

**Please ask for Democratic Services**  
Phone (01283) 595722 / 595848  
Typetalk 18001  
DX 23912 Swadlincote  
democraticservices@south-derbys.gov.uk

Our Ref: DS  
Your Ref:

Date: 9 August 2017

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, 17 August 2017 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, Mrs Hall, Mrs Patten, Roberts, Tipping and Wheeler

**Labour Group**  
Councillors Chahal, Dunn, Taylor and Tilley

## **AGENDA**

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

- 1** Apologies and to note any substitutions appointed for the meeting.
- 2** To receive the Open Minutes of the Meeting held on 1st June 2017.  
  
Environmental and Development Services Committee 1st June 2017 **4 - 7**  
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 2016-21 PERFORMANCE REPORT (1 APRIL **8 - 32**  
- 30 JUNE 2017)
- 8** PRIVATE HIRE LICENSING MANDATORY TRAINING CHILD **33 - 34**  
SEXUAL EXPLOITATION AWARENESS
- 9** INFINITY PARK GARDEN VILLAGE **35 - 47**
- 10** COMMITTEE WORK PROGRAMME REPORT **48 - 54**

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

- 11** 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.

- 12** To receive any Exempt questions by Members of the Council pursuant to Council procedure Rule No. 11.
- 13** To receive the Exempt Minutes of the Meeting held on 1st June 2017.

Environmental and Development Services Committee 1st June 2017  
Exempt Minutes

## ENVIRONMENTAL AND DEVELOPMENT SERVICES COMMITTEE

1<sup>st</sup> June 2017

### **PRESENT:-**

#### **Conservative Group**

Councillor Watson (Chairman), Councillor Muller (Vice-Chairman) and Councillors Coe, Mrs Hall, Harrison (substituting for Councillor Wheeler), Mrs Patten, Roberts and Tipping

#### **Labour Group**

Councillors Dunn, Taylor and Tilley

#### **In attendance**

Councillor Mrs Coe (Conservative Group)

#### EDS/1 **APOLOGIES**

Apologies for absence from the meeting were received from Councillors Mrs Brown and Wheeler (Conservative Group).

#### EDS/2 **MINUTES**

The Open Minutes of the Meeting held on 26<sup>th</sup> April 2017 were noted, approved as a true record and signed by the Chairman.

#### EDS/3 **DECLARATIONS OF INTEREST**

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

#### EDS/4 **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/5 **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/6 **REPORTS OF THE OVERVIEW & SCRUTINY COMMITTEE**

There were no Overview and Scrutiny Reports to be submitted.

**MATTERS DELEGATED TO COMMITTEE**EDS/7 **KEY PERFORMANCE INDICATORS – LICENSING DEPARTMENT****RESOLVED:**

*Members noted the performance of the Licensing Department in relation to the Key Performance Indicators.*

EDS/8 **CORPORATE PLAN 2016-21: PERFORMANCE REPORT (1 JAN – 31 MARCH 2017)****RESOLVED:**

*Members noted progress against the performance targets.*

EDS/9 **SERVICE PLANS 2017/18**

The Director of Community and Planning Services, the Chief Executive, the Environmental Health Manager and Economic Development Manager each presented elements of the report to Committee.

Members raised queries and comments relating to the Section 106 contribution process, town events such as the Arriva cycle race starts / finishes, empty homes, derelict premises, recycling and food premises hygiene ratings, each responded to by the officers present.

**RESOLVED:**

*Members approved the Service Plans for Community and Planning Services, Housing and Environmental Services and the Chief Executive's Directorate as the basis for service delivery over the period 1 April 2017 to 31 March 2018.*

EDS/10 **SWADLINCOTE TOWN CENTRE GRANT SCHEME**

The Economic Development Manager presented the report to Committee.

Members noted the growing number of charity shops in the town and commented on other options for the site in question, the level of agreement amongst premises owners and timescales for the proposed works, whilst another questioned whether the work equated to effective use of council funds. These matters were addressed by the Chief Executive and Economic Development Manager.

**RESOLVED:**

*1.1 Members approved the operation of a new Swadlincote Town Centre Grant Scheme.*

*1.2 Members approved the Design Brief for No.s 5-15 West Street, Swadlincote.*

Abstentions: Councillors Dunn, Taylor and Tilley.

**EDS/11 CORPORATE ANTI-SOCIAL BEHAVIOUR POLICY**

The Communities Manager presented the report to Committee.

Members raised concerns regarding security at particular sites and work with housing associations on anti-social matters. With regard to the former it was agreed that the matter be referred to the Director of Housing as it constituted a housing matter. In relation to housing associations, assurances were given by the Communities Manager that liaison with housing associations and the police, where required, was ongoing. Issues regarding individual's unwillingness to report matters to either the police or the council were also discussed, although it was felt that further promotion and a new system would assist in this respect.

**RESOLVED:**

***Members approved a new Corporate Anti-Social Behaviour Policy.***

**EDS/12 DESIGN SUPPLEMENTARY PLANNING DOCUMENT AND AIR QUALITY**

The Planning Policy Officer and Environmental Health Manager presented the report to Committee.

Members queried the consultation process, timescales, tree planting guidelines, consultation publicity, the emphasis on property frontage rather than rear garden space and the often inadequate garage widths, all issues that were responded to by the presenting officers. Members also asked that they be kept informed of the consultation periods and locations.

**RESOLVED:**

***1.1 Members approved the revisions to the South Derbyshire Design Supplementary Planning Document to include additional content in relation to air quality and to capture the recommendations from the Environmental and Development Services Committee Meeting held on 26th April 2017.***

***1.2 Members agreed that a separate Air Quality Supplementary Planning Document is not required.***

**EDS/13 ENFORCEMENT AND COMPLIANCE REPORT**

The Environmental Health Manager presented the report to Committee.

Members raised issues in relation to waste disposal, householder's duty of care, enforcement outcomes, notice service, police support, additional waste collection services and recycling methods, all addressed by the Environmental Health Manager.

**RESOLVED:**

***Members were satisfied that the Council is using its regulatory powers in a way proportionate to the demands for all regulatory services it provides.*** Page 6 of 54

EDS/14 **COMMITTEE WORK PROGRAMME**

**RESOLVED:**

*Members considered and approved the updated work programme.*

EDS/15 **LOCAL GOVERNMENT ACT 1972 AS AMENDED BY THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

**RESOLVED:-**

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

**MINUTES**

*The Exempt Minutes of the Meeting held on the on 26<sup>th</sup> April 2017 were received.*

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

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

The meeting terminated at 7.30pm.

COUNCILLOR P WATSON

CHAIRMAN

<b>REPORT TO:</b>	<b>ENVIRONMENTAL AND DEVELOPMENT SERVICES</b>	<b>AGENDA ITEM: 7</b>
<b>DATE OF MEETING:</b>	<b>17<sup>th</sup> AUGUST 2017</b>	<b>CATEGORY: DELEGATED</b>
<b>REPORT FROM:</b>	<b>CORPORATE MANAGEMENT TEAM</b>	<b>OPEN DOC:</b>
<b>MEMBERS' CONTACT POINT:</b>	<b>GED LUCAS (EXT. 5775) STUART BATCHELOR (EXT. 5820)</b>	
<b>SUBJECT:</b>	<b>CORPORATE PLAN 2016-21: PERFORMANCE REPORT (1 APRIL – 30 JUNE 2017)</b>	
<b>WARD (S) AFFECTED:</b>	<b>ALL</b>	<b>TERMS OF REFERENCE: G</b>

**1.0 Recommendations**

1.1 That progress against performance targets is considered.

**2.0 Purpose of Report**

2.1 To report progress against the Corporate Plan for the period 1 April to 30 June under the themes of People, Place, Progress and Outcomes.

**3.0 Detail**

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

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

**People**

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

**Place**

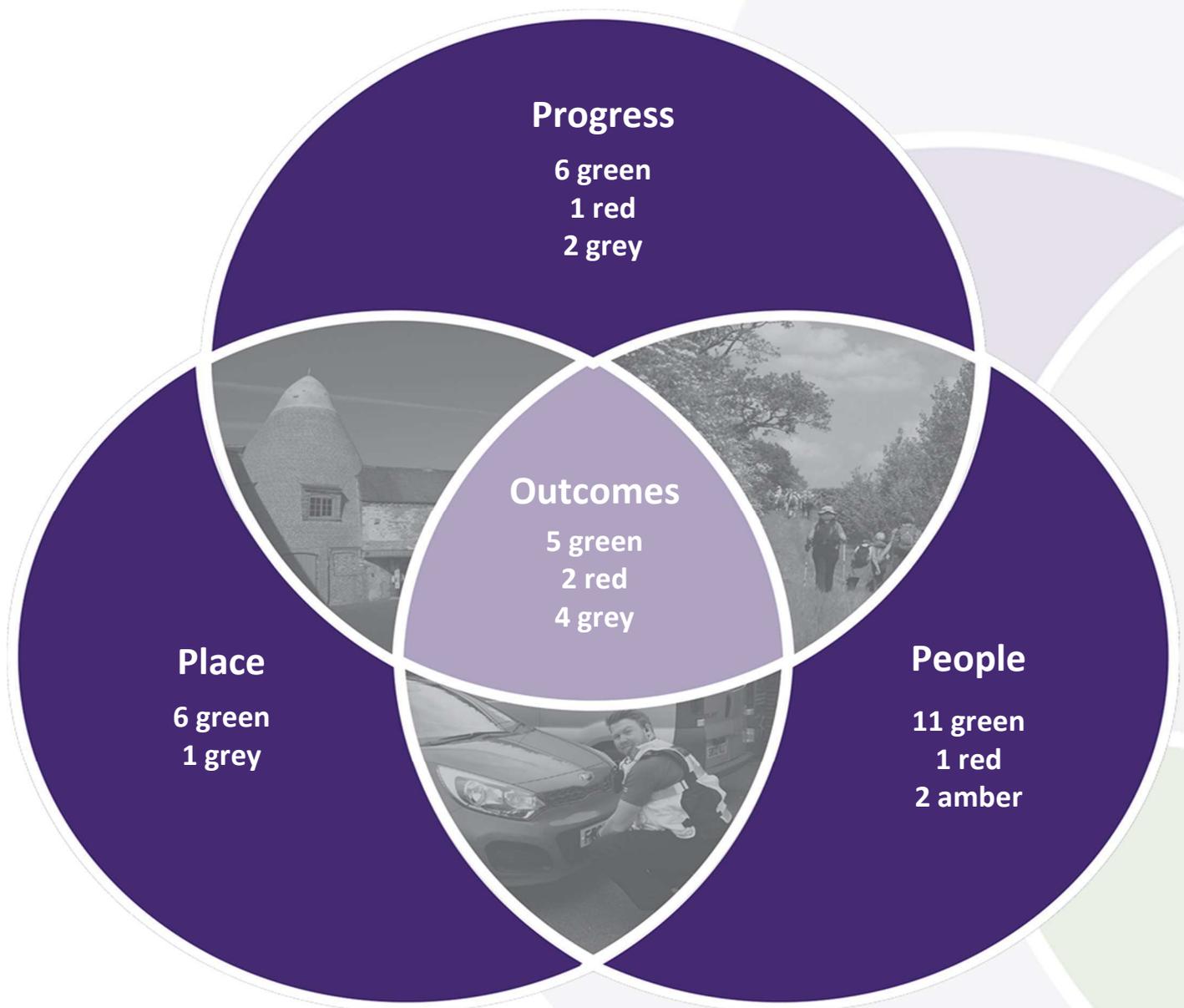
- *Facilitate and deliver integrated and sustainable housing and community infrastructure*
- *Enhance understanding of the planning process*
- *Help maintain low crime and anti-social behaviour levels in the District*
- *Connect with our communities, helping them feel safe and secure*
- *Deliver services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

