exceeding or close to exceeding the Air Quality Objectives and therefore we do not currently propose to extend the monitoring network to include other pollutant species.

We are satisfied that air quality across South Derbyshire meets all health based statutory Objectives.

Local authorities have been given new duties to take measures to reduce fine particulates. This report contains some initial analysis of the predicted local sources of fine particulate and proposed measures to reduce particle emissions. We anticipate that work to control fine particulate will form an increasing part of our work in future years.

## Air Quality in South Derbyshire

Air pollution is associated with a number of adverse health impacts. It is recognised as a contributing factor in the onset of heart disease and cancer. Additionally, air pollution particularly affects the most vulnerable in society: children and older people, and those with heart and lung conditions. There is also often a strong correlation with equalities issues, because areas with poor air quality are also often the less affluent areas<sup>1,2</sup>.

The annual health cost to society of the impacts of particulate matter alone in the UK is estimated to be around £16 billion<sup>3</sup>.

The main pollutant of concern in South Derbyshire is nitrogen dioxide (NO<sub>2</sub>). This is a product of combustion, it's most dominant source being from road traffic.

Measured levels of nitrogen dioxide can vary quite significantly at each monitoring location from month to month and from year to year mainly due to fluctuations in weather, sunlight, traffic flows and compositions. Overall, the trends in measured levels of NO<sub>2</sub> in South Derbyshire are showing a reduction over the last five years;

- The High Street (A511) in Woodville continues to provide the most concern about a potential exceedence of the annual average Objective for NO<sub>2</sub>. We have four monitoring locations near to the clock island junction (High Street / Moira Road). Over the last five years air quality has marginally improved at two of these and marginally deteriorated at two. Overall air quality on High Street, Woodville has marginally improved over the last five years
- We have three monitoring locations in Repton. All three show an improving trend in air quality since we started monitoring in 2012.
- The average of the two monitoring locations in Overseal show a slight improvement over the last 5 years.
- The two monitoring locations in Church Gresley both show small improvements in air quality over the last 5 years.

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<sup>1</sup> Environmental equity, air quality, socioeconomic status and respiratory health, 2010

<sup>2</sup> Air quality and social deprivation in the UK: an environmental inequalities analysis, 2006

<sup>3</sup> Defra. Abatement cost guidance for valuing changes in air quality, May 2013

- Of the remaining monitoring locations, air quality has shown an improving trend in Hatton, Burnaston and Willington. Along the A444 there has been a slight deterioration in air quality over the last five years, although levels are still well below the air quality objectives.

Table 1 summarises the trends in air quality across all of our monitoring locations.

**Table 1 – Long Term Air Quality Monitoring Trends by Location**

Location	5 Year Air Quality Trend	Compliant with AQ Objectives?
High Street, Woodville	Improving	Yes
Church Gresley	Improving	Yes
Station Road, Hatton	Improving	Yes
Overseal	Improving	Yes
A444	Deteriorating	Yes
Repton	Improving	Yes
A38	Improving	Yes
Willington	Improving	Yes

## Actions to Improve Air Quality

Because air quality in South Derbyshire has never exceeded the Air Quality Objectives, the Council has not developed a specific programme or targets of air quality improvements. Currently the main interventions to improve air quality are based around;

- Making a positive contribution through the planning and development control process by requiring air quality mitigation appropriate to the impact of the development;
- Making a positive contribution through the Councils regulation of industrial emissions;

- Reducing our own emissions through a programme of continued environmental improvements to an accredited environmental management standard (ISO14001);
- Investigation and intervention of air pollution incidents;
- Utilising social media to promote predicted high air quality pollution episodes and enable sensitive individuals to manage the impact on them.

## Local Priorities and Challenges

The two main challenges over the next few years are to;

1. Start taking action to reduce emissions and exposure to PM<sub>2.5</sub> in accordance with the national priorities.

Statutory guidance issued by DEFRA in April 2016 gives local authorities a “*new role to work towards reducing emissions and concentrations of PM<sub>2.5</sub>, which is a very important area of focus due to the well-documented health impacts.*” (LAQM TG(16) para 1.22). Quite what this role will involve is as yet unclear and therefore we propose to develop this over the next reporting period of the next Annual Status Report. Therefore, over the next nine months we propose to utilise the guidance in the recently published LAQM TG(16) and the toolkit for public health professionals, published by DEFRA to evaluate and understand the local magnitude of PM<sub>2.5</sub>; identify key sources and identify in collaboration with partners identify the opportunities for exposure reduction.

2. Ensure that the anticipated high level of development across the District does not result in any exceedence of the air quality objectives, and;

The importance of giving appropriate consideration to air quality during the planning process has been recognised by the Derbyshire Health and Wellbeing Board who resolved on 11<sup>th</sup> March 2016 to “*Recommend to local planning authorities in Derbyshire that they adopt a joint Supplementary Planning Document on air quality*”. We propose to issue local guidance on planning and air quality to help give due weight to air quality issues within planning application determinations.

## How to Get Involved

The main contributions that our community can make to improving air quality are around minimising emissions from traffic and other sources and limiting exposure at times of poor air quality. Specifically that means avoiding unnecessary car use for short journeys, utilising public transport where possible, buying and maintaining low emissions vehicles and being linked in to the national alert system for predicted episodes of poor air quality. Full details are contained in the reference section.

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## 1 Local Air Quality Management

This report provides an overview of air quality in South Derbyshire during the 2015 calendar year. It fulfils the requirements of Local Air Quality Management (LAQM) as set out in Part IV of the Environment Act (1995) and the relevant Policy and Technical Guidance documents.

The LAQM process places an obligation on all local authorities to regularly review and assess air quality in their areas, and to determine whether or not the air quality objectives are likely to be achieved. Where an exceedance is considered likely the local authority must declare an Air Quality Management Area (AQMA) and prepare an Air Quality Action Plan (AQAP) setting out the measures it intends to put in place in pursuit of the objectives. This Annual Status Report (ASR) is an annual requirement showing the strategies employed by South Derbyshire District Council to improve air quality and any progress that has been made.

The statutory air quality objectives applicable to LAQM in England can be found in Table E.1 in Appendix E.

## 2 Actions to Improve Air Quality

### 2.1 Air Quality Management Areas

Air Quality Management Areas (AQMAs) are declared when there is an exceedance or likely exceedance of an air quality objective. After declaration, the authority must prepare an Air Quality Action Plan (AQAP) within 12-18 months setting out measures it intends to put in place in pursuit of the objectives.

South Derbyshire District Council currently does not have any AQMAs.

We have previously completed Detailed Assessments of air quality in both Repton and Overseal to investigate whether traffic emissions are causing breaches of EU Limit Values. The outcome of both assessments was that air quality in both of the villages was meeting, and was predicted to continue to meet, all of the relevant standards. Copies of these Detailed Assessments along with other recent air quality reports are on our [website](#).

### 2.2 Progress and Impact of Measures to address Air Quality in South Derbyshire

Despite the fact that there are no AQMAs in South Derbyshire, the Council has taken forward a number of measures during the current reporting year of 2015 in pursuit of improving local air quality. Key completed measures are:

- A total of 340 planning applications have been assessed for their impact on air quality and, where appropriate, mitigation has been implemented through the imposition of planning conditions.
- The Council, in collaboration with colleagues working in Public Health took a report to the Derbyshire Health and Wellbeing Board to get approval for various strategic measures to increase the profile of air quality including the production of supplementary planning guidance; the development of a multi-discipline air quality working group and annual reports on air quality progress to the Health Protection Board.
- The Council subscribes to the governments [Air Quality Bulletin](#) website in order to receive notification of predicted episodes of poor air quality. We utilise

our Facebook account <https://www.facebook.com/southderbys> to advise our local residents of any predicted high air pollution episodes.

