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24 August 2016

To: All Councillors

As a Member or Substitute of the **Community & Environment Committee**, please treat this as your summons to attend the meeting on **Thursday 1 September 2016 at 6.00pm in the Council Chamber, Town Hall, Matlock.**

Yours sincerely

A handwritten signature in black ink, appearing to be "S. Lamb".

Sandra Lamb
Head of Corporate Services

AGENDA

1. APOLOGIES/SUBSTITUTES

Please advise Democratic Services on 01629 761133 or e-mail committee@derbyshiredales.gov.uk of any apologies for absence and substitute arrangements.

2. APPROVAL OF MINUTES OF PREVIOUS MEETING

2 June 2016

3. PUBLIC PARTICIPATION

To enable members of the public to ask questions, express views or present petitions, **IF NOTICE HAS BEEN GIVEN**, (by telephone, in writing or by electronic mail) **BY NO LATER THAN 12 NOON OF THE WORKING DAY PRECEDING THE MEETING.**

4. INTERESTS

Members are required to declare the existence and nature of any interests they may have in subsequent agenda items in accordance with the District Council's Code of Conduct. Those interests are matters that relate to money or that which can be valued in money, affecting the Member her/his partner, extended family and close friends.

Interests that become apparent at a later stage in the proceedings may be declared at that time.

5. QUESTIONS PURSUANT TO RULE OF PROCEDURE NUMBER 15

To answer questions from Members who have given the appropriate notice.

Page No.

6. CONSULTATION RESULTS – MATLOCK BUS STATION PUBLIC CONVENIENCES

4 - 9

To consider a report that outlines the results of the consultation with regard to changing the opening hours of the public conveniences and waiting room at Matlock Bus Station and approve the recommendation that the opening hours of the public conveniences and waiting room be changed to before 5pm in the winter and before 6pm in the summer as outlined in point 2.10 from 1st November 2016.

7. WIRKSWORTH ST MARY'S CHURCHYARD RAILINGS REPAIRS

10 - 12

To consider a report that outlines the proposed action to be taken following the rejection of the bid submitted to the Heritage Lottery Fund (HLF) for the restoration of the iron railings and stonework and the methodology for the repairs identified.

8. FLY TIPPING – FIXED PENALTY NOTICES

13 - 15

To consider a report that summarises a new enforcement power that enables the issuing of fixed penalty notices for the offence of unauthorised deposit of waste on land (fly tipping) and approve a recommended scheme of delegation outlined in point 2.5 for the issuing of fixed penalty notices which are standard amounts for the penalties.

9. LEISURE SERVICES REVIEW: UPDATE

16 - 19

To update the Committee on the progress of the Leisure Services review.

10. EVENTS HUB UPDATE AND ACTION PLAN FOR 2016/17

20 - 22

To receive an update and approve the work of the Events Hub and Action Plan for 2016/17, for which progress will be reported on an annual basis.

11. COMMUNITY ENGAGEMENT HUB UPDATE AND ACTION PLAN

23 - 25

To receive an update and approve the work of the Community Engagement Hub and its current action plan, for which progress will be reported on an annual basis.

12. MATLOCK BATH ILLUMINATIONS UPDATE

26 - 29

To update the Committee on the progress of the Matlock Bath Illuminations event in 2016, and approve the recommendation for delegated authority for developing a charging structure for market stalls and to accept a tender for the provision of a bar to be given to the Head of Community Development.

Members of the Committee - Councillors Jason Atkin, Jennifer Bower, Richard Bright, Sue Bull, Martin Burfoot, Albert Catt, Phil Chell, Ann Elliott, Vicky Massey, Tony Morley, Joyce Pawley, Mike Ratcliffe, Lewis Rose, OBE, Andrew Statham (Vice Chairman), Colin Swindell, Philippa Tilbrook, Jo Wild (Chairman)

Substitutes - Councillors Deborah Botham, David Chapman, Tom Donnelly, Richard FitzHerbert, Steve Flitter, Alyson Hill, Susan Hobson, Neil Horton, Angus Jenkins, Tony Millward, BEM, Jean Monks, Garry Purdy, Irene Ratcliffe, Mark Salt, Jacquie Stevens, John Tibenham

COMMUNITY AND ENVIRONMENT COMMITTEE
1st September 2016

Report of the Head of Environmental Services

CONSULTATION RESULTS - MATLOCK BUS STATION PUBLIC CONVENIENCES

SUMMARY

This report outlines the results of the consultation undertaken with regards to changing the opening hours of the public conveniences and waiting room at Matlock Bus Station.

RECOMMENDATION

That having regard to the results of the public consultation, the opening hours of the public conveniences and waiting room be changed to before 5pm in the winter and before 6pm in the summer as outlined in 2.10 from 1st November 2016.

WARDS AFFECTED

All

STRATEGIC LINK

The Public Conveniences facilities contribute towards the Council's priority of providing a "clean green and prosperous Dales" and "thriving town centres".