**Progress**

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

These aims are underpinned by outcomes including financial health, improved customer focus, good governance, enhanced environmental standards and maintaining a skilled workforce.

- 3.3 Of the 17 measures and projects under the jurisdiction of the Environmental and Development Services Committee, nine are showing green, two red, two amber (waste and recycling figures not yet available) and four are grey.
- 3.4 More information can be found in the Performance Board in **Appendix A**. A detailed breakdown of performance for Environmental and Development Services is available in the Success Areas and Performance Action Plan documents (**Appendices B and C respectively**), while associated risks are contained in the risk registers in **Appendices D, E and F**.
- 4.0 **Overall Council performance – Quarter one (April 1 to June 30, 2017)**



## 5.0 **Financial and Corporate Implications**

- 5.1 None directly.

## **6.0 Community Implications**

6.1 The Council aspires to be an excellent Council in order to deliver the service expectations to local communities. This report demonstrates how priorities under the People, Place, Progress and Outcomes themes contribute to that aspiration.

## **7.0 Appendices**

Appendix A – Performance Board

Appendix B – Environmental and Development Services: Success Areas

Appendix C – Environmental and Development Services: Action Plan

Appendix D – Chief Executive’s Risk Register

Appendix E – Community and Planning Risk Register

Appendix F – Housing and Environmental Risk Register

Theme	Ref	Aim	Project	Annual target	Q1 Target	Q1 performance	Q1 detail
Outcomes	O1	Maintain financial health	Generate ongoing revenue budget savings in the General Fund.	O1.1 Identify £850,000 of savings/income by March 31, 2018, through cutting costs, strong procurement, income generation and business improvement. <b>F&amp;M</b>	Annual target, as per the Medium Term Financial Plan	Annual target	Savings of £400,000 approved from Corporate Services, as reported to Committee on June 22 2017.
Outcomes	O2	Maintain proper Corporate Governance.	Compile and publish an Annual Governance Statement in accordance with statutory requirements	O2.1 An unqualified Value for Money opinion in the Annual Audit Letter <b>F&amp;M</b>	Annual target	Annual target	Draft statement, subject to audit, considered and noted by the Audit Sub Committee on June 14 2017
Outcomes	O3	Enhance environmental standards	Demonstrate high environmental standards	O3.1 Maintain ISO14001 certification in Environmental Management. <b>E&amp;DS</b>	Hold annual senior environmental management review	See action plan	See action plan
Outcomes	O4	Maintain a skilled workforce	Ensure ongoing training and development for individuals and groups of employees where applicable	Ensure an annual personal development review and training needs are met for each employee <b>F&amp;M</b>	O4.1 95% of all employees to complete mandatory training. Annual target.	Annual target	Deadline to complete is in Q2. Many employees 4/6 or 5/6.
					O4.2 95% of all employees to have an annual performance appraisal. Annual target.	Annual target	N/A
Outcomes	O5	Maintain customer focus	Ensure services remain accessible to residents and visitors	O5.1 Develop the new website and provide functionality for greater transactional processing online <b>F&amp;M</b>	Website go live	See action plan	See action plan
				O5.2 Develop a Social Media Strategy to provide easy and innovative options for residents to engage with the Council <b>F&amp;M</b>	Liaise with most similar group authorities to establish approach	On track	Benchmarking being carried out with other authorities in Derbyshire. Further research undertaken as part of #BeSocial 17 discussion between councils on Twitter.
				O5.3 80% of telephone calls answered within 20 seconds <b>F&amp;M</b>	Expand services in the Customer Contact Centre and maintain facilities for face to face enquiries where required	77.7%	See action plan
				O5.4 Call abandonment rate of less than 10%. (Number of visitors to Civic Offices to be recorded) <b>F&amp;M</b>	Present Equalities and Safeguarding annual report to Elected Members and agree action plan <b>F&amp;M</b>	6.6%	Number of calls = 18,457. The volume of calls is quite similar to last year apart from April, which decreased. This was due to no changes within Council Tax and Benefits legislation. Number of visitors = 8,970
				O5.5 Deliver the Equalities and Safeguarding Action Plan to demonstrate principles are embedded in service delivery	Present Equalities and Safeguarding annual report to Elected Members and agree action plan <b>F&amp;M</b>	On track	Equalities and Safeguarding Annual Report for 2016/17 presented to F&M in June. Action plan for 2017/18 approved.
Outcomes	O6	Continue to strengthen the ICT platform and ensure that ICT is able to support change.	Be aware of and plan for financial, legal and environmental risks	O6.1 Three year review of ICT Strategy and adoption of action plan to 2020.	External review of requirements undertaken <b>F&amp;M</b>	On track	Completed, including consultation with stakeholders. Strategy being drafted for Committee presentation
People	PE1	Enable people to live independently	Provide an efficient and well-targeted adaptation service (including Disabled Facilities Grants) and make better use of previously adapted dwellings.	PE1.1 Percentage of adapted properties allocated on a needs basis is >90% <b>H&amp;CS</b>	>90%	93.30%	During Quarter one, 51 properties were signed up. Out of the 51 properties, 15 had adaptations present. 14 out of the 15 properties with adaptations were let to customers with an adaptation need. One adapted property was let to a homeless applicant who we had a duty of care to.
				PE1.2 % of residents satisfied with the quality of their new home is >88% <b>H&amp;CS</b>	>88%	96%	Overall customers are satisfied with the quality of their new home (very satisfied (61%), fairly satisfied (35%), neither (4%). Some dissatisfaction has been expressed in the new home satisfaction survey around the cleanliness of the property and condition of the garden. All areas of dissatisfaction are followed up by the Repairs Manager.
People	PE2	Protect and help support the most vulnerable, including those affected by financial challenges	Maintain regular contact with tenants, with a focus on those identified as vulnerable.	PE2.1 Total number of Tenancy Audits completed <b>H&amp;CS</b>	250	266	266 audit visits were completed during quarter one - 16 above the quarterly target. Tenancy audits have been rated as follows: low risk 72% (191), medium risk 17% (44), high risk 6% (15) and acute risk 6% (16)
				PE2.2 Number of successful introductory tenancies <b>H&amp;CS</b>	97%	91%	See Action Plan.
People	PE2	Process Benefit claims efficiently	Provide a service for homeless applicants which is nationally recognised as delivering 'best practice'	PE2.3 Average time for processing new Benefit claims <b>F&amp;M</b>	<18 days	15.8 days	Additional resource has helped to exceed target. Down from 18 days in quarter four for 2016/17.
				PE 2.4 Average time for processing notifications of changes in circumstances <b>F&amp;M</b>	<8 days	5.1 days	Additional resource has helped to exceed target. Down from 5.7 days in quarter four for 2016/17.
				PE2.5 Meet Housing Benefit Subsidy Local Authority error target threshold set by the DWP is <0.48% <b>F&amp;M</b>	<0.48%	0.02%	Targeted training in place following recent subsidy audit.
				PE2.6 To attain NPSS Bronze Standard for Homelessness by 31 March, 2018 <b>H&amp;CS</b>	Review outstanding data/gaps from NPSS peer assessment	On track	Gaps reviewed and continuous improvement project started
People	PE3	Use existing tools and powers to take appropriate enforcement action	Bring empty homes back into use.	PE3.1 Number of empty home intervention plans for dwellings known to be empty for more than two years <b>H&amp;CS</b>	1	2	Two empty properties on Station Street, Woodville, are now on the market for sale due to our intervention.
People	PE4	Increase levels of participation in sport, health, environmental and physical activities	Delivery of sport, health, physical activity and play scheme participations	PE4.1 Throughput at Etwall Leisure Centre, Green Bank Leisure Centre and Rosliston Forestry Centre <b>H&amp;CS</b>	Rosliston = 50,000 Leisure centres = 170,404	Rosliston = 63,550 Leisure centres = 250,774	Good start to year at Rosliston Forestry Centre helped by dry weather and Easter break. Continuing strong performance at both leisure centres. Impact of improvements to facilities being sustained.