- We use our regulatory powers to limit the amount of pollution being generated from industrial sites which we issue with environmental permits. Permit variations issued during 2014 and 2015 are anticipated to result in significant reductions in the total mass of particulate emitted from regulated sites.

## 2.3 PM<sub>2.5</sub> – Local Authority Approach to Reducing Emissions and or Concentrations

As detailed in Policy Guidance LAQM.PG16 (Chapter 7), local authorities are expected to work towards reducing emissions and/or concentrations of PM<sub>2.5</sub> (particulate matter with an aerodynamic diameter of 2.5µm or less). There is clear evidence that PM<sub>2.5</sub> has a significant impact on human health, including premature mortality, allergic reactions, and cardiovascular diseases.

The Public Health Outcomes Framework (PHOF) is a Department of Health data tool for England, intended to focus public health action on increasing healthy life expectancy and reducing differences in life expectancy between communities. The tool uses indicators to assess improvements. Recognising the significant impact that poor air quality can have on health, the PHOF includes an indicator relating to fine particulate matter (PM<sub>2.5</sub>).

The indicator in the PHOF reports the estimates fraction of all-cause adult mortality attributable to anthropogenic particulate air pollution (measured as fine particulate matter). Based on the latest available figures the position in South Derbyshire can be compared to the situation across the rest of England. This comparison is summarised in Table 2.1

**Table 2.1 Fraction of mortality attributable to particulate air pollution**

England Average	England Lowest	England Highest	East Midlands Average	Derbyshire Average	South Derbyshire
5.3%	3.5%	7.9%	5.6%	5.4%	5.4%

The estimated sources of PM<sub>2.5</sub> in South Derbyshire have been calculated from background air quality data published by DEFRA. The DEFRA data consists of

## South Derbyshire District Council

estimated background concentrations of PM<sub>2.5</sub> in each 1x1km grid square across all of South Derbyshire attributable to all of the main sources. The estimated average concentration across all 340km<sup>2</sup> and the maximum estimated concentration (expressed in milligrammes per cubic metre, µg/m<sup>3</sup>) from each of the main sources of are presented in Table 2.2.

**Table 2.2 Summary of the Average and Maximum Concentrations of PM<sub>2.5</sub> in South Derbyshire by 1x1km squares**

Source	Average Concentration µg/m <sup>3</sup>	Proportion of the total PM2.5	Maximum Concentration µg/m <sup>3</sup>
Motorway	0.00	0.0%	0.06
Trunk A	0.04	0.3%	0.23
Primary A	0.01	0.1%	0.05
Minor	0.03	0.3%	0.10
Brake and Tyre	0.11	1.1%	0.38
Road Abrasion	0.05	0.5%	0.19
Industry	0.25	2.4%	1.05
Domestic	0.08	0.7%	0.89
Rail	0.01	0.1%	0.07
Other	0.21	2.1%	1.49
Secondary	4.92	47.7%	5.07
Residual and salt	4.53	43.9%	5.51
Point sources	0.07	0.7%	1.26
TOTAL	10.31		

South Derbyshire is not currently taking any specific measures to address PM<sub>2.5</sub> beyond those already described in this report. The Council's newly published Corporate Plan 2016-21 contains under the 'Place' theme a commitment to "*Deliver services that keep the District clean and healthy*". Due consideration will be given to the need to specifically address PM<sub>2.5</sub> as part of the Council's annual review of the Action Plan to support the Corporate Plan in early 2017.

## **3 Air Quality Monitoring Data and Comparison with Air Quality Objectives and National Compliance**

### **3.1 Summary of Monitoring Undertaken**

#### **3.1.1 Automatic Monitoring Sites**

South Derbyshire District Council does not undertake any continuous air quality monitoring.

#### **3.1.2 Non-Automatic Monitoring Sites**

South Derbyshire District Council undertook non- automatic (passive) monitoring of NO<sub>2</sub> at seventeen (17) sites during 2015. Table A.1 in Appendix A shows the details of the sites.

Maps showing the location of the monitoring sites are provided in Appendix D. Further details on Quality Assurance/Quality Control (QA/QC) and bias adjustment for the diffusion tubes are included in Appendix C.

### **3.2 Individual Pollutants**

The air quality monitoring results presented in this section are, where relevant, adjusted for “annualisation” and bias. Further details on adjustments are provided in Appendix C.

#### **3.2.1 Nitrogen Dioxide (NO<sub>2</sub>)**

Table A. in Appendix A compares the ratified and adjusted monitored NO<sub>2</sub> annual mean concentrations for the past 5 years with the air quality objective of 40µg/m<sup>3</sup>.

For diffusion tubes, the full dataset of monthly mean values is provided in Appendix B.

#### **3.2.2 Particulate Matter (PM<sub>10</sub>)**

We do not carry out any routine monitoring of ambient particulate matter in South Derbyshire.

**3.2.3 Particulate Matter (PM<sub>2.5</sub>)**

We do not carry out any routine monitoring of PM<sub>2.5</sub> in South Derbyshire.

**3.2.4 Sulphur Dioxide (SO<sub>2</sub>)**

We do not carry out any routine monitoring of SO<sub>2</sub> in South Derbyshire

## Appendix A: Monitoring Results

Table A.1 – Details of Non-Automatic Monitoring Sites

Site ID	Site Name	Site Type	X OS Grid Ref	Y OS Grid Ref	Pollutants Monitored	In AQMA ?	Distance to Relevant Exposure (m) <sup>(1)</sup>	Distance to kerb of nearest road (m) <sup>(2)</sup>	Tube collocated with a Continuous Analyser?	Height (m)
1	Findern Lane, Burnaston	Roadside	430056	331100	NO2	No	N	<1m	No	
2	27 High Street, Woodville	Roadside	431567	319138	NO2	No	Y 0.5m	4m	No	
3	Community Centre, Church Gresley	Urban background	429302	318628	NO2	No	Y 0m	20m	No	
4	Castle Hotel, Station Road, Hatton	Roadside	421480	329623	NO2	No	Y 10m	4m	No	
5	26 High Street, Woodville	Kerbside	431588	319085	NO2	No	Y 1.5m	1m	No	
6	8 High Street, Woodville	Roadside	431538	319150	NO2	No	Y <1m	4m	No	
7	Lullington Road, Overseal	Roadside	429454	315403	NO2	No	Y <1m	2m	No	
8	Lullington Road, Overseal	Roadside	429463	315389	NO2	No	Y <1m	30m	No	
9	97 Woodland Road, Stanton	Roadside	427002	319850	NO2	No	Y<1m	3m	No	

Site ID	Site Name	Site Type	X OS Grid Ref	Y OS Grid Ref	Pollutants Monitored	In AQMA ?	Distance to Relevant Exposure (m) <sup>(1)</sup>	Distance to kerb of nearest road (m) <sup>(2)</sup>	Tube collocated with a Continuous Analyser?	Height (m)
10	160 Burton Road, Castle Gresley	Kerbside	427618	318884	NO2	No	Y 5 m	1 m	No	
11	Library, Hartshorne Road, Woodville	Roadside	431501	319259	NO2	No	N	15m	No	
12	32 High Street Repton	Roadside	430507	326783	NO2	No	Y <1m	3m	No	
13	37 & 35 High Street Repton	Roadside	430506	326812	NO2	No	Y <1m	1.5m	No	
14	The Priory, High St, Repton,	Kerbside	430441	326897	NO2	No	Y <1m	1m	No	
17	210 High Street, Woodville	Roadside	432094	318761	NO2	No	Y 2m	2m	No	
18	2a Repton Road, Willington	Roadside	429394	328445	NO2	No	Y 1m (on opposite side of road)	1m	No	
19	9 Church Street, Church Gresley	Roadside	429702	318343	NO2	No	Y <1m	2m	No	

(1) 0m if the monitoring site is at a location of exposure (e.g. installed on/adjacent to the façade of a residential property).

