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8 March 2017

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 16 March 2017 at 6.00pm in the Council Chamber, Town Hall, Matlock.**

Yours sincerely

A handwritten signature in black ink, appearing to be "Sandra Lamb". The signature is fluid and cursive, with a large initial 'S'.

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

12 January 2017 and 23 February 2017

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. HURST FARM REGENERATION BID

4 - 12

To note the recent bid to the Department for Communities and Local Government for regeneration for funding in relation to Hurst Farm and the recommendation that £21,525 be allocated from the Revenue Grants Unapplied reserve as a contribution towards the project.

7. COMMUNITY LED HOUSING FUND

13 - 19

To consider approval of the activities detailed in the report to deliver a community led housing programme for Derbyshire Dales and the funding proposals required to undertake the project.

8. FUTURE OF WASTE & RECYCLING COMMUNITY FUND

20 - 23

To consider the proposal to cease the Waste & Recycling Community Fund from 1st April 2017 and to note the saving of £3,600.

9. BURIALS REVIEW

24 - 29

To consider proposals for the acquisition of additional land to provide future burial provision for up to 100 years focussed on the District Council's six sites, and the discontinuation of investment in parish sites.

10. CAR PARKS INFRASTRUCTURE – CAPITAL WORKS

30 - 32

To consider approval of capital works to be undertaken to improve the car parks at Fishpond Meadows Ashbourne, The Agricultural Centre, Bakewell and Monsal Head, subject to the business case for funding being approved at the Council meeting in June 2017.

11. IMPLEMENTATION OF PARKING POLICY 2013 – Off-Street Parking Places Amendment (No 2) Order 2017

33 - 36

To consider approval of the proposed amendments to the Off-Street Parking Places Order in relation to the introduction of daily charges for Blue Badge holders arising from the review of parking policy undertaken in 2013.

12. REVIEW OF CAR PARKING POLICY 2017

37 - 40

To consider a proposal for a review of the Council's current car parking policy, in accordance with the terms of reference outlined in the report, with completion by 1st October 2017.

13. ASHBOURNE SKATE PARK – UPDATING REPORT

41 - 46

To note progress made towards a new skate park facility in Ashbourne and to consider approval for the use of an area of Ashbourne Recreation Ground for a skate park, subject to planning and other statutory consents and the agreement of a lease with Skate Ashbourne.

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| 14. MATLOCK BATH ILLUMINATIONS REVIEW | 47 - 59 |
| To note the achievements of the 2016 event following the review and to consider approval of the general format of the 2017 event in line with the recommendations listed in the report. | |
| 15. STRATEGY FOR EVENTS ON DISTRICT COUNCIL LAND | 60 - 91 |
| To consider approval of the Strategy for Events on District Council Land and the fees and charges associated with the use of the land. | |
| 16. HALL LEYS PARK, MATLOCK – INSTALLATION OF A MUGA | 92 - 94 |
| To provide an update on proposals to convert the single tennis court on Hall Leys Park into a Multi-Use Games Area (MUGA). | |
| 17. REVIEW OF ASHBOURNE & WIRKSWORTH STALL MARKETS | 95 - 99 |
| To note the findings of a review of the Ashbourne and Wirksworth stall markets and consider approval of the recommendations as set out in the report. | |
| 18. HIGHWAYS AGENCY AGREEMENT - GULLY CLEANING CONTRACT | 100 - 104 |
| To consider the termination of the Gully Cleansing Contract with Derbyshire County Council and the cessation of the septic tank emptying service by December 2017. Also, that authority be delegated to the Corporate Director to commence negotiations with DCC and the Highways Agency and to undertake appropriate consultation with customers, staff and recognised Trade Unions. | |

Members of the Committee - Councillors Jason Atkin, Jennifer Bower, Richard Bright, Sue Bull, Martin Burfoot, Albert Catt, Phil Chell, Ann Elliott, Vicky Massey-Bloodworth, 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
16 MARCH 2017

Report of the Head of Housing

HURST FARM REGENERATION BID

PURPOSE OF REPORT

This report sets out the details of a recent bid to the Department for Communities and Local Government for regeneration funding made in relation to Hurst Farm, Matlock.