People	PE4	Increase levels of physical activity	Tackling physical inactivity	PE4.2 Develop and implement a Sport, Health and Physical Activity Strategy <b>H&amp;CS</b>	Strategy to be adopted by Committee	On track	Strategy adopted at committee
People	PE5	Reduce the amount of waste sent to landfill	Minimise waste sent to landfill	PE5.1 Household waste collected per head of population (kg). Annual <480kgs <b>E&amp;DS</b>	<140kgs	See Q1 detail	Finalised disposal figures not available until mid August. Figures to be reported in quarter two.
				PE5.2 Annual target of >50% of collected waste recycled and composted <b>E&amp;DS</b>	>55%	See Q1 detail	Finalised disposal figures not available until mid August. Figures to be reported in quarter two.
People	PE6	Develop the workforce of South Derbyshire to support growth.	Increase Council engagement to raise aspirations	PE6.1 Provide opportunities for young people to reach their potential. <b>H&amp;CS</b>	Communicate Raising Aspirations Programme to Elected Members and partners	On track	Presentation at Full Council to inform Elected Members. Promotional plan and partner engagement progressing.
Place	PL1	Facilitate and deliver a range of integrated and sustainable housing and community infrastructure.	Increase the supply and range for all affordable housing provision	PL1.1 Increased supply of affordable homes. Annual target of >150. <b>H&amp;CS/E&amp;DS</b>	Annual target	Annual target	N/A
			Deliver an adopted South Derbyshire Local Plan, parts 1 and 2, and key supplementary planning documents (SPDs).	PL1.2 Local Plan and relevant documents adopted <b>E&amp;DS</b>	Examination in public of Local Plan Part 2. Approval to consult on Development Plan and SPDs.	On track	Consultation on Local Plan Part 2 and SPDs commenced. All on course for approval in quarter three.
			Facilitate and deliver sustainable infrastructure	PL1.3 Consider the introduction of a Community Infrastructure Levy. <b>E&amp;DS</b>	Awaiting information from Government. Elected Members to be kept informed of progress in Q2 and Q4.	N/A	N/A
Place	PL3	Help maintain low crime and antisocial behaviour levels in the District.	Deliver a programme of proactive interventions to reduce environmental crime and anti-social behaviour	PL3.1 Downward trend in fly-tipping incidents. Annual target <720. <b>E&amp;DS</b>	<180	179	Difficult to attribute the improvements in fly-tipping to any one factor, but it is probably linked to Derbyshire County Council removing charges for refuse amenity sites. Our proactive stance on enforcement and the use of fixed penalties has had an impact, along with the increase in interviews under caution.
			Review, publish and deliver the Safer South Derbyshire Community Safety Partnership Plan	PL3.2 Plan published. Actions within the plan delivered. <b>H&amp;CS</b>	Work with schools to develop delivery plan for community safety input in schools in 2017/18	On track	Schools consulted and priority input identified. 'Prison Me, No Way' sessions again requested by schools, as well as CSE input and Cyber Safety.
Place	PL5	Support provision of cultural facilities and activities throughout the District	Implement and manage the leisure facility capital build programme	PL5.1 number of completed projects <b>H&amp;CS</b>	Agree capital investment programme with Forestry Commission for Rosliston Forestry Centre	On track	Investment programme with Forestry Commission agreed and to be reviewed with contractor. Contractor discussions planned for quarter two.
Place	PL6	Deliver services that keep the District clean and healthy	Reduce contamination risk rating of land in South Derbyshire	PL6.1 Number of contaminated land assessments completed. <b>E&amp;DS</b>	1	1	Assessment undertaken on a site in Acresford Road, Overseal.
Progress	PR1	Work to attract further inward investment	Showcase development and investor opportunities in South Derbyshire	PR1.1 Produce an investor prospectus. <b>E&amp;DS</b>	Collate information and prepare materials for investor prospectus	On track	Preparations underway and designer appointed.
Progress	PR2	Unlock development potential and ensure the continuing growth of vibrant town centres	Delivery of Swadlincote Townscape project	PR2.1 Deliver objectives of scheme. <b>E&amp;DS</b>	Completion of construction works to Diana Memorial Gardens. Grants panel to be held.	See action plan	See action plan
			Increase attendance and participation at town centre events	PR2.2 Events, such as a wedding fair, the Christmas Lights Switch On, Festival of Leisure and markets, delivered and/or supported. <b>E&amp;DS</b>	4 events, including Swadlincote wedding fair	7	Events delivered or supported in the town centre included a Wedding Fair, Love Your Local Market (young entrepreneurs), the Festival of Transport, the Festival of Leisure and three Magpie Makers Markets.
			Ensure the continuing growth of vibrant communities and town centres	PR2.3 Vacant premises in Hilton, Melbourne and Swadlincote (proxy) <b>E&amp;DS</b>	To be reported twice a year.	N/A	N/A
Progress	PR3	Work to maximise the employment, training and leisure uses of The National Forest by residents and increase the visitor spend by tourists.	Support the operation and development of the tourism sector	PR3.1 Number of enquiries handled by Swadlincote Tourist Information Centre. <b>E&amp;DS</b>	8,000	10,328	Range of events supported, including National Forest Walking Festival. Summer edition of What's On published.
			Review and procure new management for Rosliston Forestry Centre	PR3.2 Secure sustainable management option. <b>H&amp;CS</b>	Develop an options appraisal for site's future	On track	Options appraisal for the future management of the Centre approved by Committee. Future management options also considered and approved, tender documentation being completed
			Work with Swadlincote TIC to attract evening visitors to the District's leisure, food and drink and retail offer	PR3.3 Further develop and promote South Derbyshire's evening and night time economy. <b>E&amp;DS</b>	N/A	N/A	Project to start in quarter two.
Progress	PR5	Provide business support and promote innovation and access to finance, including in rural areas	Maximise the prosperity of businesses in South Derbyshire	PR5.1 Food businesses which have a Food Hygiene Rating score of five. <b>E&amp;DS</b>	>81%	85.90%	Improvements in food performance is indicative of the continuous work we do with our local food business community to support new businesses and provide support and guidance on hygiene conformance with existing business
				PR5.2 Registered food businesses active in the District. <b>E&amp;DS</b>	>810	814	Improvements in food performance is indicative of the continuous work we do with our local food business community to support new businesses and provide support and guidance on hygiene conformance with existing business
				PR5.3 Guidance offered to businesses or people thinking of starting a business (through the Business Advice Service). <b>E&amp;DS</b>	25	67	67 businesses and entrepreneurs assisted. Service promoted at Swadlincote Jobs Fair. Workshop staged for those thinking of starting a business.

# Environmental and Development Services Strategic and Service Success Areas Quarter 1, 2017/18

## Appendix B



### Local Plan

Underway  
Part 2 consultation  
commenced



10,328

Target 8,000  
Tourist Information  
Centre enquiries  
handled



67

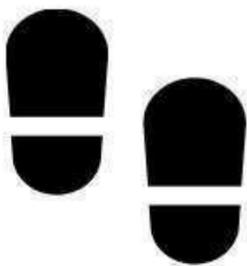
Target 25  
Businesses supported  
through the South  
Derbyshire Business  
Advice Service



814

Target 810  
Registered food  
businesses active  
in the District

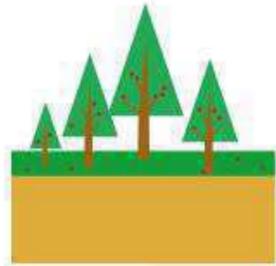
## E+DS Performance Overview



### Festival

Best foot forward

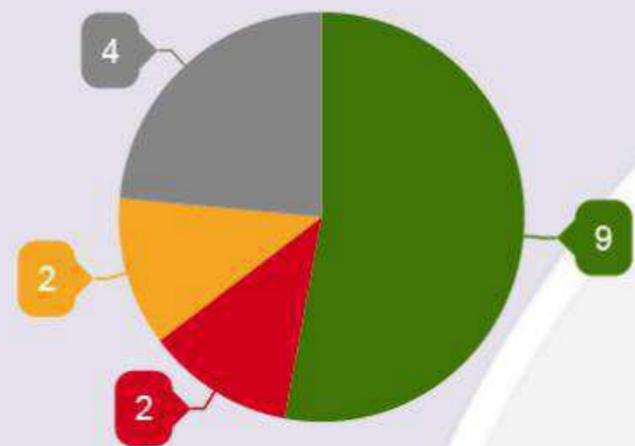
More than 1,300  
people put their best  
foot forward during  
the tenth National  
Forest Walking  
Festival.



### Assessment

Contaminated land

Contaminated land  
assessment  
undertaken on a site  
in Acresford Road,  
Overseal.



Green (52.94%) Red (11.76%) Amber (11.76%)  
Grey (23.53%)



### Investors

Prospectus prepared

Investor prospectus  
prepared to show South  
Derbyshire is open for  
business



85.90%

Target >81%  
Businesses in the District  
with a top hygiene rating  
score of five



Seven

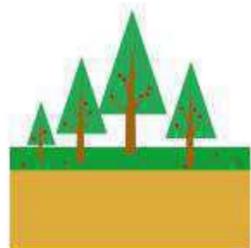
Target - four  
Three Curly Magpie  
Makers Markets were  
held, along with a  
wedding fair



179

Target <180  
Downward trend in  
fly-tipping incidents

## Appendix C



0

Hold annual  
senior  
environmental  
management  
review

Target - 1

Theme - Progress. Action – O3.1 Maintain ISO14001 certification in Environmental Management.

Target vs performance: Hold annual senior environmental management review. Not completed.

Background – The Council was certified with the flagship British Standard ISO14001, which recognises the efforts of businesses and organisations in managing and minimising their environmental impact, in March.

Key actions underway – Priority has been given out to closing all non conformities with the standard. As a result, the senior management review will now be held in quarter two.

Opportunities/risks: The ISO14001 standard demonstrates our commitment to working innovatively and sustainably for the benefit of South Derbyshire residents.



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Completion of  
construction  
works to Diana  
Memorial  
Garden

Target - 1

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

Target vs performance: Completion of construction works to Diana Memorial Garden. Work not completed.

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

Key actions underway – New tender invitation was issued and contractor appointed. Construction work began on June 19 and is due to complete in quarter three.

Opportunities/risks: Opportunity to include private funding from a local business owner in commemoration of Cllr Roy Nutt. This will contribute towards benches and plaques. This has resulted in a delay in ordering the benches.