(2) N/A if not applicable.

Table A.2 – Annual Mean NO<sub>2</sub> Monitoring Results

Site ID	Site Type	Monitoring Type	Valid Data Capture for Monitoring Period (%) <sup>(1)</sup>	Valid Data Capture 2015 (%) <sup>(2)</sup>	NO <sub>2</sub> Annual Mean Concentration (µg/m <sup>3</sup> ) <sup>(3)</sup>				
					2011	2012	2013	2014	2015
SDDC1	Roadside	Diffusion Tube	100%	100%	28.2	27.3	30.6	25.7	24.5
SDDC2	Roadside	Diffusion Tube	92%	92%	29.6	35.6	34.6	37.3	29.1
SDDC3	Urban background	Diffusion Tube	100%	100%	18.3	15.1	20.0	17.1	13.4
SDDC4	Roadside	Diffusion Tube	100%	100%	25.5	27.5	26.5	24.9	23.7
SDDC5	Roadside	Diffusion Tube	100%	100%	32.1	38.3	32.4	27.3	28.5
SDDC6	Roadside	Diffusion Tube	100%	100%	35.8	<b>43.5</b>	38.4	34.9	39.3
SDDC7	Roadside	Diffusion Tube	100%	100%	24.7	27.4	29.4	26.1	27.8
SDDC8	Roadside	Diffusion Tube	76%	76%	32.2	30.2	30.3	28.3	30.0
SDDC9	Roadside	Diffusion Tube	92%	92%	24.5	30.3	31.2	30.3	31.3
SDDC10	Kerbside	Diffusion Tube	84%	84%	30.8	31.5	32.8	29.1	32.9
SDDC11	Roadside	Diffusion Tube	42%	42%	26.2	30.2	33.7	26.0	33.2
SDDC12	Roadside	Diffusion Tube	100%	100%	-	31.2	30.0	21.3	21.8
SDDC13	Roadside	Diffusion Tube	93%	93%	-	30.9	27.1	20.5	21.0
SDDC14	Roadside	Diffusion Tube	84%	84%	-	<b>46.4</b>	<b>42.7</b>	30.7	33.4
SDDC17	Roadside	Diffusion Tube	92%	92%	-	<b>51.9</b>	35.7	30.3	33.2
SDDC18	Roadside	Diffusion Tube	92%	92%	-	<b>40.0</b>	35.0	29.1	33.0
SDDC19	Roadside	Diffusion Tube	100%	100%	-	31.9	26.9	24.4	25.5

Notes: Exceedances of the NO<sub>2</sub> annual mean objective of 40µg/m<sup>3</sup> are shown in **bold**.

NO<sub>2</sub> annual means exceeding 60µg/m<sup>3</sup>, indicating a potential exceedance of the NO<sub>2</sub> 1-hour mean objective are shown in **bold and underlined**.

(1) data capture for the monitoring period, in cases where monitoring was only carried out for part of the year.

(2) data capture for the full calendar year (e.g. if monitoring was carried out for 6 months, the maximum data capture for the full calendar year is 50%).

(3) Means for diffusion tubes have been corrected for bias. All means have been “annualised” as per Technical Guidance LAQM.TG16 if valid data capture for the full calendar year is less than 75%. See Appendix C for details.

## Appendix B: Full Monthly Diffusion Tube Results for 2015

Table B.1 – NO<sub>2</sub> Monthly Diffusion Tube Results - 2015

Site ID	NO <sub>2</sub> Mean Concentrations (µg/m <sup>3</sup> )												Annual Mean	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Raw Data	Bias Adjusted <sup>(1)</sup>
	SDDC1	34.3	36.1	28.1	23.6	20.5	19.2	23.9	27.9	29.7	38.4	35.7	46.1	30.3
SDDC2	67.4	36	43.5	43.7	32.2	26	Missing	30.9	6.3	53.2	27.7	28	35.9	29.1
SDDC3	22.4	19.7	19.4	17.5	12.4	10.3	11.6	11.7	16.6	23.8	17.5	16.3	16.6	13.4
SDDC4	44.4	32.9	17.6	24.9	23.8	22.1	27.9	23.1	33.2	41.5	28.1	32.2	29.3	23.7
SDDC5	51	39.8	40.5	38.8	31.4	31.1	31.8	32.2	34.5	22.7	34	34.7	35.2	28.5
SDDC6	67.8	59.7	43.4	55.9	47.5	41.1	37.1	43.5	42.7	44.8	51.6	47.6	48.6	39.3
SDDC7	45.2	35.1	37.7	37.7	27.1	29.5	26.4	29.2	39.5	45.8	28.5	30.1	34.3	27.8
SDDC8	Missing	40.3	35.6	Missing	Missing	28.9	34	36.9	36.4	52.8	30.2	38.6	37.1	30.0
SDDC9	Missing	40.5	41.6	41.8	29.5	30.4	35.8	40.2	41.3	50.4	34.9	38.9	38.7	31.3
SDDC10	53.1	41.4	Missing	39.2	37.8	37.9	37.1	Missing	45	51	35.1	28.1	40.6	32.9
SDDC11	Missing	36.4	Missing	Missing	Missing	39.1	40.2	Missing	Missing	47.2	42.3	Missing	41.0	33.2
SDDC12	38.4	26.9	30.3	25.4	20.5	18.9	18.8	21.7	27.3	34	31.9	29.1	26.9	21.8
SDDC13	35	22.6	29.8	24.7	21.9	19.7	21.1	20.5	30.7	33.5	Missing	25.1	25.9	21.0
SDDC14	61.3	44.3	46.4	Missing	27.4	30.8	37.6	33.9	48.9	45.4	Missing	35.9	41.2	33.4
SDDC17	53.7	35.5	Missing	46.5	32.7	28	32.9	36.6	46.2	55.3	43.6	40.1	41.0	33.2
SDDC18	50.3	30.9	Missing	45.5	40.4	37.6	39.9	40.5	47.8	46	35.1	34.2	40.7	33.0
SDDC19	44.2	33.9	47.7	32.2	26.5	20.5	26.3	24.7	29.5	37.6	31.2	23.6	31.5	25.5

(1) See Appendix C for details on bias adjustment

## Appendix C: Supporting Technical Information / Air Quality Monitoring Data QA/QC

### Diffusion Tube Bias Adjustment Factors

The bias adjustment factor for 2014 is based on the equivalent national studies reported on the DEFRA website for ESG Didcot 50% TEA diffusion tube surveys across the UK for 2014. These are summarised below;