1 BACKGROUND

- 1.1 The Community and Environment Committee in June 2016 approved a 6 week consultation to consider changing the opening hours of the public conveniences and the waiting area at Matlock Bus Station to minimise the opportunity of vandalism occurring.
- 1.2 This report outlines the results of the consultation survey and recommends a way forward.

2 REPORT

- 2.1 Vandalism and anti-social behaviour in the public conveniences and waiting area has become a real concern over recent months. The number of reports of vandalism in the toilet facilities at the Bus Station has increased causing disruption to the service and increased repair costs by approximately £1,300 in six months. To limit the opportunity for vandalism residents, visitors, ward members and stakeholders have been consulted on a proposal to reduce the current opening hours in the evening.

- 2.2 An online survey was available for 6 weeks promoted through Facebook and posters which were put up on the doors of all the toilets, waiting room and in the car park poster boxes. Letters were sent to the transport operators and users of the bus and train services were questioned on 12 July 2016. The full results of the survey are available in Appendix 1.
- 2.3 107 responses were received in total over a 6 week period. 83% of respondents were local with only 14% being visitors. The majority of respondents use the facilities whilst out walking, waiting for a bus or parked in the car park. Only 16% were using the train services and travelling to work.
- 2.4 The results of the online survey show that 48% of people surveyed were in support of the public conveniences closing at 5pm in the winter and 6pm in the summer. 36% supported an 8pm closure with only 16% agreeing that they should be available until 11pm. 49% also supported the early closure of the waiting room at 5/6pm with 42% requesting 8pm.
- 2.5 Only 23% of respondents said that they used the toilets and 48% said occasionally. 24% used them after 6pm, 64% using them between 9-5pm.
- 2.6 49% of respondents either used or occasionally used the waiting area, many whilst waiting for a bus. 51% said that they did not use it. Only 9% of users said they were travelling to work. 68% used the waiting room between 9-5pm with 20% saying that they used it after 6pm. Only 9% thought that it should be open until 11pm.
- 2.7 No responses to the survey were received from any of the transport operators. Members covering St Giles and All Saints wards were in support of a reduction in opening hours. Four members supported the toilets being closed at 5/6pm whilst 2 suggested that 8pm may be better.
- 2.8 In addition to the responses to the questions respondents left many comments about the use of CCTV and the police patrolling to catch the people responsible for the vandalism. Whilst CCTV is a valid option and may act as a deterrent there is the cost of installation, monitoring and maintenance and it would only provide information based on who is in the area and not activity taking place inside the toilets, which could be used to pursue action after the event.
- 2.9 14% of the respondents considered themselves disabled. It is unclear from the results how many disabled residents would use the facilities after 6pm and whilst the facility would not be available provision for disabled users is available on Causeway Lane.
- 2.10 Based on the findings of the survey it is recommended that the Clean and Green staff involved in cleaning and locking toilets incorporate the locking up of these toilets and waiting room into their current schedule. This means that the toilets at the bus station and waiting area will be locked by 5.30pm in the summer and by 4.30pm in the winter before the toilets in Hall Leys Park are locked, by 6pm in the summer and by 5pm in the winter. This provides a saving of £2,992 and reduces the opportunity for vandalism to take place in the evening. This new arrangement will take effect from 1st November 2016.

3 RISK ASSESSMENT

3.1 Legal

The Council is required to consult on the proposals to withdraw service provision. The report deals with that requirement. The legal risk is therefore low and is a mitigation measure given the history of vandalism to the premises.

3.2 Financial

The cost of undertaking repairs is increasing and putting additional pressure of the revenue budget. The option recommended offers a saving of £2992 per annum in addition to any costs saved through not having to undertake repairs due to vandalism. The financial risk is therefore low.

3.3 Corporate Risk

Changes to opening times are likely to result in some residents/visitor being dissatisfied with the service. The council cannot continue to deliver the service with increasing costs and therefore the option proposed is likely to safeguard against the level of vandalism and maintain the condition of the facility in the future. The Corporate risk is therefore medium.

4 OTHER CONSIDERATIONS

In preparing this report, the relevance of the following factors has also been considered: prevention of crime and disorder, equalities, environmental, climate change, health, human rights, personnel and property.

5 CONTACT INFORMATION

Heidi McDougall, Head of Environmental Services
Tel: 01629 761372 E-mail: heidi.mcdougall@derbyshiredales.gov.uk

6 BACKGROUND PAPERS

Description	Date	File
Survey Monkey Consultation results	July 2016	Appendix 1

MATLOCK BUS STATION CLOSING TIMES CONSULTATION

Results

Local	89 83.18%	Visiting the town	15 14.02%	Driving by	3 2.80%
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Respondents: 107

- Please tell us how you arrived:

Public Bus Journey	28 28%	Parked in car park	25 25%	Taxi Journey	0
Train Journey	16 16%	On a walk	31 31%	Coach stop	0

Respondents: 100

- Are you commuting to/from work/college/university/school?

Yes	15 15.15%	No	84 84.85%
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Respondents: 99

- Do you regularly use the public toilets here?