There are two actions for Environmental and Development Services

# Chief Executive's Risk Register

Theme/aim	Risk description	Likelihood	Impact	Risk Treatment	Mitigating action	Responsible officer
Outcomes/ Delivery of Service	Failure to meet statutory deadlines in relation to the licensing function, unable to process licences, leading to individuals unable to trade, legal issues, complaints	Low	Medium	Treat	<ul style="list-style-type: none"> <li>Processes and procedures are in place to ensure all matters are processed within statutory time-frame</li> <li>Staff trained and aware of Authority's duties</li> <li>Keep under review</li> </ul>	Ardip Kaur
Outcomes/ Delivery of service	Failure to meet statutory deadlines and/or statutory functions during litigation, contractual matters, land sales/purchases, enforcement matters	Low	High	Treat	<ul style="list-style-type: none"> <li>Qualified officers with professional training and experience</li> <li>Processes and procedures are in place to ensure compliance</li> <li>Case management reviews</li> <li>Keep under review</li> </ul>	Ardip Kaur
Outcomes/ Delivery of service	Non-performance of local government statutory duties at Committee and Council meetings	Low	Medium	Treat	<ul style="list-style-type: none"> <li>Compliance with Council's Constitution</li> <li>Processes and procedures in place</li> <li>Strict adherence to</li> </ul>	Ardip Kaur

					timetable	
Outcomes/ Delivery of service	Failure to meet statutory deadlines for the canvass and in compiling and publishing the Register	Low	High	Treat	<ul style="list-style-type: none"> <li>Processes and procedures in place</li> <li>Experienced officers carry out process</li> <li>Close Monitoring</li> </ul>	Ardip Kaur
Outcomes/ Delivery of service	Failure to meet statutory responsibilities, denying right of franchise at Election/ Referendum time	Low	High	Treat	<ul style="list-style-type: none"> <li>Processes and procedures in place</li> <li>Strict adherence to statutory timetable</li> <li>Assistance from Electoral Commission available, when needed</li> <li>Support staff employed to assist</li> <li>Close monitoring</li> </ul>	Ardip Kaur
Progress/ Work to maximise the employment, training and leisure uses of The National Forest by residents and increase the visitor spend by tourists	Failure of National Forest & Beyond tourism partnership leading to an adverse impact on businesses in local visitor economy	Low	Medium	Treat	<ul style="list-style-type: none"> <li>Proactive engagement in partnership and with individual partners</li> <li>Commitment of Officer time and resources to partnership activities</li> <li>Monitoring of projects and performance</li> </ul>	Mike Roylance
Progress/People/ Place	Failure of the South Derbyshire Partnership leading to non-delivery of the community's vision and priorities as set	Low	Medium	Treat	<ul style="list-style-type: none"> <li>Proactive support for partnership</li> <li>Commitment of Officer time and resources to Partnership</li> </ul>	Mike Roylance

	out in the Community Strategy and Action Plan				<ul style="list-style-type: none"> <li>• facilitation</li> <li>• Engagement of partners in policy making and project design and delivery</li> </ul>	
Progress/ Work to attract further inward investment	Downturn in the local economy leading to a loss of jobs, business failures, and a reduction in income to the Council (e.g. Business Rate income; Take-up of commercial properties, etc)	Medium	High	Treat	<ul style="list-style-type: none"> <li>• Monitoring of economic trends</li> <li>• Economic Development Strategy designed to increase robustness of local economy</li> <li>• Delivery of economic development activities including provision of South Derbyshire Business Advice Service</li> </ul>	Mike Roylance
Progress/ Work to maximise the employment, training and leisure uses of The National Forest by residents and increase the visitor spend by tourists	Failure of Sharpe's Pottery Heritage & Arts Trust, leading to a loss of service to visitors and residents through the Tourist Information Centre	Medium	High	Treat	<ul style="list-style-type: none"> <li>• Officer advice and support available to Trust</li> <li>• Member involvement in Trust Board</li> <li>• Monitoring of services and performance</li> </ul>	Mike Roylance
Outcomes/Delivery of service	Failure to meet statutory deadlines for Gender Pay reporting and Pension Auto enrolment that could result in financial penalties and reputational damage	Low	Medium	Treat	<ul style="list-style-type: none"> <li>• Process and procedures in place to ensure that procedures are in place to meet deadlines.</li> <li>• Development of Resourcelink to produce Gender Pay</li> </ul>	David Clamp

					report	
Outcomes – maintain a skilled workforce	Employees are not developed and trained to effectively undertake their roles	Low	Low	Treat	<ul style="list-style-type: none"> <li>• Mandatory training programme delivered.</li> <li>• All employees to complete annual Performance Development Review</li> <li>• Provision of adequate and appropriate training interventions</li> </ul>	David Clamp
Outcomes/Delivery of Service	Individual or collective employment disputes that could result in financial penalties of reputational damage	Low	Medium	Treat	<ul style="list-style-type: none"> <li>• Employment legislation and local procedures are followed.</li> <li>• Professional HR advise and support provided to resolve issues</li> <li>• Mandatory training programme for Managers</li> </ul>	David Clamp
Outcomes/Delivery of Service	Failure to maintain adequate health and safety management arrangements that could result in financial penalties, employee injury or reputational damage.	Low	Medium	Treat	<ul style="list-style-type: none"> <li>• Health and Safety Action plan delivered</li> <li>• H&amp;S legislation and local procedures are followed.</li> <li>• Professional H&amp;S advise provided to support managers and employees</li> </ul>	David Clamp
Outcomes/Delivery of Service	Unable to process employment details due to unavailability of	Low	Low	Treat	<ul style="list-style-type: none"> <li>• Continuity arrangements with third party supplier to</li> </ul>	David Clamp

	HR/Payroll system				restore system and/or off site processing	
					<ul style="list-style-type: none"> <li>Alternative methods to process data enabling payments to employees</li> </ul>	
Outcomes/Maintain a skilled workforce and customer focus	Staff and residents not aware of our vision and values due to lack of Corporate Plan knowledge and understanding	Low	Low	Treat	<ul style="list-style-type: none"> <li>Inductions for all new staff to highlight the importance of the Plan</li> <li>Ensure all internal and external comms tie in with our collective vision</li> <li>Ensure staff are actively involved in service and strategic planning</li> <li>Strong and consistent branding on publications</li> </ul>	Keith Bull
Outcomes/Achieve proper corporate governance	Ensuring that staff comply with corporate policies and procedures and that they are appropriate to support people in their day-to-day work	Low	Low	Treat	<ul style="list-style-type: none"> <li>Work with service areas to ensure policies and procedures are up to date and fit for purpose</li> <li>Consistent corporate approach to be applied</li> <li>Create and maintain a central record of all policies and procedures</li> </ul>	Keith Bull
Outcomes/Achieve proper corporate governance	Poor quality performance data	Low	Low	Treat	<ul style="list-style-type: none"> <li>Reviewed quarterly as part of the</li> </ul>	Keith Bull

					<ul style="list-style-type: none"> <li>performance reporting process.</li> <li>Methodology statements compiled and reviewed</li> <li>Annual data quality audit undertaken</li> </ul>	
Outcomes/customer focus	Strong reputation of the Council damaged by negative press and social media coverage	Low	Low	Treat	<ul style="list-style-type: none"> <li>Proactively convey key messages through a variety of channels</li> <li>Continue to build close working relationships with press</li> <li>Develop Social Media Strategy</li> <li>Monitor accounts to provide good customer service</li> <li>Review patterns and trends via Comms Dashboard</li> </ul>	Keith Bull
Outcomes/customer focus	Service model does not deliver expected benefits to customers and efficiency savings (including the level of cultural and behavioural change needed to achieve channel shift)	Low	Low	Treat	<ul style="list-style-type: none"> <li>New website due to be launched in the summer of 2017</li> <li>Further functionality to be developed to increase options to self-serve</li> <li>My South Derbyshire account to allow residents to personalise experiences with the Council</li> </ul>	Keith Bull

					<ul style="list-style-type: none"> <li>• Develop phase II of the website project</li> <li>• Tie in future digital work with new ICT Strategy</li> </ul>	
Outcomes/customer focus	Failure to deliver actions in the Communications, Consultation and Internal Communications strategies	Low	Low	Treat	<ul style="list-style-type: none"> <li>• Monitor performance and report progress in monthly Comms dashboard and annual report to Finance and Management Committee</li> </ul>	Keith Bull

## Community and Planning Risk Register 2017-2018

Theme/aim	Risk description	Likelihood	Impact	Risk Treatment	Mitigating action	Responsible officer
Outcomes/ Maintain Financial Health	Planning Fees – income reduces to below set targets (DM1)	Low	High	Tolerate	Careful attention to forecasts/setting budgets and budget monitoring	Tony Sylvester
Outcomes/ Maintain Financial Health	Judicial review of Planning decisions (DM2)	Low	High	Treat	Weekly case review with all case officers for early identification of high-risk cases, legal opinion sought when necessary.  Ongoing review of new statutory procedures, continued advice from legal when required.  Service Review planned for 2017 to optimise resources	Tony Sylvester
Outcomes/ Maintain Financial Health	Maladministration leading to injustice via LGO (DM3/BC4/PP2)	Very Low	Low	Tolerate	Some documented process of procedures  Training in processes  Close monitoring of report recommendation s	Tony Sylvester

Outcomes/ Maintain Financial Health	Judicial Review of Building Control Decision (BC1)	Low	Low	Tolerate	Ongoing review of new statutory procedures, continued advice from counsel when required.	Tony Sylvester
Outcomes/ Maintain Financial Health	Loss of Market share below sustainable level (BC2)	High	High	Transfer Risk	Review Marketing Strategy. Investigate potential outsourcing of activity to a third party.	Tony Sylvester
Outcomes/ Maintain Financial Health	Negligence resulting in loss to personal property (BC3/DM4)	Low	High	Tolerate	Insurance  Professional training  Maintain sound procedures and act speedily to recover ground when mistakes are made.	Tony Sylvester
Outcomes/ Maintain Financial Health	Failure to collect financial contributions or to enforce the delivery of obligations within Section Agreements (DM5)	High	Very High	Treat	Implementation of new software and process review 2017.	Helen Frazer
Outcomes/ Maintain Financial Health	Poor application performance (DM7)	Medium	High	Treat	New planning officer structure in place, giving better capacity to monitor cases = optimum use of resources  Quarterly monitoring of application performance	Tony Sylvester