RECOMMENDATION

1. That the submission of a Capacity Building Fund bid to the Department for Communities and Local Government is noted.
2. That £21,525 be allocated as a contribution towards the regeneration project from the Revenue Grants Unapplied reserve.

WARDS AFFECTED

Matlock St Giles

STRATEGIC LINK

Estate regeneration can be an effective way of improving the wider environment, tackling poor housing conditions and supporting vulnerable people in their housing choices.

1 SUMMARY

- 1.1 Committee previously received a report concerning the Government's estate regeneration programme on 2nd June 2016. At that time Members were asked to note the District Council's expression of interest in the programme and to receive a future report on progress. Since the initial report, the government has confirmed its regeneration plans and sought bids from prospective projects. This report sets out the work undertaken to date and the details of the bid recently made to the Department for Communities and Local Government.

2 REPORT

- 2.1 In 2016 the Government was seeking expressions of interest (EOI) for an ambitious estates regeneration programme with 100 estates from around the country. £140m in loan funding had been set aside for partnerships and joint venture arrangements. The Department for Communities and Local Government (DCLG) had made available resources to help develop ideas. An expression of interest to be part of the programme was submitted by Derbyshire Dales District Council, the focus of this EOI being Hurst Farm Estate.

- 2.2 On 31st August 2016 representatives from DDDC, Derbyshire Dales CVS, Friends of Hurst Farm and Dales Housing attended an Estate Regeneration event in Coventry. The event focused on three vital aspects of estate regeneration: community engagement; planning and finance. The attendees from Derbyshire Dales left the event keen to take forward an estate regeneration project on Hurst Farm in Matlock, but recognised that the loan funding route presented some challenges, and other models of regeneration needed to be considered.
- 2.3 To start the process on Hurst Farm, a stakeholder meeting was held at the Social Club on Hurst Farm Estate on 21st September 2016. The meeting was attended by both local agencies, and residents of the estate, and the ideas outlined in Appendix 1 are based on the discussions held at this meeting.
- 2.4 In December 2016 DCLG set out their strategy and funding plans to deliver the estate regeneration programme. Funding was made available through three separate pots;
1. £2m of capacity building funding in 2016/17 to help build commercial skills capacity in local authorities to deliver estate regeneration. This funding is available exclusively to local authorities and will be awarded to applicants with clearly demonstrable gaps in their commercial skills or a lack of staff with previous regeneration experience. The funding aims to enable local authorities to procure external advice and consultancy to assist with attracting finance, structuring joint ventures and other specialist financial and commercial tasks. Funding is currently available in 2016/17, with the intention of allocating it by the end of the financial year. The capacity building funding will be paid out as grant, on non-commercial terms.
 2. £30 million of enabling funding in 2016/17 to help landlords at the early stage of estate regeneration proposals with, for example, feasibility studies, viability assessments, masterplanning, community engagement and partner or procurement advice. Funding is currently available in 2016/17, with the intention of allocating it by the end of the financial year, and subject to demand, more funding may be available in future years.
 3. £140m in loan finance to start regeneration projects on estates that are ready to begin works.
- 2.5 DCLG guidance issued with the funding announcement indicated that the deadline for bids would be the end of the financial year. However the government brought forward the deadline for submission of bids by two months. Unfortunately this meant that Members were unable to give approval for the bid before it was submitted. Instead, Cllr Wild as Chair of the Community and Environment Committee was briefed on the bid and gave her approval for the bid to proceed provided a retrospective report was brought to a subsequent committee.
- 2.6 The District Council has made a bid for £100,000 which will be used to fund a two year Regeneration Project officer and spot purchasing of specialist consultancy services. To aid the bid and show a commitment to the programme £21,525 is recommended to be allocated by the District Council. This funding can be resourced from the Revenue Grants Unapplied reserve at no cost to the General Fund.