Analysed By <sup>1</sup>	Method <sup>2</sup> <small>To undo your selection, choose (A) from the pop-up list</small>	Year <sup>3</sup> <small>To undo your selection, choose (All)</small>	Site Type	Local Authority	Length of Study (months)	Diffusion Tube Mean Conc. (Dm) (µg/m <sup>3</sup> )	Automatic Monitor Mean Conc. (Cm) (µg/m <sup>3</sup> )	Bias (B)	Tube Precision <sup>4</sup>	Bias Adjustment Factor (A) (Cm/Dm)
ESG Didcot	50% TEA in acetone	2015	R	Dumfries and Galloway Council	12	35	30	14.6%	G	0.87
ESG Didcot	50% TEA in acetone	2015	B	Gravesham Borough Council	12	40	30	34.1%	G	0.75
ESG Didcot	50% TEA in acetone	2015	B	Gravesham Borough Council	12	30	23	29.8%	P	0.77
ESG Didcot	50% TEA in acetone	2015	UI	North Lincolnshire	11	24	18	36.5%	P	0.73
ESG Didcot	50% TEA in acetone	2015	R	Swale BC	11	38	32	19.3%	P	0.84
ESG Didcot	50% TEA in acetone	2015	R	Swale BC	10	48	39	21.0%	G	0.83
ESG Didcot	50% TEA in acetone	2015	R	Swale Borough Council	11	40	34	19.7%	P	0.84
ESG Didcot	50% TEA in acetone	2015	R	Wrexham County Borough Council	12	19	19	0.6%	G	0.99
ESG Didcot	50% TEA in acetone	2015	UC	Cardiff Council	10	26	26	1.6%	G	0.98
ESG Didcot	50% TEA in acetone	2015	KS	Marylebone Road Intercomparison	12	104	81	27.9%	G	0.78
ESG Didcot	50% TEA in acetone	2015	R	Vale of White Horse District Council	11	34	29	15.7%	G	0.86
ESG Didcot	50% TEA in acetone	2015	UI	Stockton on Tees	12	24	18	29.4%	G	0.77
ESG Didcot	50% TEA in acetone	2015	R	Stockton on Tees	12	17	14	21.5%	G	0.82
ESG Didcot	50% TEA in acetone	2015	KS	Suffolk Coastal DC	12	44	35	26.0%	P	0.79
ESG Didcot	50% TEA in acetone	2015	SU	Thanet District Council	9	17	15	10.6%	G	0.90
ESG Didcot	50% TEA in acetone	2015	R	Thanet District Council	12	27	23	17.8%	G	0.85
ESG Didcot	50% TEA in acetone	2015	B	Medway Council	12	21	12	77.3%	G	0.56
ESG Didcot	50% TEA in acetone	2015	R	Medway Council	11	32	23	42.6%	G	0.70
ESG Didcot	50% TEA in acetone	2015	R	North East Lincolnshire Council	10	34	28	21.2%	P	0.83
ESG Didcot	50% TEA in acetone	2015	R	North East Lincolnshire Council	11	39	28	38.6%	G	0.72
ESG Didcot	50% TEA in acetone	2015	R	North East Lincolnshire Council	11	55	47	16.2%	G	0.86
ESG Didcot	50% TEA in acetone	2015		<b>Overall Factor<sup>5</sup> (21 studies)</b>				<b>Use</b>		<b>0.81</b>

### Summary of Lab Performance in AIR Proficiency Testing (AIR PT)

The following table summarises the results from the lab we use for our air quality monitoring analysis based on their participation in recent AIR NO2 PT rounds and the percentage (%) of results submitted which were subsequently determined to be **satisfactory** based upon a z-score of  $\leq \pm 2$  as defined above.

Air PT Round	AR001	AR003	AR004	AR006	AR007	AR009	AR010	AR012
	100%	100%	100%	100%	100%	87.5%	100%	100%



## Appendix D: Map(s) of Monitoring Locations

Figure 2.2a Map of Non-Automatic Monitoring Sites in Castle Gresley



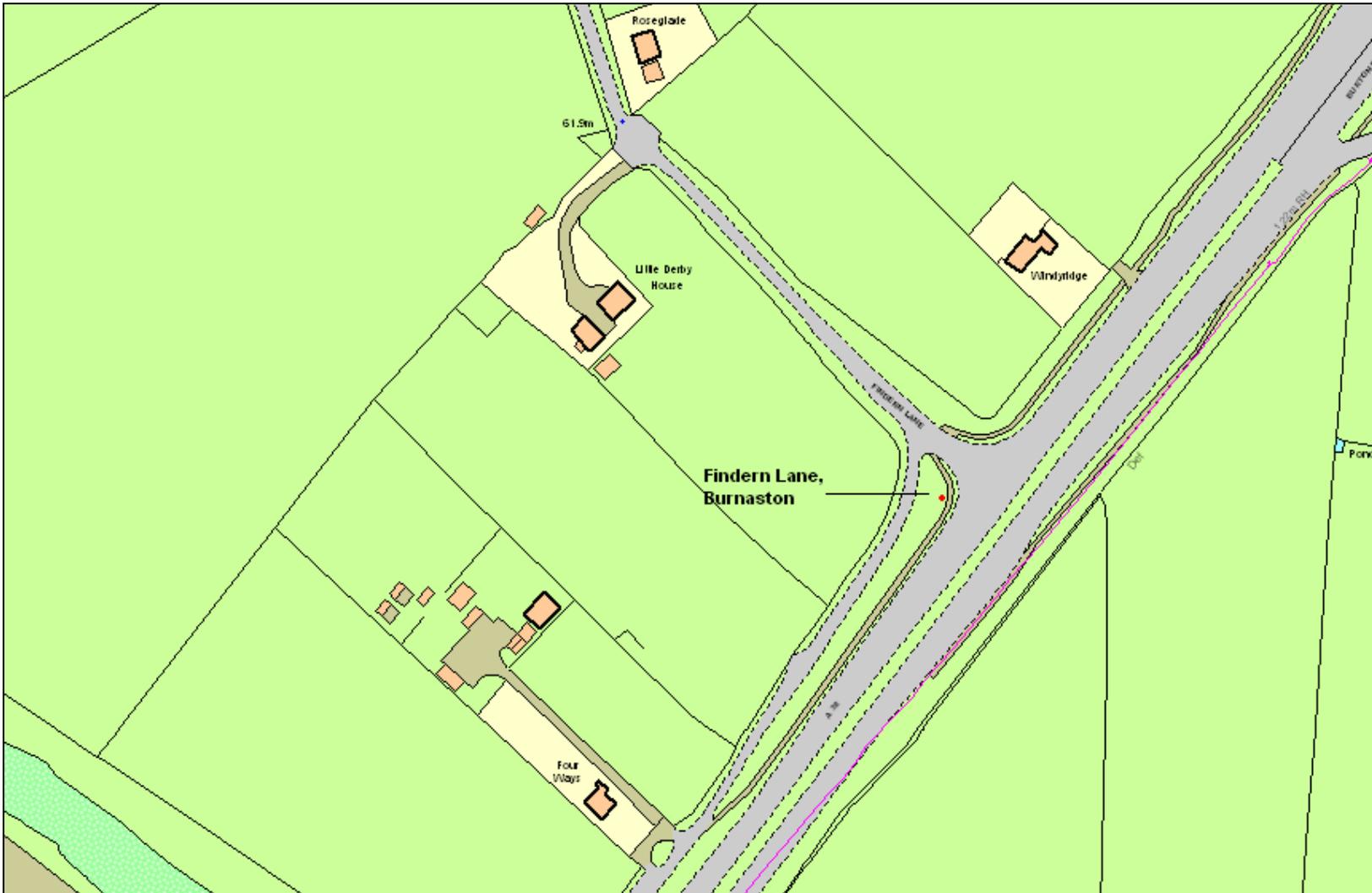
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Figure 2.2b Map of Non-Automatic Monitoring Sites on High Street, Woodville