Outcomes/ Maintain Financial Health	Lack of knowledge in department relating to specialist: IT solutions; Planning; LLPG; GIS and S106 (DM8)	Medium	High	Treat	Specialist GIS knowledge outside of service e.g. specialist knowledge within IT/Corporately	Tony Sylvester
Place/ Facilitate and deliver a range of integrated and sustainable housing and community infrastructure	Technical and Legal problems/threats leading to delays in the adoption of the Local Plan Documents (including Judicial Review) (PP1)	High	High	Treat	Early liaison with Planning Inspectorate  Maintaining an up to date evidence base  Maintaining cross boundary communication  Taking Legal advice  Ongoing political engagement in process	Tony Sylvester
People/ Increase levels of participation in sport, health, environmental and physical activities	Reduction of council funding into Sport and Health Service Unable to source external funding to service Reserve fund being depleted for other sources other than the sport and health service delivery. (SP1)	High	High	Treat	Forward Budget Planning over a number of years.  Lobby to maintain current funding contribution that the council makes towards the service and for an increased contribution if members want the current levels of service to be maintained.  Continually seek external funding options	Hannah Peate
Place/ Support provision of cultural facilities and activities throughout the District	Managing Large Capital projects (CS1)	Low	High	Treat	Ongoing dialogue with funders  Support from internal and external specialists re legal, technical	Malcolm Roseburgh

					and financial issues Financial monitoring/attendance of CPAM meetings	
Place/ Support provision of cultural facilities and activities throughout the District	Failure of Contracts e.g. leisure centres (CS2)	Med	High	Treat	Contracts in place or held over. Regular (monthly) contract monitoring meetings for main contracts  Project Officer employed (RFC)	Malcolm Roseburgh
Place/ Support provision of cultural facilities and activities throughout the District	Memorial monuments falling causing injury (CS3)	Low	Med	Treat	Informal Checks undertaken and rolling programme of rolling checks reintroduced	Malcolm Roseburgh
Outcomes/ Maintain Financial Health	Accidents at Play Areas (CS4)	Low	High	Treat	Inspections carried out by dedicated member of staff.  Insurance company inspect annually  Park keepers on some sites	Malcolm Roseburgh
Place/ Support provision of cultural facilities and activities throughout the District	Dilapidation of Leisure/Community Facilities (CS5)	Low	Medium	Treat	Control measure in place: - securing internal and external funding, supporting VCS and parish Councils with funding, improving planned preventative maintenance, transferring assets where possible,	Malcolm Roseburgh

					improved monitoring	
Place/ Support provision of cultural facilities and activities throughout the District	Failure of Business Plan for Rosliston Forestry Centre (CS6)	Medium	Medium	Treat	Monthly performance meetings Annual Review of Business Plan Development and implementation of new strategy Increase involvement of Forestry Commission in business planning Contract transition arrangements underway	Malcolm Roseburgh
Place/ Support provision of cultural facilities and activities throughout the District	Urban Core Cemetery Space running out (CS7)	High	Med	Treat	Continued internal meetings with Planning and Property Services to identify land opportunities	Malcolm Roseburgh
Place/ Support provision of cultural facilities and activities throughout the District	Failing Infrastructure at Rosliston Forestry Centre. (CS8)	High	High	Treat	Condition survey has identified extent of problem. Responsibility planned to pass to incoming contractor but cost likely to be expressed through value of management sum.	Malcolm Roseburgh
People/Protect and help support the most vulnerable, including those	Sustainability of the voluntary sector (CM1)	Very high	Med	Treat	Service Development proposal to continue community partnership scheme in future	Chris Smith

affected by financial challenges					years. Continue partnership working with CVS and rest of VCS	
Place/ Support provision of cultural facilities and activities throughout the District	Failure of Sharpe's Pottery Museum (CM2)	Med	Med	Treat	Councillor representation on board  Attendance on board meetings by Officers  Support from Community Partnership Officer when required	Chris Smith

# Housing and Environmental Services Risk Register

Risk Code	Theme/aim	Risk description	Likelihood	Impact	Risk Treatment	Mitigating action	Responsible officer
HES1	Maintain Financial Health	Loss of income to the Housing Revenue Account through 1% rent reduction for general needs tenancies	High	Major	Treat	<p>Restructure housing service to ensure resources deployed appropriately</p> <p>Revise all income policies and procedures to ensure they are fit for purpose</p> <p>Invest in I.T. solutions to maximise opportunities to collect income and support those in financial difficulty</p> <p>Review 'back office' functions to ensure frontline staff are able to work effectively</p>	Chris Holloway
HES2	To protect the most vulnerable including those affected by anti-social behaviour and domestic abuse.	Loss of income to the Housing Revenue Account through roll out of Universal Credit	High	Major	Treat	<p>Restructure housing service to ensure resources deployed appropriately</p> <p>Revise all income policies and procedures to ensure they are fit for purpose</p> <p>Invest in I.T. solutions to maximise opportunities to collect income and support those in financial difficulty</p> <p>Review 'back office' functions to ensure frontline staff are able to work effectively</p>	Chris Holloway

HES3	Keep residents happy, healthy and safe	Loss of Supporting People funding for the supported housing service	High	Severe	Treat	<p>Conduct full review of supported housing service to ensure financial viability</p> <p>Increase service delivery to private customers</p> <p>Explore new income streams working in collaboration with healthcare partners</p>	Chris Holloway
HES4	Enable people to live Independently	Loss of Supporting People funding for the sheltered housing service	High	Severe	Treat	<p>Conduct full review of supported housing service to ensure financial viability</p> <p>Increase service delivery to private customers</p> <p>Explore new income streams working in collaboration with healthcare partners</p>	Chris Holloway
HES5	To protect the most vulnerable including those affected by anti-social behaviour and domestic abuse.	Increase in homeless applications / presentations as Universal Credit rolls out	Low	Significant	Treat	<p>Restructure housing service to ensure resources deployed appropriately</p> <p>Attain National Practitioner Support Service (NPSS) standard for Homeless Service</p>	Chris Holloway
HES6	To protect the most vulnerable including those affected by anti-social behaviour and domestic abuse.	Failure to fulfil statutory homeless duty	Very Low	Significant	Tolerate	<p>Ensure policies and procedures are compliant with statute</p> <p>Ensure staff are well trained and briefed on changes to the Council's statutory obligations</p>	Chris Holloway
HES7	Maintain Financial Health	Failure to follow	Very Low	Significant	Tolerate	<p>Ensure procedures are reviewed regularly and staff are well trained</p>	Chris Holloway

		Council procedures / policies leading to Ombudsman finding of 'maladministration'					
HES8	Achieve proper Corporate Governance	Failure to fulfil Resident Scrutiny statutory duty	Very Low	Significant	Treat	Ensure Resident Scrutiny Panel in place and undertakes regular reviews of services	Martin Guest
HES9	Achieve proper Corporate Governance	Failure to meet statutory deadlines when reporting performance and statutory information to Government agencies	Very Low	Significant	Treat	Ensure deadlines are met and that ownership for each reporting deadline is identified and project managed	Martin Guest
HES10	Maintain a skilled workforce	Loss of IT Systems and lack of specialist IT knowledge in department	Very Low	Significant	Treat	Ensure IT disaster recovery plan is in place Have alternative options available with suppliers Restructure services to ensure required resources in place	Martin Guest
HES11	Maintain financial health	Failure to deliver the planned maintenance and new build programme	Medium	Significant	Treat	Ensure income team is suitably resourced to ensure maximum income. Continually review asset management data to target programme effectively.	Ged Lucas
HES12	Maintain financial health	Increase in the cost of contracts	Medium	Severe	Treat	Ensure procurement of goods and services are as lucrative as possible to potential suppliers so they can see the longevity of potential contracts	Ged Lucas
HES13	Maintain a skilled workforce	Failure to retain staff	Low	Significant	Treat	Ensure pay and grading review accurately remunerates staff and ensure training and development opportunities are maximised	DMT

HES14	Facilitate and deliver a range of integrated and sustainable housing and community infrastructure	Lack of funding for development and regeneration programme.	Medium	Significant	Treat	Investigate all avenues for funding new build and regeneration via differing routes to ensure stock levels are maintained or increased	Ged Lucas
HES15	Facilitate and deliver a range of integrated and sustainable housing and community infrastructure	Insufficient supply of affordable homes Increase use in temporary accommodation/ increased homelessness/ loss of new homes bonus	High	Significant	Treat	Up-to-date housing needs data/ ensure maximise delivery through planning gain/ support Registered Providers with building new homes/ increase a supply through Council House building	Martin Guest/Tony Sylvester
HES16	Deliver services that keep the District clean and healthy	Major incident (disease outbreak, pollution, severe weather)	Low	Significant	Tolerate	Backfill the staff resources with agency staff	Matt Holford/ Adrian Lowery
HES17	Maintain financial health	Loss of revenue	Low	Severe	Tolerate	Main income streams are from export certificates. Volumes are entirely outside our control	Matt Holford
HES18	Achieve proper Corporate Governance	Legal challenge over statutory function	Medium	Significant	Treat	Effective governance and review of officer decisions	Matt Holford
HES19	Deliver services that keep the District clean and healthy	Failure to deliver minimum statutory service duties	Low	Minor	Tolerate	Continuously keep under review and deploy available resources based on areas of highest potential failure	Matt Holford
HES20	Deliver services that keep the District clean and healthy	Temporary loss of fuel supply at depot	Medium	Minor	Treat	Contingency suppliers in place	Adrian Lowery

HES21	Deliver services that keep the District clean and healthy	National loss of fuel supply	Low	Significant	Treat	Business continuity plan, comply with emergency planning guidance	Adrian Lowery
HES22	Deliver services that keep the District clean and healthy	Loss of vehicle fleet through theft or fire	Low	Significant	Treat	Local and national vehicle hire companies on list of suppliers	Adrian Lowery
HES23	Deliver services that keep the District clean and healthy	Loss of service delivery from contractors	Medium	Significant	Treat	Contingency plans in place to deliver service internally or back-up contractors available	Adrian Lowery
HES24	Maintain financial health	Loss of revenue	Low	Severe	Tolerate	Main income from commercial waste collections cannot compel customers to use our service	Adrian Lowery
HES25	Deliver services that keep the District clean and healthy	Loss of depot operating centre	Low	Significant	Treat	Temporary base for depot Build a new modern depot	Adrian Lowery

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<b>REPORT TO:</b>	<b>ENVIRONMENTAL AND DEVELOPMENT SERVICE COMMITTEE</b>	<b>AGENDA ITEM: 8</b>
<b>DATE OF MEETING:</b>	<b>17<sup>th</sup> AUGUST 2017</b>	<b>CATEGORY: DELEGATED/ RECOMMENDED</b>
<b>REPORT FROM:</b>	<b>CHIEF EXECUTIVE</b>	<b>OPEN/EXEMPT PARAGRAPH NO:</b>
<b>MEMBERS' CONTACT POINT:</b>	<b>EMMA McHUGH 01283 595 716</b> <a href="mailto:emma.mchugh@south-derbys.gov.uk">emma.mchugh@south-derbys.gov.uk</a>	<b>DOC:</b>
<b>SUBJECT:</b>	<b>PRIVATE HIRE LICENSING MANDATORY TRAINING: CHILD SEXUAL EXPLOITATION AWARENESS</b>	<b>REF:</b>
<b>WARD(S) AFFECTED:</b>	<b>ALL</b>	<b>TERMS OF REFERENCE:</b>

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## **1. Recommendations**

1.1 Members to approve the addition of child sexual exploitation awareness mandatory training for all existing and new private hire drivers in the Private Hire Licensing Policy.