- 2.7 Waterloo Housing Group has made a bid of £80,000 to the Enabling fund in order to meet the cost of feasibility studies. Waterloo have also offered in kind support linked to the development and finance skills available within their group structure.
- 2.8 The aim of these funds is to provide the necessary knowledge of the issues facing the estate and support residents to engage with and be part of leading the project. In turn the project will be able to bid for and attract capital finance from a range of sources to deliver environmental improvements and community benefits on the estate.
- 2.9 The bids by the District Council and Waterloo Housing Group were submitted on the 31st January 2017. Bid assessments are believed to take around 4 weeks with sign off by the Housing Minister. An update on progress of the bid will given by officers at the Committee meeting.

3 RISK ASSESSMENT

3.1 Legal

There are no legal considerations arising from the report at this stage.

3.2 Financial

To aid the bid and show a commitment to the programme £21,525 is recommended to be allocated by the District Council. This funding can be resourced from the Revenue Grants Unapplied reserve at no cost to the General Fund. The financial 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, equalities, environmental, climate change, health, human rights, personnel and property.

5 CONTACT INFORMATION

Robert Cogings, Head of Housing
Telephone: 01629 761354, email: Robert.cogings@derbyshiredales.gov.uk

6 BACKGROUND PAPERS

Date	Description	Location
2016	Community and Environment Committee 2 nd June 2016, Estate Regeneration Programme: Expression	Head of Housing

	of Interest	
2016	DCLG regeneration programme bid documents	https://www.gov.uk/government/publications/estate-regeneration-fund

7 ATTACHMENTS

Appendix 1: The Outline Project

BACK TO AGENDA

THE OUTLINE PROJECT

Part 1:

Estate Regeneration Project for Hurst Farm, Matlock

Hurst Farm estate in Matlock is the most deprived ward in the Derbyshire Dales. Although there are many positive aspects to the estate, it was nevertheless ranked as the 16th most deprived ward in Derbyshire in The English Indices of Deprivation 2015. A considerable amount of resource has been put into the estate over the last twenty years by local authorities, the Police housing providers, health and the voluntary sector, and some improvements have certainly been achieved. However, Hurst Farm remains a focus for many agencies, and part of the rationale for developing an estate regeneration project here is to address some of the underlying issues that affect the estate, and to find solutions to them.

In 2016 the Government was seeking expressions of interest for an ambitious estates regeneration programme with 100 estates from around the country. £140m in loan funding had been set aside for partnerships and joint venture arrangements. The Department for Communities and Local Government had made available resources to help develop ideas. An expression of interest to be part of the programme was submitted by Derbyshire Dales District Council, the focus of this EOI being Hurst Farm Estate.

On 31st August 2016 representatives from DDDC, Derbyshire Dales CVS, Friends of Hurst Farm and Dales Housing attended an Estate Regeneration event in Coventry. The event focused on three vital aspects of estate regeneration: community engagement; planning and finance. The attendees from Derbyshire Dales left the event keen to take forward an estate regeneration project on Hurst Farm in Matlock, but recognised that the loan funding route presented some challenges, and other models of regeneration needed to be considered. Some of the key messages from the event were:

- All estate regeneration needs to be underpinned by economic development, and work needs to be done to improve income levels, training, employment and enterprise on the estate.
- The involvement of the community is vital, and the regeneration project should be a partnership between the community itself and local agencies.
- Estate regeneration needs to be led and co-ordinated by a properly constituted group of stakeholders: loose affiliations of different organisations don't work.
- Understanding the history of the area, and building a detailed and sophisticated picture of the community is important in developing a strategy for regeneration.