Yes	24 22.43%	Occasionally	51 47.66%	No	32 29.91%
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Respondents: 107

- What times do you usually use the toilets?

7am to 9am	5 5.62%	9am to 5pm	57 64.04%	5pm to 6pm	6 6.74%
6pm to 8pm	17 19.10%	8pm to 11pm	4 4.49%		

Respondents: 89

- What time do you think the toilets should close?

Please note that all other town centre toilets within the District are closed overnight between 5/6pm and 8am. Please indicate which time you would prefer.

Summer 6pm	51 47.66%	8pm	39 36.45%	11pm	17 15.89%
Winter 5pm					

Respondents: 107

MATLOCK BUS STATION WAITING ROOM

- For those using the waiting room, please tell us your reasons:

Public Bus Journey	32 62.75%	Train Journey	11 21.57%	Taxi Journey	0
Meeting someone	1 1.96%	On a walk	0	Coach stop	2 3.92%
Other	5 9.80%				

Respondents: 51

- Are you commuting to/from work?

Yes	6 8.22%	No	67 91.78%
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Respondents: 73

- Do you regularly use the waiting room here?

Yes	6 7.14%	Occasionally	35 41.67%	No	43 51.19%
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Respondents: 84

- What times do you usually use the waiting room?

7am to 9am	3 6.00%	9am to 5pm	34 68.00%	5pm to 6pm	1 2.00%
6pm to 8pm	10 20.00%	8pm to 11pm	3 4.00%		

Respondents: 50

- What time do you think the waiting room should close?

Summer 6pm	38 48.10%	8pm	34 43.04%	11pm	7 8.86%
Winter 5pm					

Respondents: 79

ALL RESPONDENTS

- What is your Age Group?

0 to 10	0	11 to 17	1 0.96%	18 to 24	3 2.88%
25 to 34	6 5.77%	35 to 44	14 13.46%	45 to 54	12 11.54%
55 to 59	10 9.62%	60 to 64	13 12.50%	65 to 74	38 36.54%
75 and over	7 6.73%				

Respondents: 104

- Do you have a disability?

Yes

14
13.73%

No

88
86.27%

Respondents: 102

COMMUNITY AND ENVIRONMENT COMMITTEE
1st September 2016

Report of the Head of Environmental Services

WIRKSWORTH ST MARY’S CHURCHYARD RAILINGS REPAIRS

PURPOSE OF REPORT

This report outlines the proposed action to be taken following the rejection of the bid submitted to the Heritage Lottery Fund (HLF) for the restoration of the iron railings and stonework and the methodology for the repairs identified.

RECOMMENDATION

That the repairs to the iron railings and stonework at St Mary’s churchyard be undertaken as proposed within the report using the committed capital funding.

WARDS AFFECTED

Wirksworth

STRATEGIC LINK

The District Council’s adopted Corporate Plan 2015-2019, under the priority of ‘a thriving district’, has an objective to seek public realm improvements in market towns. Council in March 2016 approved a specific Corporate Plan target for 2016/17 to “Manage the restoration of the wrought iron railings at St Mary’s Church, Wirksworth, subject to a successful Heritage Lottery Fund bid”.

1 BACKGROUND

- 1.1 A capital sum of £50,000 was agreed in 2014 to support repairs to St Mary’s churchyard railings at Wirksworth where the maintenance is the responsibility of the Council as it is a closed churchyard. Due to lack of resource no maintenance has been carried out for some considerable time
- 1.2 This report outlines the repairs and methodology for the project.

2 REPORT

- 2.1 In early 2015 Wirksworth Civic Society approached the Council about the possibility of using the £50,000 budget as match funding for a wider Heritage Lottery Fund (HLF) bid of £950,000 to support a project to carry out all repairs to the railings and also involving engagement of the public. The application was submitted in November 2015 and unfortunately was rejected at Stage 1 in March 2016.