## **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 Child sexual exploitation has received a lot of press attention recently particularly in relation to the taxi and private hire trade. In addition, the Policing and Crime Act 2017 introduced a section for the Secretary of State to issue guidance to licensing authorities detailing how their licensing functions under private hire legislation may be exercised so as to protect children, and vulnerable adults who are 18 or over, from harm.

3.2 The Private Hire Licensing Policy is currently under review as required every three years. As private hire drivers are in a unique position to be able to identify the signs of child sexual exploitation, it is proposed to make awareness training mandatory for all existing and new private hire drivers. It is proposed to add the following section to the Policy:

### **Child Sexual Exploitation Awareness Training**

The Council requires all drivers to undertake child sexual exploitation awareness training. The training will be arranged by the Council. No fee will be payable. If a driver has undertaken an equivalent training course, they will not need to complete the training as long as a certificate has been provided to the Council.

Existing drivers will have until 1<sup>st</sup> November 2019 to complete the child sexual exploitation training. If a driver has not completed the training by this date, their private hire driver's licence will be suspended until the training has been completed.

For all new applicants, the training must be completed prior to the grant of a private hire driver's licence.

- 3.3 As the reviewed Private Hire Licensing Policy is currently under consultation, if the mandatory training is approved, Officers will notify all the consultees of the proposed amendment to the Policy. The Private Hire Licensing Policy is due to come into force on 3<sup>rd</sup> November 2017.

#### **4. Financial Implications**

- 4.1 There are no financial implications to the Council. Training will be provided by Officers using a training package approved by Derbyshire County Council.

#### **5. Corporate Implications**

- 5.1 These proposals will continue to demonstrate to members of the public that the Council takes the protection of local residents, children, and vulnerable adults from the potential harms of private hire licensing seriously, which contributes to the theme of safety and security.

#### **6. Background Papers**

Local Government (Miscellaneous Provisions) Act 1976  
Policing and Crime Act 2017

<b>REPORT TO:</b>	<b>ENVIRONMENTAL AND DEVELOPMENT SERVICES COMMITTEE</b>	<b>AGENDA ITEM: 9</b>
<b>DATE OF MEETING:</b>	<b>17<sup>th</sup> AUGUST 2017</b>	<b>CATEGORY: DELEGATED/</b>
<b>REPORT FROM:</b>	<b>DIRECTOR OF COMMUNITY AND PLANNING</b>	<b>OPEN/ PARAGRAPH NO:</b>
<b>MEMBERS' CONTACT POINT:</b>	<b>TONY SYLVESTER Ext: 5743</b>	<b>DOC:</b>
<b>SUBJECT:</b>	<b>INFINITY GARDEN VILLAGE</b>	<b>REF:</b>
<b>WARD(S) AFFECTED:</b>	<b>ASTON AND STENSON</b>	<b>TERMS OF REFERENCE: EDS03</b>

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## **1.0 Recommendations**

- 1.1 Members authorise the establishment of a Liaison Group of neighbouring residents, businesses, developers and relevant Local Authorities to consider the proposals for the Garden Village as they emerge.
- 1.2 Members grant delegated authority to the Director of Planning and Community Services to bid for the second tranche of funding to support the delivery of the Garden Village.
- 1.3 Members grant delegated authority to the Director of Community and Planning Services and the Chair of this Committee to determine the expenditure of any funding successfully won.
- 1.4 Members authorise the Director of Community and Planning Services and the Chair of this Committee to bid for any further funding that may become available for which the project is eligible.
- 1.5 Members authorise the Director of Community and Planning Services to sign a Memorandum of Understanding between the Council, the County Council and the City Council for the joint agreement of the expenditure of any grant funding (attached at Appendix B).

## **2.0 Purpose of Report**

- 2.1 Members will recall consideration of support for the Government funding of the Garden Village project earlier in March. This report aims to update members on progress of the project, seek authorisation for the setting up of a local liaison group, and seek authorisation for further funding and subsequent spending to help deliver the project.

### **3.0 Detail**

#### **Context and Chronology**

- 3.1 Firstly it is important to note that the Garden Village project is largely made up of elements that are allocated in the Part 1 Local Plan adopted by the Council in June last year or as proposed in Part 2 of the Plan (LPP2). The only additional element is the inclusion of land on and around Lowes Farm as a potential future housing site and a new secondary school (LPP2 Policy INF12). This inclusion of a further housing site is identified only as a future possible opportunity and confers no additional status on the site in planning terms. Therefore the proposed garden village is not a new settlement over and above that identified in the Local Plan that is not already authorised by allocations in the Plan. It is worth going through the events that have led to the current situation and therefore to understand the context of the latest bid.
- 3.2 Last year the Department for Communities and Local Government sought expressions of interest for the Locally-Led Garden Villages, Towns and Cities initiative in order to encourage and support smaller scale (below 10,000 dwellings) developments to come forward with an on-going process as well as delivering developments of over 10,000. An expression of interest (EOI) was submitted on behalf of both South Derbyshire and Derby City on 31st July 2016 for 'Infinity Garden Village' following several discussions with the Homes and Community Agency (HCA), the lead agency on this Government scheme who initially suggested an expression should be submitted. The site size was over 180 hectares with 2,000 homes proposed and a potential further 1,000 possible with 4.7million square feet of employment space as an extension to Infinity Park in Derby and a further 30 hectares of employment land in South Derbyshire. An announcement was made on the 2 January as to which expressions had been shortlisted and would be offered support to develop the Garden Village project. Across the country there are 14 new garden villages to receive support and have access to a £6 million fund over two financial years. As a successful 'bidder', to date the Council has received £214,285 for use by this Council and the City to assist in the delivery of the project. None of these funds have so far been expended by the Council or the City.
- 3.3 The area put forward within the EOI for consideration comprises two Local Plan Part 1 allocations within South Derbyshire of Wragley Way for 1,950 dwellings as set out in Policy H15 of the Local Plan Part 1 and also Land at Sinfin Moor for around 30 hectares of employment land set out in policy E4 of the Local Plan Part 1. Further land to the east of the employment allocation some of which is known as Lowes Farm was also included within the proposed village boundary as a potential future growth area. As stated above, consideration of this site through the 'village' badge does not preclude it from the statutory planning process and therefore no other status can be conferred on it. Within Derby City, the area included within the Village includes the small part of the wider Wragley Way site which has recently been granted permission for 180 dwellings and also Infinity Park, which is a large employment site that has a mix of existing businesses, recently built business, areas with planning permission

and also areas still to seek planning permission. The full area is shown on the map at Appendix A.

With a development of this size, there are significant infrastructure requirements. The largest of these is the introduction of the South Derby Integrated Transport Link (SDITL) that will connect the Wragley Way housing site to Infinity Park and the recently opened new road, Infinity Park Way. The SDITL is a requirement of the Wragley Way Housing Policy H15 as mitigation for the site's transport impact. Also being considered is the introduction of an A50 junction that would directly link to the SDITL. Policy H15 also states that development of the housing site "should not prejudice the construction of a potential junction connecting to the A50, which may potentially be needed following the completion of the SDITL". A further phase of the SDITL is proposed that would link the Wragley Way housing site to Rykneld Road (to the west of the site) although this is not proposed as part of the garden village nor is it a requirement of any allocation within the Local Plan Part 1; it is a future consideration only. More recently, the Local Plan Part 2 (LPP2) has been through its examination in public where Policy INF13 – *Southern Derby Area and Infinity Garden Village* was debated and recommendations for its modification were recommended by the Inspector in order to make the Plan sound. Members will recall this among other modification coming before them at Council at the end of June this year. The Proposed Modifications to the Plan are currently out to public consultation until 18 August. It is after that date that the Inspector will consider all representations made on the issue of legal compliance and soundness and compile a final report to the Council which will then come before members for final adoption. For completeness, the modified policy reads:

*Development proposals and cross boundary collaboration will be supported in the Southern Derby Area as shown on Map 5 for a mix of uses as part of the Infinity Garden Village development. In order to implement this development comprehensively and support the required infrastructure delivery, a joint development framework document will be prepared to guide the development and cross boundary collaboration between the Council, Derby City Council, Derbyshire County Council and developers. The development framework document once approved will guide the delivery of the following development in support of the Infinity Garden Village proposal:*

*Policy H15 Wragley Way (LP1)*

*Policy E4 Infinity Park Extension (LP1)*

*The South Derby Integrated Transport Link (LP1 Policy INF4)*

*A new Local Shopping Centre (LP1 Policy H15 vii)*

*Green and Blue Infrastructure (LP1 Policy H15 ix) across the Southern Derby Area with consideration to Derby City's Green Wedge policy*

*New secondary school (LP2 Policy INF12), the location of which is to be defined by the development framework document*

*An A50 junction at Deepdale Lane to serve the Southern Derby Area proposals (LP1 Policy H15 iii).*

*Until the development framework document is approved, any necessary infrastructure required to deliver the comprehensive approach will be supported.*

#### Explanation

*This policy is supported by the allocation of Wragley Way (H15) and Land at Sinfin Moor (E4) in the Local Plan Part 1 and the continued growth of Infinity Park in Derby*

*City. In the interests of aligning and agreeing phasing for the upcoming development opportunities to support the Infinity Garden Village proposal it is important that consideration is given to the development in both administrative areas. This will be undertaken through an agreed framework document that can fully consider all the constraints and opportunities on the site and guide the delivery of the Southern Derby Area comprehensively. The Development Framework document will be produced in collaboration with Derby City, Derbyshire County Council, relevant developers and landowners and Highways England. However due to the pressing need to plan for and deliver a new secondary school all parties will need to expedite the joint development framework.*

- 3.4 The main elements of the village (see above) were approved by Council prior to the adoption of the Local Plan Part 1 in June last year following the usual process of public consultation and approvals at the various stages.
- 3.5 The Local Plan Part 2 version for initial submission to the Secretary of State was approved by the Council's Environmental and Development Services Committee on 5 January 2017 following the Regulation 19 public consultation. The Committee resolution included the approval of modification MM3 which introduced a new policy [INF13]:

*'... The policy relates to the Southern Derby Area that includes the Part 1 allocation of Wragley Way, the extension to the existing Infinity Park in Derby City and requires the delivery of the South Derby Integrated Transport Link. Progress has been made on this wider area with all the relevant parties including Highways England having met on several occasions; highways consultants have been appointed by the developers to develop the required transport information. This area was also the subject of a Garden Village bid for additional funding, the result of which is awaited.'*

- 3.6 The decision of the Environmental and Development Services Committee was similarly agreed at Council on 19 January 2017 authorising the Director of Community and Planning Services and the Planning Policy Manager to prepare and submit reports, statements, and proofs of evidence, and to make further changes during the hearings in pursuit of the Council's agreed position following submission.
- 3.7 Members will recall that at its meeting of 2 March 2017, the Environmental and Development Services Committee accepted support and funding from the Homes and Communities Agency regarding the Garden Village as requested. The report presented to the meeting explained to members the process undertaken for the submission of the EOI and to more fully explain the area submitted and the status of such and the funding available.
- 3.8 The next stage was the Examination in Public of the Part 2 Plan where the public and all interested parties could debate the issues surrounding the legal compliance and soundness of the Plan. It is at this stage that the Inspector came to a view on the evolution of the plan through its stages and whether the plan legally complies with the regulations to date. Through discussion at the hearings, among other things, the Inspector was keen to clarify the purpose of Policy INF13 and to ensure that the policy supports the delivery of the Garden Village through the already allocated sites (through Local Plan Part 1) in a detailed development framework document (MM53) and to include a map

showing the location (referred to as 'Map X' in the original modification). Following several days of attendance and debate by numerous public, agencies, agents and developers, the Inspector subsequently informed the Council that, subject to certain modifications, the plan would be sound and legally compliant. These proposed modifications were set out to Council at its meeting of 29 June where it was resolved to approve the modifications and proceed to the final stage of public consultation.

- 3.9 As set out above, consultation on the modifications started in the week commencing 3rd July for a period of six weeks. A tracked changed version of the submitted Plan has been published as part of the consultation that includes all the modifications. Following the consultation, which is open for all to comment upon including the new Policy INF13 (Southern Derby Area and Infinity Garden Village), the Inspector will consider the responses and write a report into the soundness of the Part 2 Plan. Once the report is received by the Council and if it proposes the Plan is sound, then a Council report will be prepared proposing adoption of the Plan, most likely subject to the main modifications being made.

#### Next Steps

- 3.10 As part of the original EOI it was stated that the Councils would set up a Liaison Group including neighbouring residents, businesses, developers and all local authorities to consider further proposals and masterplan across the village area. It envisaged that a Management Company would be established to oversee the development of the village bringing together the local authorities, land owners and developers to co-ordinate the creation of the village and engagement with government agencies and the local community. As development of the village progresses, representatives from the community and local business would be sought to be involved in the management. Ultimately the resident and business representatives would take a leading role in the management company.
- 3.11 So far, a partnership group has been meeting since March 2016 (pre-dating the offer of HCA funding) to discuss the delivery of the wider site including the link road required by Policy H15 and the possible new A50 junction (now acknowledged under LPP2 Policy INF13). This meeting is attended by District Planning Officers, City Regeneration, Planning and Transport Officers, County Transport Officers and developers and agents for the area. Also in attendance are Highways England and the HCA and on occasions the LEP. It is envisaged that subject to this Committee's agreement, to ensure wider community engagement, feedback from the Liaison Group should also be considered by the partnership group and reported back accordingly.
- 3.12 In July, the Department of Communities and Local Government (through the HCA) announced a second round of funding for the successful garden village authorities likely to be of a similar amount as before. To ensure that the momentum is not lost and that every opportunity for additional resources is secured, an application for this second round is recommended.

3.12 Finally, members will see attached at Appendix B a draft of a memorandum that is designed as a vehicle for agreement for the expenditure of any funding relating to the delivery of the Garden Village which commits the Council, the City and the County to come to agreement prior to releasing funds.

#### **4.0 Financial Implications**

4.1 At the time of writing it is anticipated that the additional funding sought would be in the region of a further £214,285.

4.2 If approved, then this report seeks delegated powers to the Director of Community and Planning Services to ensure this money is spent appropriately in coordination with Derby City as this would be a joint award.

#### **5.0 Corporate Implications**

5.1 A successful application for further funding would allow for the delivery of the planned housing and employment allocations made within the adopted Local Plan Part 1 in a timely manner in a joined approach with Derby City.

#### **6.0 Community Implications**

6.1 The expression proposed a Liaison Group to be set up which would include neighbouring residents, businesses, developers and all Local Authorities for them to consider further proposals (beyond those already allocated) and masterplan across the village.

6.2 The main elements of the Garden Village that have been allocated within the Local Plan Part 1 are supported by the Inspector in Part 2 and have been consulted on several times and have also been considered through a public examination process.

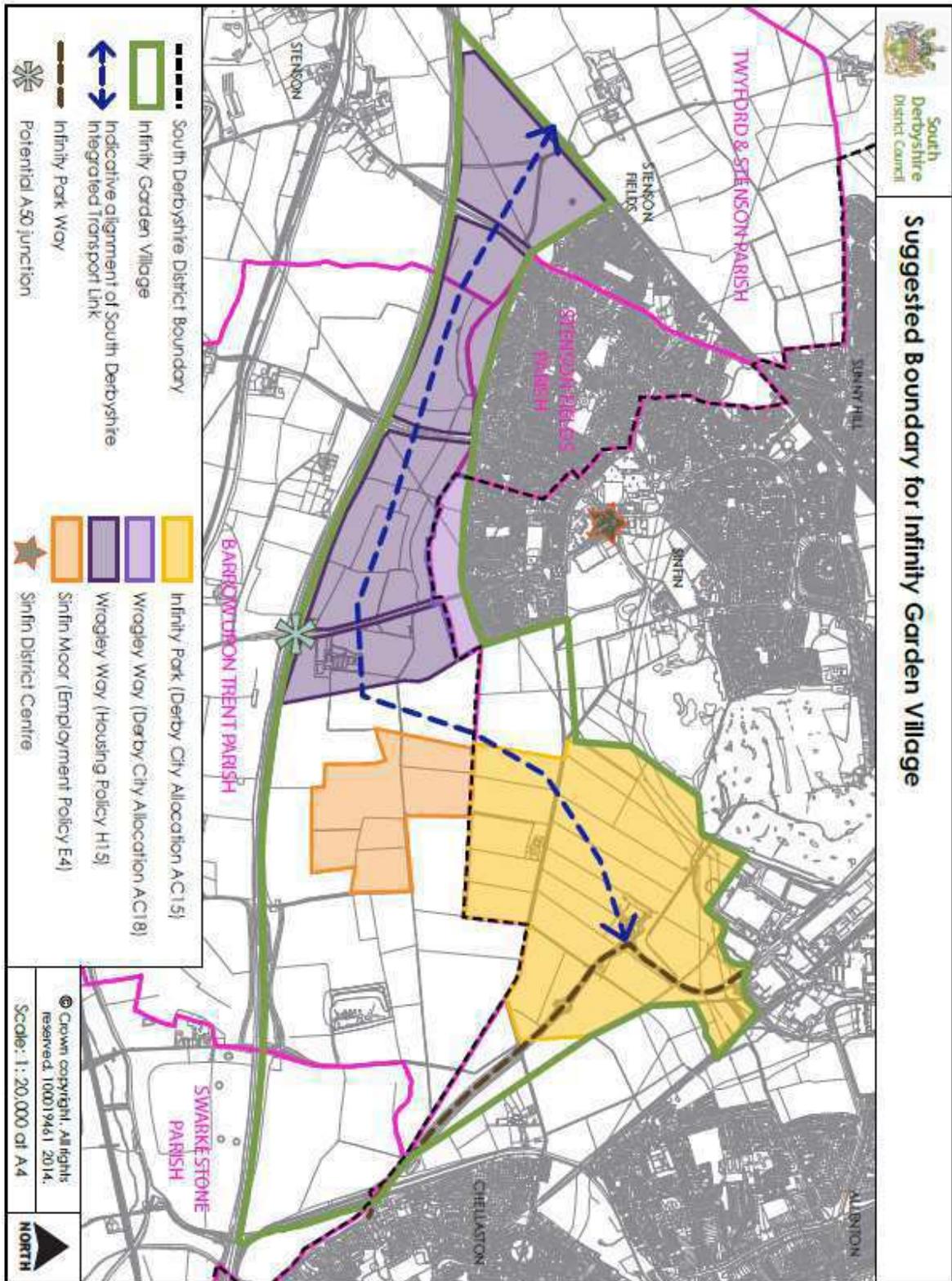
#### **7.0 Background Papers**

7.1 Adopted Local Plan Part 1 – can be viewed at:  
[http://www.southderbys.gov.uk/planning\\_and\\_building\\_control/planning\\_policy/local\\_plan/local\\_plan\\_part1/default.asp](http://www.southderbys.gov.uk/planning_and_building_control/planning_policy/local_plan/local_plan_part1/default.asp)

Relevant section of Local Plan Part 2 (with proposed modifications) can be viewed at:  
[http://www.south-derbys.gov.uk/Images/Tracked%20changed%20Local%20Plan%20Part%202%20-%20Part%204\\_tcm21-293812.pdf](http://www.south-derbys.gov.uk/Images/Tracked%20changed%20Local%20Plan%20Part%202%20-%20Part%204_tcm21-293812.pdf)

Appendix A – Infinity Garden Village Plan  
Appendix B – Memorandum of Understanding

# Appendix A – Infinity Garden Village Plan



## **Appendix B – Memorandum of Understanding**



MEMORANDUM OF UNDERSTANDING BETWEEN  
SOUTH DERBYSHIRE DISTRICT COUNCIL  
DERBY CITY COUNCIL  
AND  
DERBYSHIRE COUNTY COUNCIL

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Appendix 2 – Strategic and Policy Support	
Appendix 3 – Garden Villages Funding Agreement	

## **1. Background**

- 1.1 On 2 January 2017, South Derbyshire District Council (SDDC) and Derby City Council (DCC) were successful in securing £214,000 from the Homes and Communities Agency (HCA) Locally-Led Garden Villages, Towns and Cities programme to assist in delivering the South Derby Growth Zone (SDGZ).
- 1.2 The SDGZ is a major strategic project to regenerate land within Derby City and South Derbyshire for employment and housing growth. Masterplan proposals will include (i) an additional A50 Junction (ii) Infinity Park Derby (IPD) - Derby's flagship regeneration project (iii) the IPD Southern Extension (iv) Wragley Way housing site (v) Infinity Garden Village (vi) the Southern Derby Integrated Transport Link (SDITL) and other link roads, together with (vi) associated core infrastructure.
- 1.3 SDGZ involves Local Authority partners – Derby City Council DCC), South Derbyshire District Council (SDDC), Derbyshire County Council (DCoC) – working with developers and landowners within the SDGZ.
- 1.4 The subject of this MOU is Stage 1 of the work, which involves masterplanning the SDGZ area and working towards delivery of a hybrid planning application – outline planning application for an additional A50 Junction and outline application for the Southern Derby Integrated Transport Link (SDITL) and associated core infrastructure. Stage 2 for capital works will be later.
- 1.5 The potential benefits of SDGZ notionally include (i) the creation of 5,000 new jobs (ii) 2,000 new homes (iii) 4m sq. ft. new employment floorspace. The emerging Masterplan, to be agreed, will show these potential benefits. This will be the subject of a full economic case to be done by economic consultants, at a later date, to determine a Benefit Cost Ratio (BCR).