To start the process on Hurst Farm, a stakeholder meeting was held at the Social Club on Hurst Farm Estate on 21st September 2016. The meeting was attended by both local agencies, and residents of the estate, and the ideas outlined below are based on the discussions held at this meeting.

These are very much just ideas at the moment, and the development on a much more detailed project plan with local residents and agencies will be developed as part of the process. This document is intended simply to give an overview of some of the issues and opportunities that have been identified, and how these might be taken forward. These are divided into built environment topics and community topics, but there is clearly some overlap between the two. Some pieces of work could be taken forward quite quickly, and some will require considerable time, resources, co-ordination and effort.

Built Environment

Traffic Management & Highways

Traffic, parking and related issues have long been a cause of concern on the estate, and the event on the 21st September again brought up some of these issues. In common with many areas, the estate was largely designed and built at a time when car ownership was relatively uncommon, the average size of cars was considerably smaller, and multiple-car households were pretty much unknown. There was a lot of support at the meeting for a radical rethink on the estate about the way traffic and parking is managed. Traffic-flow is often poor due to narrow roads and parked vehicles; speed humps were installed some years ago, but are generally unpopular; parking space is at a premium, and often leads to illegal or inappropriate parking; the roads are dangerous for children and older people. Some suggestions about these issues included:-

- a one-way system and priority give-ways;
- more parking space in front of houses;
- reduce the width of pavements;
- radical redesign of estate traffic flow – buy in consultants to propose new road system;
- deal with potholes;
- gritting of roads in bad weather.

None of these things is something that can be easily or quickly actioned, but a multi-agency approach, including input from the community, could achieve some real improvements over time.

Environmental Improvements

Another frequent complaint on the estate is about dog fouling, littering and the condition of public parks and green spaces. A lot has been done in recent times to improve the situation by DDDC and Dales Housing. A play area has had new play equipment installed, litter picks have taken place, and responsible dog-ownership sessions have been held on the estate. It is acknowledged however that local authorities are finding the maintenance of green spaces and similar estates work challenging because of budget restrictions, and other options for doing this work in the future should be explored.

Another significant problem at many properties on the estate is poor access. Many houses can be reached only by climbing steep steps or walking up significant slopes. This causes problems for elderly people, people with mobility problems and parents with pushchairs.

Suggestions for improvements included:-

- more litter / dog bins;
- increased enforcement of dog fouling rules;
- cut grass in ‘the orchard’ and better maintenance of green spaces generally;
- access audit of properties and efforts made to improve access.

Housing improvements

At a meeting of Matlock UDC in February 1948 it was reported that the Ministry of Health had confirmed the Hurst Farm, Matlock, compulsory purchase order. The Hurst Farm Estate was acquired for housing purposes and the lay-out provides for 499 (Unity non traditional pre cast reinforced concrete) houses, bungalows and shopping and community centres. The homes

were completed in 1950 making the estate 67 years old although some additional parts of the estate date back to 1925. Hurst Farm now comprises just under 600 homes with 65.5% social rented and 34.5% Right To Buys.

Spread throughout the estate are 37 non traditional RTB Unity homes which did not get improved through the 1980s Defective Premises grants. The majority are now occupied by older people. The district council is very concerned about the condition of the non traditional homes and the demographic profile of the occupiers. It is not possible to get a mortgage for such properties and they also have very poor U-values.

Within Matlock there are several large market housing developments that will be required to make both on and off site affordable housing contributions. One such development which borders Hurst Farm estate already has outline consent and is close to having its reserved matters application approved. The District Council is keen to explore different financial models that can use the value created on neighbouring developments to support regeneration efforts on Hurst Farm.