- 2.2 Further information requested from HLF indicated that resubmission would not be a sensible option due to the limited benefits when compared with other applications made to the fund. At this round £8.5 million of bids were submitted for £1.7 million available funding.
- 2.3 In light of the above the project team have spent time looking at a way forward with the funding available through the Council. Consultation has taken place with the Council's Conservation Officer and the Wirksworth Civic Society project group to develop the ideas. Advice has also been sought from a specialist in restoration work.
- 2.4 The estimate for the full capital repairs is in the region of £500,000, however only £49,000 remains available within the capital programme for this project. The best option for the railings is to protect them and to halt the degradation so, should funding become available in the future, then further money can be used to enhance the railings and carry out any major repairs. The worst damaged areas, that would be most noticeable to the general public, would be at the gateway sites, these areas could be the focus of the visible repairs. This would be the replacement of missing uprights and repairs to the stone plinth including ties in the stone where it is splitting and an appropriate lime mortar repair to prevent further water ingress, which is causing most of the damage to the plinth.
- 2.5 The Council has been criticised in the past for not painting the railings, however, a specialist employed in 2004 to assess and recommend repairs for the previous HLF bid, commented in 2015 that actually the lack of inappropriate painting may have helped preserve the railings by not trapping water behind the paint and therefore accelerating deterioration. In light of this it is proposed that the painting of the railings is the lowest priority for the repairs, it is proposed to remove any paint that is flaking to reduce future water traps.
- 2.6 A specification for future painting should be developed as part of the repair project so this can be used by the Council, or volunteers to undertake an appropriate painting process in the future. This specification should be used to ensure the correct painting standard is achieved so no further degradation takes place.
- 2.7 To summarise, the main repair works are the targeted repair of three areas to show visible improvements, to brush down the loose paint, to replace one stone from the supporting wall, to remove vegetation from stones and treat with biocide to prevent further growth, to carry out repairs to the spilt stones on the plinth, and to undertake repairs to some supporting stays.
- 2.8 It is not recommended to remove inappropriate materials from previous repairs that are sound, i.e. the cement toppings and mild steel verticals, as this will not assist in the protection of or halt the degradation of the railings and may, in fact, cause further damage. Where the inappropriate material is not sound then this should be removed, and the repairs carried out with appropriate materials.
- 2.9 This is a comprehensive project that has been drawn up with strong community involvement in the project through the Wirksworth Civic Society. The Civic Society has promoted the project through social media and other means to attract community interest in the railings.

2.10 Consultation on the project and the methods to be used will be undertaken with the Council's Conservation Officer and Historic England. As part of the project permission will be required from the Diocese. Also potentially listed building consent may be required as it is possible the uprights will be made of modern materials rather than a like for like replacement of existing (the wrought iron) materials.

2.11 It is recommended that repair works be undertaken on the worst affected areas funded using the committed capital funding.

3 RISK ASSESSMENT

3.1 Legal

The Council is required to maintain the churchyard and the works outlined in the report deals with that requirement. The legal risk is therefore low.

3.2 Financial

The cost of the repairs is committed in the capital programme. The financial risk is therefore low.

3.3 Corporate Risk

Restoration of the churchyard railings and stonework is necessary to protect a valuable community asset and to meet one of the District Council's adopted Corporate Plan targets for 2016/17. By carrying out such works as are affordable with its own resources, as set out in the report, the District Council is minimising risk and taking action to support a corporate priority.

4 OTHER CONSIDERATIONS

In preparing this report, the relevance of the following factors has also been considered: prevention of crime and disorder, equalities, environmental, climate change, health, human rights, personnel and property.

5 CONTACT INFORMATION

Heidi McDougall, Head of Environmental Services
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6 BACKGROUND PAPERS

Description	Date	File
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COMMUNITY AND ENVIRONMENT COMMITTEE

1 September 2016

Report of the Head of Regulatory Services

FLY TIPPING ENFORCEMENT – FIXED PENALTY NOTICES

PURPOSE OF REPORT

This report summarises a new enforcement power that enables the issuing of fixed penalty notices for the offence of unauthorised deposit of waste on land (fly tipping). A scheme of delegation for the issuing of fixed penalty notices is recommended as are standard amounts for the penalties.

RECOMMENDATION

1. That the District Council adopts a fixed penalty of £200 as standard for fly tipping offences, with a discounted level of £120 where payment is made within 10 days;
2. That the scheme of delegation detailed at paragraph 2.5 of this report is adopted.

WARDS AFFECTED

All

STRATEGIC LINK

The effective enforcement of fly tipping offences links directly with the District Council's priority to maintain a clean and safe district.

1 BACKGROUND

- 1.1 Part 2 of the Environmental Protection Act 1990 deals with the issue of waste on land. When the Act was introduced it contained provisions for local authorities to enforce the offence of the unauthorised deposit of waste on land, known colloquially as fly tipping.
- 1.2 At the time that the Act was commenced the only enforcement option for this offence was prosecution through the Courts with penalties of a fine up to £40,000 or 6 months imprisonment.
- 1.3 Over the intervening years the concept of fixed penalty notices for environmental crimes has gathered popularity. However, although fixed penalty notices were introduced for littering, dog fouling, abandoned vehicles and various other matters the only option until recently for fly tipping remained prosecution through the Courts.

2 REPORT

- 2.1 In May 2016 Government announced the introduction of a new sanction of a fixed penalty for fly tipping offences. The introduction of the fixed penalty recognised the fact that local authorities spent considerable time and effort in bringing fly tipping

offences to Court, only for offenders to be fined relatively insignificant amounts of money. The fixed penalty notice was intended to give local authorities another tool to deal with low level fly tipping offences whilst leaving the option of Court action open for major incidents.