## **2. Purpose of the MOU**

- 2.1 This MOU will define the relationship between the Local Authority partners, the parties to this agreement – Derby City County Council, South Derbyshire District Council and Derbyshire County Council – with regard to the HCA Garden Villages grant and to agree in principle how the funding is allocated towards delivering planning approvals for the new A50 Junction, SDITL and link roads, to which Stage 1 above refers.

## **3. Aims and Objectives**

- 3.1 Ensure that the HCA Garden Villages grant funding (as already awarded and as additional funding/grant may be awarded in the future) is effectively utilised and spent, according to the HCA funding agreement, by March 2019, with an emphasis on the delivery of a hybrid planning application for the South Derby Growth Zone (SDGZ), incorporating (i) a detailed planning application for an additional A50 Junction and (ii) an outline planning application for the Southern Derby Link Road (SDITL), plus associated infrastructure by the end of 2017/2018 (financial year).

Note that it is not solely the responsibility of the parties to the MOU to deliver the planning application; it is the responsibility of both the public and private sector partners.

3.2 It is envisaged that the available budget will be prioritised accordingly and will be subject to State Aid provisions.

**4. Relationship between the Parties**

4.1 The parties have been working together for some time towards the delivery of housing in connection with the Derby Housing Market Area. The Wragley Way housing site, with c.2000 new homes, is dependent on this work.

4.2 Since December 2015, DCC has convened meetings in connection with progressing the SDGZ proposals, which includes representation from SDDC and DCoC, plus developers and landowners within the SDGZ Masterplan area.

4.3 Delivering the SDGZ proposals is a priority of the Local Plans of Derby City and South Derbyshire.

4.4 Derbyshire County Council is the Highways Authority for the majority of the SDGZ area.

**5. Allocation of Funding (to be agreed) for Stage 1 Work Packages**

Budget item	Year		Totals
	2016/17	2017/18	
SDDC costs			
DCC costs (estimated)			
DCoC costs			

We, the undersigned, agree that the roles and responsibilities of the partners and the allocation of funding is as described in this document. Any changes to either must be agreed by all 3 parties:

Derby City Council: \_\_\_\_\_

Name (please print): \_\_\_\_\_

Date: \_\_\_\_\_

South Derbyshire District Council: \_\_\_\_\_

Name (please print): \_\_\_\_\_

Date: \_\_\_\_\_

Derbyshire County Council: \_\_\_\_\_

Name (please print): \_\_\_\_\_

Date: \_\_\_\_\_

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<b>REPORT TO:</b>	<b>ENVIRONMENTAL AND DEVELOPMENT SERVICES COMMITTEE</b>	<b>AGENDA ITEM: 10</b>
<b>DATE OF MEETING:</b>	<b>17<sup>th</sup> AUGUST 2017</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) / DAVID HUCKER (Ext. 5775)</b>	<b>DOC:</b>
<b>SUBJECT:</b>	<b>COMMITTEE WORK PROGRAMME</b>	<b>REF:</b>
<b>WARD(S) AFFECTED:</b>	<b>ALL</b>	<b>TERMS OF REFERENCE: G</b>

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## **1.0 Recommendations**

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

## **2.0 Purpose of Report**

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

## **3.0 Detail**

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

## **4.0 Financial Implications**

4.1 None arising directly from this report.

## **5.0 Background Papers**

5.1 Work Programme.

**Environmental & Development Committee – 17<sup>th</sup> August 2017  
Work Programme**

<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>		
Performance Reports	2 <sup>nd</sup> March 2017	Keith Bull Head of Communications (01283 228705)
Key Performance Indicators – Licensing Department	2 <sup>nd</sup> March 2017	Emma McHugh Senior Licensing Officer (01283 595716)
Quarterly Enforcement and Compliance Report	2 <sup>nd</sup> March 2017	Matt Holford Environmental Health Manager (01283 595856)
Infinity Garden Village	2 <sup>nd</sup> March 2017	Nicola Sworowski Planning Policy Manager (01283 595983)
Planning Committee – Guidance for Speakers	2 <sup>nd</sup> March 2017	Tony Sylvester Planning Services Manager (01283 595743)
Affordable Housing Supplementary Planning Document	26 <sup>th</sup> April 2017	Nicola Sworowski Planning Policy Manager (01283 595983)

Local Green Spaces Development Plan Document	26 <sup>th</sup> April 2017	Karen Beavin Planning Policy Officer (01283 595749)
Design Supplementary Planning Document	26 <sup>th</sup> April 2017	Richard Shaw Design Excellence Officer (01283 228764)
Hartshorne Conservation Area	26 <sup>th</sup> April 2017	Nicola Sworowski Planning Policy Manager (01283 595983)
Housing White Paper Consultation	26 <sup>th</sup> April 2017	Tony Sylvester Planning Services Manager (01283) 595743
Corporate Plan 2016-21: Performance Report (1 Jan-31 March 2017)	1 <sup>st</sup> June 2017	Keith Bull Head of Communications (01283 228705)
Service Plan	1 <sup>st</sup> June 2017	Keith Bull Head of Communications (01283 228705)
Key Performance Indicators – Licensing Department	1 <sup>st</sup> June 2017	Ardip Kaur Legal & Democratic Services Manager (01283 595715)
Swadlincote Town Centre Grant Scheme	1 <sup>st</sup> June 2017	Mike Roylance Economic Development Manager (01283 595725)

Corporate Anti-Social Behaviour Policy	1 <sup>st</sup> June 2017	Chris Smith Communities Manager (01283 595 924)
Design Supplementary Planning Document and Air Quality	1 <sup>st</sup> June 2017	Matt Holford Environmental Health Manager (01283 595856)
Enforcement and Compliance Report	1 <sup>st</sup> June 2017	Matt Holford Environmental Health Manager (01283 595856)
<b>Provisional Programme of Reports To Be Considered by Committee</b>		
Corporate Plan 2016-21: Performance Report (1 April – 30 June 2017)	17 <sup>th</sup> August 2017	Keith Bull Head of Communications (01283 228705)
Private Hire Licensing Mandatory Training - Child Sexual Exploitation Awareness	17 <sup>th</sup> August 2017	Emma McHugh Senior Licensing Officer (01283 595716)
Infinity Park Garden Village	17 <sup>th</sup> August 2017	Tony Sylvester Planning Services Manager (01283) 595743
Draft Waste Local Plan	28 <sup>th</sup> September 2017	Richard Groves Planning Policy Officer (01283 595738)

Draft Minerals Local Plan	28 <sup>th</sup> September 2017	Richard Groves Planning Policy Officer (01283 595738)
Climate Change Adaptation and Flood Resilience	28 <sup>th</sup> September 2017	Matt Holford Environmental Health Manager (01283 595856)
Swadlincote Market	28 <sup>th</sup> September 2017	Malcolm Roseburgh Cultural Services Manager (01283 595774)
The Waste (England and Wales) (Amendment) Regulations 2012	28 <sup>th</sup> September 2017	Adrian Lowery Direct Services Manager (01283 595764)
Key Performance Indicators – Licensing Department	28 <sup>th</sup> September 2017	Emma McHugh Senior Licensing Officer (01283 595716)
Review of Private Hire Licensing Policy – Licensing Department	28 <sup>th</sup> September 2017	Emma McHugh Senior Licensing Officer (01283 595716)
Charging for Food Hygiene Rating re-inspections	28 <sup>th</sup> September 2017	Matt Holford Environmental Health Manager (01283 595856)
Corporate Plan 2016-21: Performance Report (1 July – 30 September 2017)	16 <sup>th</sup> November 2017	Keith Bull Head of Communications (01283 228705)

Enforcement Quarterly report	16 <sup>th</sup> November 2017	Matt Holford Environmental Health Manager (01283 595856)
Affordable Housing SPD	16 <sup>th</sup> November 2017	Incoming Housing Strategy Manager / Karen Beavin Planning Policy Team Leader (01283 595749)
Boulton Moor Development Framework Document	16 <sup>th</sup> November 2017	Karen Beavin Planning Policy Team Leader (01283 595749)
Design Guide SPD	16 <sup>th</sup> November 2017	Richard Shaw Design Excellence Officer (01283 228764)
Southern Derby Area Development Framework Document	4 <sup>th</sup> January 2018	Tony Sylvester Planning Services Manager (01283 595743)
Annual Monitoring Report	25 <sup>th</sup> January 2018	Karen Beavin Planning Policy Team Leader (01283 595749)
Corporate Plan 2016-21: Performance Report (1 October – 31 December 2017)	1 <sup>st</sup> March 2018	Keith Bull Head of Communications (01283 228705)
Enforcement Quarterly report	1 <sup>st</sup> March 2018	Matt Holford Environmental Health Manager (01283 595856)

Draft Local Green Spaces DPD	1 <sup>st</sup> March 2018	Karen Beavin Planning Policy Team Leader (01283 595749)
Report on Empty Home interventions	19 <sup>th</sup> April 2018	Matt Holford Environmental Health Manager (01283 595856)
Corporate Plan 2016-21: Performance Report (1 January – 31 March 2018)	2018/19	Keith Bull Head of Communications (01283 228705)