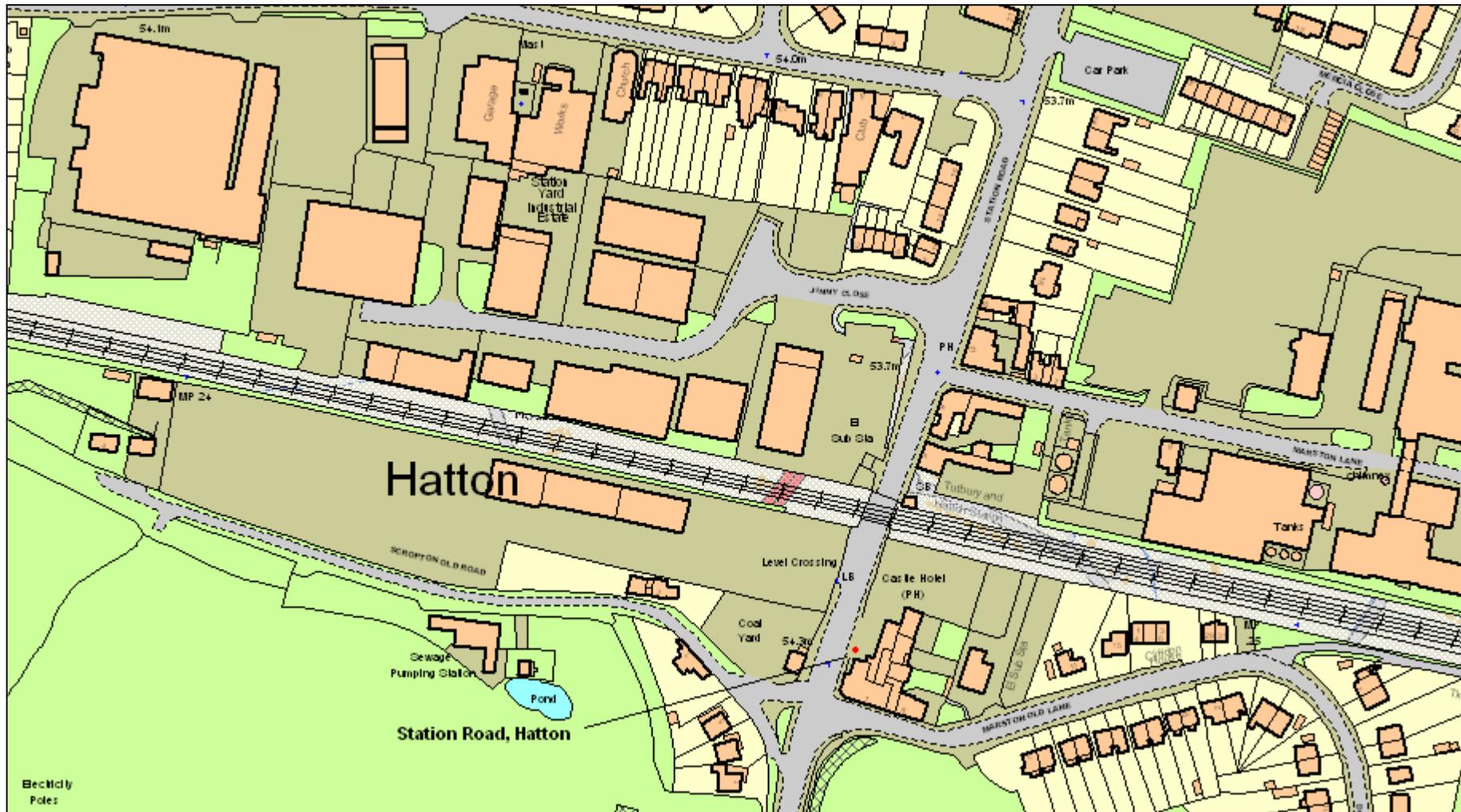
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Figure 2.2c Map of Non-Automatic Monitoring Site in Burnaston (A38)



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Figure 2.2d Map of Non-Automatic Monitoring Site in Hatton



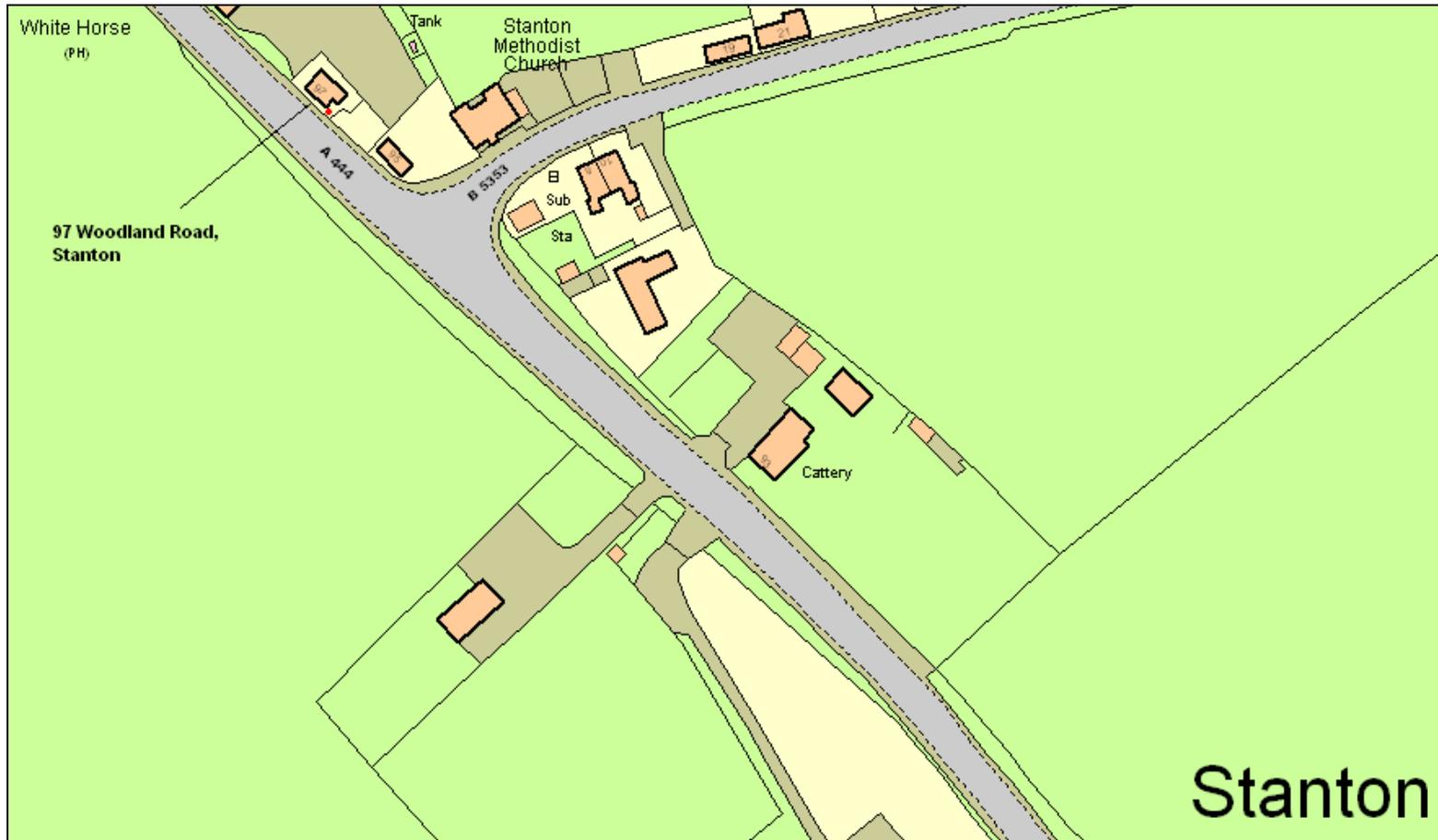
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Figure 2.2e Map of Non-Automatic Monitoring Sites in Overseal