- 2.2 In introducing this new provision Government has suggested maximum and minimum levels of penalty, along with a default level and a discounted penalty for early payment. These levels are set out in the table below:

Offence	Default Penalty	Max Penalty	Min Penalty	Min Discounted Penalty
Fly tipping	£200	£400	£150	£120

- 2.3 It is suggested that Derbyshire Dales District Council should adopt the default penalty of £200, along with the discounted penalty of £120 where payment is made within 10 days of the issue of the fixed penalty notice.
- 2.4 There are no restrictions on how a local authority may use any income it receives from these fixed penalty notices.
- 2.5 In order to enable this provision to work effectively and efficiently it is necessary for officers to obtain delegated authority to issue the fixed penalty notices. A recommended scheme of delegation is set out below:

Section	Provision	Delegation
Section 33 ZA Environmental Protection Act 1990	Issue of fixed penalty notices for the offence of fly tipping	Principal Officer Environmental Health, all Environmental Health Officers

- 2.6 Enforcement action will only be undertaken in accordance with the Council's Enforcement Policy and this means that officers will adopt a phased approach in general. Officers working in the Environmental Health Public Health and Housing team will take the lead role in investigating complaints and instigating any action. Compliance with the Enforcement Policy will also ensure that any large-scale, organised fly tipping issues will continue to be subject to Court action where appropriate.

3 RISK ASSESSMENT

Legal

- 3.1 The proposals contained within the report are in accordance with the legal provisions. The legal risk is therefore low.

Financial

- 3.2 The financial risk is considered 'low'.

4 OTHER CONSIDERATIONS

In preparing this report, the relevance of the following factors has also been considered: prevention of crime and disorder, equalities, environmental, climate change, health, human rights, personnel and property.

5 CONTACT INFORMATION

Tim Braund, Head of Regulatory Services, Tel: 01629 761118, Email: tim.braund@derbyshiredales.gov.uk

6 BACKGROUND PAPERS

None

7 ATTACHMENTS

None

COMMUNITY AND ENVIRONMENT COMMITTEE

1 SEPTEMBER 2016

Report of the Head of Community Development

LEISURE SERVICES REVIEW: UPDATE

PURPOSE OF THE REPORT

This report updates the Committee on the progress of the Leisure Service review.

RECOMMENDATION

That the report is noted

WARDS AFFECTED

Not applicable

STRATEGIC LINK

The Leisure Service Review supports the District Council's Corporate Priority to seek efficiencies and innovative working practices.

BACKGROUND

1.1 The Leisure Service review was split into two phases, the first was to identify operational improvement and efficiencies. The suggested adjustments from this phase of the review were presented to Members in 2014 and implemented in 2015.

The second phase of the review included numerous visits and discussions with other Local Authorities, to help identify alternative models for delivering the Leisure Service in the longer term which help in reducing costs.

1.2 On 14 January, a presentation was given via a Members Workshop outlining the work carried out, options available and related benefits. The main report was then circulated to Members for reference. A second workshop was held on 24 February to allow Members an opportunity to discuss the options in greater detail. Given the amount of work required in considering the feasibility of each option (see 1.3), Members were asked to provide a steer as to which option(s) they considered most appropriate.

1.3

OPTIONS	Leisure Centre	Sports Development
One	In-house	In-house
Two	Outsourced	In-house
Three	Outsourced	Outsourced
Four	New NPDO	New NPDO
Five	Retain: Arc & Ashbourne CAT: Bakewell & Wirksworth	In-house

1.4 Although it was clear most Members wished to retain all four Leisure Centres and the Sports Development team in house, this option was considered as not sustainable, given the District Councils financial position. It was agreed that Options 2 and 5 were the most appropriate options, and that further information should be gathered and presented on the viability of each model.

1.5 Work is now underway, with FMG Consulting to provide greater detail on the financial and service benefits of options 2 and 5 using current year-end figures, as well as exploratory work on the possibility of Community Asset Transfers for Bakewell Swimming Pool and Wirksworth Leisure Centre. This information will be presented to Members by the end of the year

1.6 It was agreed at the Community and Environment Committee on 2 June that regular updates be provided to the committee throughout review.

2. REPORT

2.1 Relevant Officers from the District Council met with FMG Consulting on Friday 12 August to discuss progress so far.

2.2 To date, the initial round of consultation has been completed. This included discussions with representatives from Anthony Gell School in Wirksworth, Derbyshire Sport, Sport England, the Chief Executive Officer at Derbyshire Dales CVS and the owner of Blueberry Café.

2.3 Soft market testing has started through means of a questionnaire. This information is due to be returned to FMG in September and will form part of the final report.

2.4 Work has also taken place on benchmarking the current performance of the service, with work on financial projections in the final stages.

2.5 In the coming weeks, FMG will be meeting with members of the Leisure Management Team to review operational improvements and meet with relevant Heads of Service to discuss back office/central costs. Also, it was agreed that FMG will widen the consultation process to gain a greater appreciation of the feasibility of community involvement.

- 2.6 As with the initial round of consultation, discussions will take place at a pre-arranged time with those involved, either by phone or where possible, in person.
- 2.7 Appendix One outlines the work plan and timescales for Officers and the councils consultants. Currently, with the exception of final discussions with external parties, work is on track.

3. RISK ASSESSMENT

3.1 Legal

One of the purposes of the Review will be to identify legal risk and options moving forward. At this stage the legal risk is low.

3.2 Financial

There are no financial risks as a direct result of this report. Any savings achieved as part of this review will contribute towards the corporate savings target of £700,000. At this stage the financial risk is low.

OTHER CONSIDERATIONS

In preparing this report the relevance of the following factors has also been considered: prevention of crime and disorder, equality of opportunity, environmental, health, legal and human rights, financial, personnel and property considerations.

CONTACT INFORMATION

Ashley Watts, Head of Community Development
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BACKGROUND INFORMATION Appendix One - Timeline

Work Stream	January	February	March	April	May	June	July	August	September	October	November	December
Member Workshop (1)	14.1.16											
Staff Briefings at Leisure Centres (1)	15.1.16											
Staff Workshop with Sports Development Team	19.1.16											
Anthony Gell School Briefing (1)	22.1.16											
Member Workshop (2)		24.2.16										
Staff Briefings at Leisure Centres (2)		26.2.16										
Staff Briefing with Sports Development Team			1.3.16									
Anthony Gell School Briefing (2)			4.3.16									
Preparation of Phase 2 Specification												
Discussions with FMG Consulting												
FMG Consulting appointed												
Phase 2 Work undertaken FMG												
Consultation												
Phase 2 Report reviewed by LMT and CLT												
Member Workshop (3)												
Final Report to Full Council											24.11.16	

COMMUNITY AND ENVIRONMENT COMMITTEE

1 SEPTEMBER 2016

Report of the Head of Community Development

EVENTS HUB UPDATE AND ACTION PLAN FOR 2016/17

PURPOSE OF THE REPORT

This report updates the Committee on the work of the Events Hub and work plan for 2016/17.

RECOMMENDATION

1. That the report is noted
2. That the action plan is endorsed and progress reported on an annual basis.

WARDS AFFECTED

Not applicable

STRATEGIC LINK

Events contribute to the District Council's corporate priority of a thriving district, as set out in the Corporate Plan 2015-19.

1. BACKGROUND

1.1 The Events Hub's terms of reference are as follows:

Purpose and Objective

To co-ordinate the District Council's input into the organisation, facilitation and/or service management of events within the Derbyshire Dales including Emergency Planning, media liaison and publicity.

Terms of Reference

- a) To define the roles and responsibilities of the District Council and other organisations in event management
- b) To provide a framework for co-ordinating the response of the District Council to event organisers
- c) To set out the alerting mechanisms and the procedures for responding to planned events
- d) To ensure that there is effective liaison with all agencies who may have a role to play in event management.
- e) To identify and co-ordinate the utilisation of resources required from the District Council in the management of events.
- f) To regulate and control events in order to mitigate corporate risk.
- g) To annually review the role and function of the Events Hub.

- 1.2 The Hub comprises employee representatives from across the organisation with an involvement in event matters. Councillor Helen Froggatt has recently been appointed as Member Representative to work alongside the Hub.

2. REVIEW OF ACTION PLAN

Action	By When
[SMART objectives – Specific, Measurable, Achievable, Realistic, Time (completed by). How will achievements be measured].	
Arrange quarterly meetings	February 2015 (complete)
Create a procedure for recording of events	December 2015 (complete)
Create an events strategy	September 2016
Create a table of fees and charges	September 2016
Create a webpage	August 2015 (complete)
Create an online application form	August 2015 (complete)
Create a web form	September 2016
Create an events calendar	June 2015 – On-going
Address barriers to access District Council owned open spaces	On-going
Seek out opportunities for local/regional/national events	On-going
Promotion of events in the District	On-going
Manage the environmental impact of events	On-going
To work with the Derbyshire Events Safety Advisory Group	On-going
To work with internal partners to deliver a safe and successful event	On-going
Measure economic impact of events	On-going

3. RISK ASSESSMENT

3.1 Legal

There are no legal considerations arising from the report

3.2 Financial

There are no financial risks arising directly from this report and the risk is therefore assessed as 'low'.

4. OTHER CONSIDERATIONS

In preparing this report the relevance of the following factors has also been considered: prevention of crime and disorder, equality of opportunity, environmental, health, legal and human rights, financial, personnel and property considerations.

5. CONTACT INFORMATION

Ashley Watts, Head of Community Development
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Councillor Helen Froggatt, Member Representative
helen.froggatt@derbyshiredales.gov.uk

6. BACKGROUND INFORMATION

None

COMMUNITY AND ENVIRONMENT COMMITTEE

1 SEPTEMBER 2016

Report of the Head of Community Development

COMMUNITY ENGAGEMENT HUB UPDATE AND ACTION PLAN

PURPOSE OF THE REPORT

This report updates the Committee on the work of the Community Engagement Hub and its current action plan.

RECOMMENDATION

1. That the report is noted
2. That the action plan is endorsed and progress reported on an annual basis.

WARDS AFFECTED

All

STRATEGIC LINK

The Community Engagement Hub supports functions of the District Council that include elements of community engagement.