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Figure 2.2f Map of Non-Automatic Monitoring Site in Stanton (A444)



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Figure 2.2g Map of Non-Automatic Monitoring Sites in Repton (Sites 20 & 21 were discontinued from December 2014)



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Figure 2.2h Map of Non-Automatic Monitoring Sites in Church Gresley (from October 2012)



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Figure 2.2i Map of Non-Automatic Monitoring Site in Willington



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Figure 2.2j Map of Additional Non-Automatic Monitoring Site in Woodville



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## Appendix E: Summary of Air Quality Objectives in England

Table E.1 – Air Quality Objectives in England

Pollutant	Air Quality Objective <sup>4</sup>	
	Concentration	Measured as
Nitrogen Dioxide (NO <sub>2</sub> )	200 µg/m <sup>3</sup> not to be exceeded more than 18 times a year	1-hour mean
	40 µg/m <sup>3</sup>	Annual mean
Particulate Matter (PM <sub>10</sub> )	50 µg/m <sup>3</sup> , not to be exceeded more than 35 times a year	24-hour mean
	40 µg/m <sup>3</sup>	Annual mean
Sulphur Dioxide (SO <sub>2</sub> )	350 µg/m <sup>3</sup> , not to be exceeded more than 24 times a year	1-hour mean
	125 µg/m <sup>3</sup> , not to be exceeded more than 3 times a year	24-hour mean
	266 µg/m <sup>3</sup> , not to be exceeded more than 35 times a year	15-minute mean

<sup>4</sup> The units are in microgrammes of pollutant per cubic metre of air (µg/m<sup>3</sup>).

## Glossary of Terms

Abbreviation	Description
AQAP	Air Quality Action Plan - A detailed description of measures, outcomes, achievement dates and implementation methods, showing how the local authority intends to achieve air quality limit values'
AQMA	Air Quality Management Area – An area where air pollutant concentrations exceed / are likely to exceed the relevant air quality objectives. AQMAs are declared for specific pollutants and objectives
ASR	Air quality Annual Status Report
Defra	Department for Environment, Food and Rural Affairs
DMRB	Design Manual for Roads and Bridges – Air quality screening tool produced by Highways England
EU	European Union
FDMS	Filter Dynamics Measurement System
LAQM	Local Air Quality Management
NO <sub>2</sub>	Nitrogen Dioxide
NO <sub>x</sub>	Nitrogen Oxides
PM <sub>10</sub>	Airborne particulate matter with an aerodynamic diameter of 10µm (micrometres or microns) or less
PM <sub>2.5</sub>	Airborne particulate matter with an aerodynamic diameter of 2.5µm or less
QA/QC	Quality Assurance and Quality Control
SO <sub>2</sub>	Sulphur Dioxide

## References

<b>REPORT TO:</b>	<b>ENVIRONMENTAL AND DEVELOPMENT SERVICES COMMITTEE</b>	<b>AGENDA ITEM: 12</b>
<b>DATE OF MEETING:</b>	<b>2<sup>nd</sup> JUNE 2016</b>	<b>CATEGORY: DELEGATED</b>
<b>REPORT FROM:</b>	<b>DIRECTOR OF COMMUNITY AND PLANNING SERVICES</b>	<b>OPEN</b>
<b>MEMBERS' CONTACT POINT:</b>	<b>RICHARD GROVES (01283) 595738</b> <a href="mailto:richard.groves@south-derbys.gov.uk">richard.groves@south-derbys.gov.uk</a>	<b>DOC:</b> u:/Richard/Committees/EDS29
<b>SUBJECT:</b>	<b>TOWARDS A MINERALS LOCAL PLAN FOR DERBY AND DERBYSHIRE – TOWARDS A VISION AND OBJECTIVES</b>	<b>REF:</b>
<b>WARD(S) AFFECTED:</b>	<b>ALL</b>	<b>TERMS OF REFERENCE: EDS03</b>

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### **1.0 Recommendations**

1.1 It is recommended that the comments made under the Section 7 of the report “Conclusions”, be forwarded to Derby City Council and Derbyshire County Council as the Council’s response to the consultation exercise.

### **2.0 Purpose of Report**

2.1 The purpose of the report is to obtain a Council response to the Derby City Council and Derbyshire County Council consultation “Towards a Minerals Local Plan for Derby and Derbyshire – Towards a Vision and Objectives”.

### **3.0 Detail**

3.1 As part of the on-going series of consultation exercises addressing the various aspects of their emerging Minerals Local Plan, Derby City Council and Derbyshire County Council have published a proposed Vision and Objectives for comment, as set out at Annexe A. Members will recall that other consultation papers dealing with different aspects of the emerging plan have been reported to previous meetings of the Environmental and Development Service, most recently the meeting of 3<sup>rd</sup> March 2016 (minute EDS/86 refers).

3.2 National Planning Policy sets out the need for the Minerals Plan to respond to a range of issues, including the particular characteristics and features of the area it covers. In Derbyshire, these include the type and quantity of available minerals; the extent of need for minerals; where geographical location of minerals deposits; where the minerals will be used; the relationship with the Peak District National Park; the environmental, economic and social impacts of mineral extraction; the cumulative impact of all minerals extraction activity; restoration, aftercare and after-use; sustainability and climate change.

3.3 A draft Vision and Objectives were published in 2010 as part of an Issues and Options consultation document. However, these have been redrafted for consultation to take account of the subsequently published National Planning Policy Framework and to reflect current National Planning Practice Guidance.

#### **4.0 Financial Implications**

4.1 There are no direct financial implications for the Council.

#### **5.0 Corporate Implications**

5.1 The emerging Minerals Plan has implications for the following key aims of the Corporate Plan:

- “Enhance environmental standards”, in that minerals working and subsequent site after uses can potentially have environmental and amenity implications in terms of noise, vibration, air quality, flood risk, contamination, ecological, landscape and traffic generation impacts.
- “Maintain a skilled workforce”, in that the minerals industry can generate local employment.
- “Help to influence and develop the infrastructure for economic growth” in that minerals development can often provide infrastructure benefits as part of a mitigation package.
- “Increase levels of participation in sport, health, environmental and physical activities”, in that mineral workings are often restored for recreational and ecological after- uses.