1. BACKGROUND

1.1 The Community Engagement Hub's terms of reference are as follows:

Terms of Reference – Purpose & Objectives

Purpose

To co-ordinate the Council's approach to Community Engagement, help utilise resources and expertise effectively and share learning and best practice

Objectives

- a) To support departments to engage effectively with communities.
 - b) To identify and make cross service improvements for how the Council engages with communities and deliver community based projects.
 - c) To act as a critical friend to departments with issues relating to community engagement.
 - d) To help capitalise on opportunities for community asset transfer.
 - e) To annually review the role and function of the Corporate Hub.
- 1.2 The Hub comprises employee representatives whose work areas include an element of community engagement. Councillor Colin Swindell has recently been appointed as Member Representative to work alongside the Hub.

2. UPDATE

- 2.1 Ashbourne Rugby and Cricket Clubs have expressed an interest in taking on Ashbourne Memorial Pavilion via a community asset transfer. Significant work is required as well as consideration to a range of wider issues such as its status as a war memorial, use by other clubs and the wider community.
- 2.2 We await information from Matlock Canoe Club regarding the community asset transfer Artist Corner Toilets. Informal planning advice has been provided to a plan the club had developed and now the Club are using this to refine their designs.
- 2.3 Transfer of Cromford Community Centre is being explored but is currently on hold due to concerns/issues regarding the structure of the building. A new management group has been formed and they are working to reopen the facility for community bookings. Various departments within the Council are supporting them to enable this to happen. Discussions around asset transfer are some way off as a result.
- 2.4 Northwood and Tinkersly Parish Council have expressed an interest in taking on the playing field and the hub is working with the Parish Council to explore this in further detail.
- 2.5 Our involvement in Community Directory Derbyshire, an online database for the voluntary sector, has now been approved after a period of delay. Once our licence is operational the database will enable service areas from across the Council to distribute information to a large network of community organisations.
- 2.6 During 2016, the hub has conducted a review of the Community Area Forums and a number of recommendations were approved and implemented for the forums during July and August. The Hub will review the outcome of these forums and provide further feedback to the Forum Coordination Group and CLT in due course.
- 2.7 Councillor Colin Swindell was appointed Member Representative for the Hub and will attend his first meeting in early September.

3. REVIEW OF ACTION PLAN

- 3.1 The Hub last met on 10 June when it reviewed its current work plan.

Action	By When
Community Directory Derbyshire	Complete
Conduct Community Area Forum Review	Complete
Community Asset Transfer Projects	Ongoing
Community Resilience work with partners	Ongoing
Community Consultation processes	Complete
SIDD Hot Topics	Complete
Service Summary Review – Community Engagement	Complete
Terms of Reference	Complete

- 3.2 In reviewing the work of the Hub, Councillor Swindell commented that “I am very much looking forward to working with the Community Engagement Hub to give a community view of how the Council can improve its communication and engagement with local residents”.

4. RISK ASSESSMENT

4.1 Legal

There are no legal considerations arising from the report

4.2 Financial

There are no financial risks arising directly from this report and the risk is therefore assessed as 'low'

5. OTHER CONSIDERATIONS

In preparing this report the relevance of the following factors has also been considered: prevention of crime and disorder, equality of opportunity, environmental, health, legal and human rights, financial, personnel and property considerations.

6. CONTACT INFORMATION

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Councillor Colin Swindell, Member Representative
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7. BACKGROUND INFORMATION

None

COMMUNITY & ENVIRONMENT COMMITTEE

1 SEPTMEBER 2016

Report of the Head of Community Development

MATLOCK BATH ILLUMINATIONS: UPDATE

SUMMARY

This report sets out the progress of Matlock Bath Illuminations event.

RECOMMENDATION

1. That the work undertaken, progress and direction of the event be noted
2. That delegated authority is given to the Head of Community Development to develop a charging structure for stall markets erected during the event
3. That delegated authority is given to the Head of Community Development to accept an appropriate tender for the provision of a temporary bar during the event

WARDS AFFECTED

All Wards

STRATEGIC LINK

The Illuminations benefit Matlock Bath and therefore contribute to the ‘market towns’ priority in the District Council’s Corporate Plan 2015-19.

1 BACKGROUND

- 1.1 As part of the restructure in 2013, Matlock Bath Illuminations, along with the general management of Events was placed under the responsibility of Community Development department.
- 1.2 In reviewing the performance of the event, it highlighted a number of possible operational improvements, as well as the opportunity to take a more commercial approach in its delivery.
- 1.3 Although the event has a positive economic impact in the area, up until 2014, the event had operated at a cost to the organisation.
- 1.4 After the first round of improvements, the event broke even for the first time in recent times. This was followed by a surplus of £12,00 in 2014, of which Members approved the reinvestment of £12,000 to help further improve the event.
- 1.5 The additional funds helped support changes to the entertainment programme,

improve the lighting display and introduce fast-tracking ticketing.

1.6 As a result, the event reached a record profit of £38,000 in 2015 (see appendix one).

2 REPORT

2.1 In continuing the improvement of the event, 2016 will see the introduction of a new entertainment programme, increased social media marketing, additional lighting and themed nights.