#### **6.0 Community Implications**

6.1 The emerging Minerals Plan has implications for the following themes of the Sustainable Community Strategy:

- “Sustainable communities” in that mineral workings potentially impact upon the environment and can provide economic and employment benefits.
- “Vibrant communities” in that mineral workings and their after uses can have implications for the perceived attractiveness of the District and for carbon emissions, particularly in regard to arrangements for the transport of materials.
- “A healthier and more active lifestyle across all communities”, in that mineral workings are often restored for recreational after-uses.

#### **7.0 Conclusions**

7.1 The Vision and Objectives for the minerals plan substantially address the issues of concern within South Derbyshire and can be supported, although it is considered the Council should make the following points in responding to the consultation:

7.2 Objective 1 could be clarified by indicating that rather than providing an “adequate number of sites”, the plan will seek to provide “adequate overall site capacity”, since potential output is not just a function of site numbers, but a variety of factors, including the size of the sites and the rates at which they can be worked within the limits imposed by the minerals planning authority.

7.3 It is considered that Objective 2 should be strengthened by indicating that the plan will seek to “maximise”, rather than “improve”, levels of secondary and recycled aggregates and the reuse of other materials.

7.4 Objective 3 is about the spatial distribution of minerals development. In the interests of clarity, it is considered that the reference to using the “highest standard of transport links” should be replaced by “the most sustainable transport links”, to ensure that the

three dimensions of sustainable development: environmental, social and economic, are properly addressed.

- 7.5 Objective 5 is concerned with minimising impacts on communities. It is considered that the policy should be strengthened by making clear that any adverse impacts will be mitigated.
- 7.6 In regard to Objective 6, the County Council's previously published Climate Change supporting paper emphasises the importance to wildlife of ensuring that water is managed so that water bodies, water courses and wetlands are receiving and retaining water for the benefit of wildlife and highlights that creating space for flood waters can also provide new habitats for wildlife. It is therefore considered that Objective 6 should be amended to indicate that as well as avoiding, minimising and mitigating potential adverse impacts on wildlife, minerals development should seek to maximise ecological benefits.
- 7.7 It is considered that Objective 8 is insufficiently robust in seeking to minimise and mitigate flood risk. The National Planning Policy Framework requires that where development in the floodplain is necessary it must be made safe without increasing flood risk elsewhere. Furthermore, sand and gravel workings sometimes create potential for additional water storage capacity, thus helping to reduce the risk of downstream flooding. In light of this it is considered that Objective 8 should be amended to indicate that development will not lead to increased flood risk and will, where possible, reduce flood risk.

## **8.0 Background Papers**

Derby and Derbyshire Minerals Local Plan Review: Towards a Vision and Objectives	April 2016
Derby and Derbyshire Minerals Local Plan Review: Climate Change Supporting Paper	December 2015
National Planning Policy Framework, DCLG	March 2012

## Emerging Draft Vision

### Minerals Provision

Over the Plan period to 2030, Derbyshire will continue to provide a steady and adequate supply of minerals to meet its share of local and national needs. Minerals development will continue to reflect the importance of the industry to the area and to make a positive contribution to delivering the materials required to support planned growth and to sustain the local, regional and national economies, whilst protecting and enhancing the area's environment.

The supply of minerals will have the support of those who live and work in the area through the close co-operation between the minerals industry, local communities, local authorities within and adjacent to the area and all other interested parties.

### Sustainable Development

Minerals development will be located, designed and operated in accordance with the economic, social and environmental principles of sustainable development. Minerals will continue to be recognised as a valuable natural resource whereby they are extracted and used as efficiently as possible and the maximum benefit is obtained by reusing minerals wherever possible.

### Spatial Distribution of Minerals Development

Within natural geological constraints, minerals development will be located in areas to optimise the match between the locations of supply and demand and which allow the use of the most sustainable form of transport.

### Safeguarding of Mineral Resources and Facilities

Mineral resources and the facilities which enable the sustainable processing and transport of extracted minerals will be safeguarded from inappropriate development.

### Protection of Local Communities, the Natural and Built Environment and Cumulative Impacts

Minerals developments will contribute to the protection of the areas outstanding environmental assets and the quality of the built environment. All developments will be located, designed and operated in accordance with the highest practicable standards to ensure that they do not adversely impact on the historic environment, landscape character and biodiversity of the area and will incorporate proposals to ensure that sites are restored to the most appropriate use, providing maximum benefit to the area and local communities.

Minerals development will also be located, designed, operated and restored to prevent any adverse cumulative impacts on the area, either as a direct result of the development or in association with other developments.

### Protection of the Peak District National Park

Derbyshire will help to protect the special quality and characteristics of the Peak District National Park area by assisting in achieving a progressive reduction of minerals obtained from sites in the Peak Park.

### Flood Risk and Climate Change

Minerals developments will be located, designed and operated in ways which help to reduce flood risk and maintain or enhance water quality. Developments will also be located, designed and operated to ensure that impacts on climate change are minimised.

## **Emerging Draft Objectives**

The Plan will need to include appropriate mechanisms to ensure that the Vision is delivered. The identification of Objectives is one way the Plan can express the mechanisms that it will include. Some aspects of the Vision may only be deliverable by one particular mechanism whilst other could be delivered by a variety of methods and a variety of different methods in combination. The list below identifies those mechanisms and methods that could be used for this purpose.

### **Objective 1 - Ensuring a Steady and Adequate Supply of Minerals**

The provision for a steady and adequate supply of minerals will be delivered by the identification and maintenance of future supply requirements in line with national planning policy and locally agreed estimates. This will include the figures identified in the Local Aggregate Assessment and maintaining adequate landbanks for other minerals and the provision of an adequate number of sites.

### **Objective 2 - Delivering Sustainable Minerals Development**

Delivering sustainable minerals development will be achieved by the combined implementation of all the policies and proposals of the new Plan. It will include the location of new and extended mineral extraction sites in areas which can help deliver the economic, social and environmental principles of sustainable development and by ensuring the more efficient exploitation and use of primary mineral resources by minimising waste, increasing levels of secondary and recycled aggregates and the reuse of all other minerals.

### **Objective 3 - Achieving the most Appropriate Spatial Distribution of Mineral Development**

This includes developing locational policy which encourages new or extended minerals developments in locations as near as possible to where they will be used and which can be delivered using the highest standard of transport links. The locational policy will be developed with regard to the restrictions which are imposed by choices being limited to where mineral resources are present and to sites which are genuinely deliverable.

### **Objective 4 – Safeguarding Mineral Resources and Facilities**

Mineral resources and the facilities which are used to process and transport extracted minerals will be protected from inappropriate development that would impair their availability and use for future generations. This will include the identification and safeguarding of surface and underground mineral resources of local and national importance, important aggregates supply and transport infrastructure such as rail heads, coating and concrete plants and effective co-operation with the district and borough councils in the area.

### **Objective 5 – Minimising Impacts on Communities**

The Plan will minimise the potential adverse impacts of minerals development on local communities in the area by protecting their existing amenity, quality of life, social fabric and health. Particular emphasis will be given to the need to prevent further cumulative impacts. This will include developing locational policy to ensure the appropriate separation between minerals sites and the places where people live and work, policies which promote the highest standards of design and operation and setting out criteria to ensure that only acceptable development proposals are allowed.

### **Objective 6 – Protecting the Natural and Built Environment**

The Plan will conserve and enhance the area's natural and built environment, including its distinctive landscapes, habitats, wildlife and other important features by avoiding, minimising and mitigating potential adverse impacts of minerals developments.