2.2 In addition to this, a new online ticket system has been purchased to help improve the advanced tickets sales experience for the end user, as well as reduce the demand and dependency on back office staff. It has also helped reduce the number ticket offices and ticket sales staff required on the night.

2.3 At last year's Illuminations Liaison Meeting, it was suggested that market stalls could be introduced where possible, along the pavements leading up to the entrance to Derwent Gardens. Although the suggestion was made in the main to support local businesses in competing with the pedlars attending the event, the District Council's focus is to encourage visitors to spend more time (and cash) in Matlock Bath throughout the day, rather than just attending the event.

2.4 This proposal is currently out to consultation.

2.5 The introduction of a bar inside the event is also being considered by the relevant bodies. This opportunity, if approved, will be advertised and open to all for tender. The specification includes the sale of premium products served only in plastic vessels, which do not conflict with other concessions inside the event.

2.6 PeakFM, who have supported the event in the two years are again involved in promoting the event and helping with the Opening Night. This year's event will also see PeakFM support the District Council on the last night, which is a Halloween themed evening.

3 RISK ASSESSMENT

3.1 Legal

The street trading and bar opportunities as outlined in the report will require the necessary approvals to be legally compliant. Trading concessions will also be put on a competitive footing as required by Contract Standing Orders. The legal risk is therefore considered to be controlled and currently low.

3.2 Financial

Officers manage this event in a way that aims to at least break even. There is a risk that expected income might not cover expenditure but this risk is assessed as 'low'.

4 OTHER CONSIDERATIONS

In preparing this report the relevance of the following factors has also been considered: prevention of crime and disorder, equality of opportunity, environmental health, climate change, legal and human rights, financial personal and property considerations.

5 CONTACT INFORMATION

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6 BACKGROUND PAPERS

Appendix One – Matlock Bath Illuminations Infograph

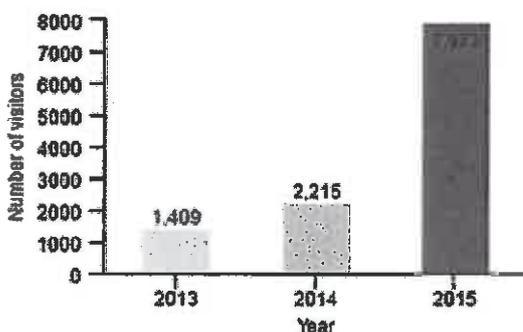


Matlock Bath Illuminations

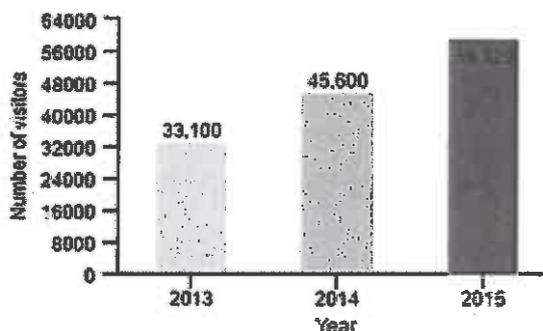
2013 - 2014 - 2015



Opening Sunday Themed Night Visitors



Matlock Bath Illuminations Visitors

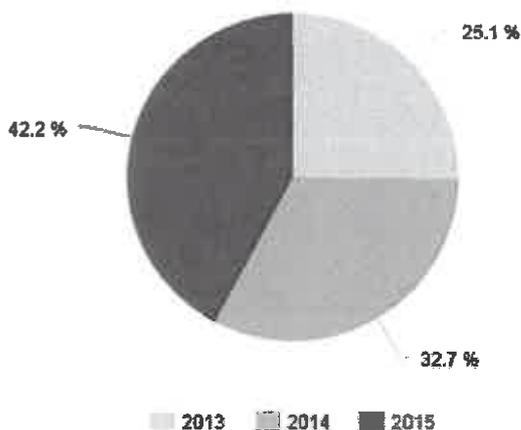


1 Since 2013, firework nights have increased from 5 nights to 7!

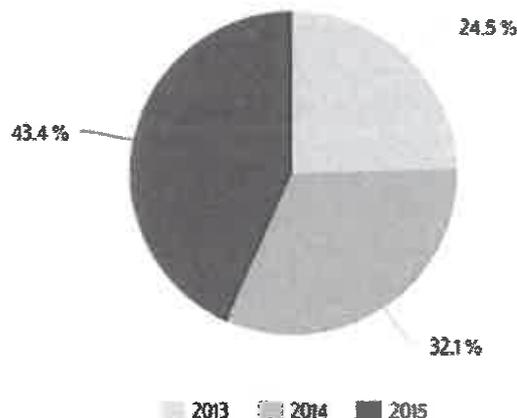
There are 10 illuminated and decorated boats and the event!

2

Free Tickets (children, residents, carers etc)



Adult Tickets



Since 2013, takings have increased by

£104,231.93