### **Objective 7 – Protecting the Peak District National Park**

The Plan will continue to help protect and preserve the special qualities and characteristics of the Peak District National Park through the implementation of its policies and proposals. This will include making sufficient provision for minerals from within the Plan area to help achieve a progressive reduction in mineral extraction from the Peak Park area to help minimise the impacts of further developments.

### **Objective 8 – Minimising Flood Risk and Climate Change**

The Plan will seek to minimise and mitigate the risk of flooding and the impacts of climate change arising from minerals developments. This will include the development of locational policy to avoid inappropriate locations and encouraging well designed and operated developments that make provision for the management of water, minimise the use of machinery emissions and transport, the location and use of processing plant and by securing appropriate forms of restoration which address how sites interact with their surroundings in the longer term.

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<b>REPORT TO:</b>	<b>ENVIRONMENTAL AND DEVELOPMENT SERVICES COMMITTEE</b>	<b>AGENDA ITEM: 13</b>
<b>DATE OF MEETING:</b>	<b>2<sup>nd</sup> JUNE 2016</b>	<b>CATEGORY: DELEGATED</b>
<b>REPORT FROM:</b>	<b>DIRECTOR OF COMMUNITY AND PLANNING SERVICES/ DIRECTOR OF HOUSING AND ENVIRONMENTAL SERVICES</b>	<b>OPEN</b>
<b>MEMBERS' CONTACT POINT:</b>	<b>STUART BATCHELOR (Ext. 5820) MIKE HAYNES (Ext. 5775)</b>	<b>DOC:</b>
<b>SUBJECT:</b>	<b>WORK PROGRAMME 2016/17</b>	<b>REF:</b>
<b>WARD(S) AFFECTED:</b>	<b>ALL</b>	<b>TERMS OF REFERENCE: N/A</b>

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## **1.0 Recommendations**

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

## **2.0 Purpose of Report**

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

## **3.0 Detail**

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

## **4.0 Financial Implications**

4.1 None arising directly from this report.

## **5.0 Background Papers**

5.1 Work Programme.

**Environmental & Development Committee – 2<sup>nd</sup> June 2016**  
**Work Programme 2016 onwards**

<b>Work Programme Area</b>	<b>Date of Committee meetings</b>	<b>Contact Officer (Contact details)</b>
<b>Reports Previously Considered By Last 3 Committees</b>		
Service Base Budgets 2016/17	7 <sup>th</sup> January 2016	Kevin Stackhouse Director of Finance & Corporate Services (01283 595811)
Diesel Road Roller	7 <sup>th</sup> January 20146	Nicola Sworowski Planning Policy Manager (01283 595983)
Hartshorne Conservation Area Analysis	7 <sup>th</sup> January 2016	Neil Robertson Conservation Officer (01283 595983)
Corporate Plan 2009-15: Performance Management Report 1st October -31st December 2015)	3 <sup>rd</sup> March 2016	Keith Bull Head of Communications (01283 228705)
Derby and Derbyshire Minerals Local Plan Update	3 <sup>rd</sup> March 2016	Kevin Exley Planning Policy Officer (Sustainability) (01283 598717)
Key Performance Indicators – Licensing Department	3 <sup>rd</sup> March 2016	Emma McHugh Senior Licensing Officer (01283 595716)

Fixed Penalty Notice sanctions under the Unauthorised Deposit of Waste (Fixed Penalty) Regulations	14 <sup>th</sup> April 2016	Matt Holford Environmental Health Manager (01283 595856)
Local Development Scheme	14 <sup>th</sup> April 2016	Nicola Sworowski Planning Policy Manager (01283 595983)
Local Plan Part 2	14 <sup>th</sup> April 2016	Nicola Sworowski Planning Policy Manager (01283 595983)
<b>Provisional Programme of Reports To Be Considered by Committee</b>		
Air Quality Annual Status Report - findings and implications	2 <sup>nd</sup> June 2016	Matt Holford Environmental Health Manager (01283 595856)
2015/16 Performance Report	2 <sup>nd</sup> June 2016	Keith Bull Head of Communications 01283 228705
2016/17 Service Plans	2 <sup>nd</sup> June 2016	Stuart Batchelor / Mike Haynes / Frank McArdle Service Directors (01283) 595702
Street Trading	2 <sup>nd</sup> June 2016	Emma McHugh Senior Licensing Officer (01283 595716)

Key Performance Indicators – Licensing Department	2 <sup>nd</sup> June 2016	Emma McHugh Senior Licensing Officer (01283 595716)
Towards a Minerals Local Plan for Derby and Derbyshire – Towards a Vision and Objectives	2 <sup>nd</sup> June	Richard Groves Planning Policy Officer (01283 595738)
Performance Reports	18 <sup>th</sup> August 2016	Keith Bull Head of Communications 01283 228705
Vehicle Management Policy including vehicle replacement plan.	18 <sup>th</sup> August 2016	Adrian Lowery Direct Services Manager (01283 595764)
Sex Establishment Policy	18 <sup>th</sup> August 2016	Emma McHugh Senior Licensing Officer (01283 595716)
Local Plan Part 2 – consultation report	18 <sup>th</sup> August 2016	Nicola Sworowski Planning Policy Manager (01283 595983)
Hartshorne Conservation Area	18 <sup>th</sup> August 2016	Nicola Sworowski Planning Policy Manager (01283 595983)
Economic Development Strategy	29 <sup>th</sup> September 2016	Mike Roylance Economic Development Manager (01283 595725)

Key Performance Indicators – Licensing Department	29 <sup>th</sup> September 2016	Emma McHugh Senior Licensing Officer (01283 595716)
River Mease DCS 2	29 <sup>th</sup> September 2016	Kevin Exley Planning Policy Officer (Sustainability) (01283 228717)
Local Plan Part 2 Regulation 19	29 <sup>th</sup> September 2016	Nicola Sworowski Planning Policy Manager (01283 595983)
Draft Waste Local Plan	29 <sup>th</sup> September 2016	Richard Groves Planning Policy Officer (01283 595738)
Draft Minerals Local Plan	17 <sup>th</sup> November 2016	Richard Groves Planning Policy Officer (01283 595738)
Healthier Communities – Urban planning and growth	17 <sup>th</sup> November 2016	Vicky Smyth Health Partnership Manager 01283 595776
Performance Reports	17 <sup>th</sup> November 2016	Keith Bull Head of Communications 01283 228705
Driving at Work Policy	17 <sup>th</sup> November 2016	Adrian Lowery Direct Services Manager (01283 595764)

Corporate Enforcement Policy	17 <sup>th</sup> November 2016	Matt Holford Environmental Health Manager (01283 595856)
Public Spaces Protection Order proposals	17 <sup>th</sup> November 2016	Matt Holford Environmental Health Manager (01283 595856)
Climate Change Adaptation and Flood Resilience	5 <sup>th</sup> January 2017	Matt Holford Environmental Health Manager (01283 595856)
Air Quality	5 <sup>th</sup> January 2017	Matt Holford Environmental Health Manager (01283 595856)
Performance Reports	2 <sup>nd</sup> March 2017	Keith Bull Head of Communications 01283 228705
The Waste (England and Wales) (Amendment) Regulations 2012	2 <sup>nd</sup> March 2017	Adrian Lowery Direct Services Manager (01283 595764)