Community Assets and Resources

It was acknowledged at the event on 21st September that Hurst Farm has a number of community assets, and that it is important to develop these to their full potential, and to create new ones. In recent months, a lot of work has gone into refurbishing the Community Centre by the Friends of Hurst Farm and supporting agencies. Further work of this kind to improve and enhance community assets should be an important part of this regeneration project. Some of the ideas that came from the stakeholder included:-

- Gain a full picture of the estate's assets by undertaking an asset mapping exercise.
- Social Club needs refurbishing at least, and would benefit from improved toilets, better fencing, steps, play equipment, safety measures for children and sound proofing.
- Condition Survey of Social Club building
- Look at leasehold of social club with DDDC
- School buildings (Castle View) need improvement. The school is a significant part of the community, and the buildings could be much better used than they are now, both by the school and by the wider community.
- A community garden could be created.
- Energy generation – e.g. solar panels
- The 'Helicopter park' and other land and buildings could go into community ownership through asset transfer.
- Community centre could be further improved.
- Café / Pub / better retail as part of wider development. This would encourage more people to come on to the estate to visit.

Community

Developing community organisations, and the capacity of people in the community to develop their ideas and lead projects is an important part of estate regeneration. There is already an active and revitalised community association in the area, and many people who are committed to working for the good of the community. Ideas that came out of the event for further community development were:

Organisational Development

- Develop Friends of Hurst Farm to take much more of a management and developmental role on the estate
- Could the estate become its own parish council / community land trust?
- Review management model and business model for Social Club and help them to identify new funding and development opportunities
- Build more links between Castle View school and the community

Community Development

- Community run parks / play areas
- Develop training and employment opportunities on the estate through community / social enterprise / SME start ups
- Use refurbishment of social club to provide employment / training / apprenticeship opportunities.
- Support for residents into employment
- Understand demographics and flow on-and-off the estate.
- Develop a 'Super kitchen' or community café
- Train local residents to provide information and signposting to services
- Block purchasing of energy
- Increase profile of other agencies on the estate, e.g. Age UK, CAB, Derbyshire Community Bank

Next Steps

How can these ideas above be developed and turned into reality, and other initiatives developed? In order to take this project forward, we are keen to engage with stakeholders at a very early stage to tell them about this opportunity and to gain their support for the project. This includes local residents, and local agencies that provide services in the area.

In the first stages of the project, we would like to see the following things happen:-

- Formation of a project Board to oversee delivery of the work. The membership of this Board would include local agencies, community organisations and local residents.
- Identify 'quick fixes' that can be delivered in the short-term without significant additional resources.
- Create a document detailing the history of the estate and its current situation.
- Asset map the estate.
- Conduct a 'planning for real' exercise.
- Develop a full project plan for the estate which can inform funding applications, inform the work of local agencies, and which can be regularly reviewed and revised.
- Use social media and events to gain support and inform local residents of progress with the project.

We will be contacting key stakeholders in early 2017 to talk about how they can contribute to this project. This is potentially a lengthy and challenging piece of work, but with everyone's involvement and commitment, we can make a real difference to Hurst Farm and the people who live there.

Rob Cogings – Derbyshire Dales District Council

Tom Casey – Friends of Hurst Farm
Neil Moulden – Derbyshire Dales CVS

BACK TO AGENDA

COMMUNITY AND ENVIRONMENT COMMITTEE
16 MARCH 2017

Report of the Corporate Director

COMMUNITY LED HOUSING FUND

PURPOSE OF REPORT

This report provides information concerning community led housing and sets out the details of a recent bid to the Department for Communities and Local Government for funding to deliver a community led housing programme. The report also seeks to establish a framework for allocating resources consistent with government guidance.

RECOMMENDATION

1. That approval is given to commence activities detailed in the report that will lead to delivery of a community led housing programme for the Derbyshire Dales and,
2. That the funding proposals outlined in the report are approved.

WARDS AFFECTED

All.

STRATEGIC LINK

The delivery of affordable housing through a community led programme will assist the Council to achieve its priority of enabling new affordable homes.

1 REPORT

- 1.1 The Government recently announced a new funding programme for Local Authorities to support community led housing developments. £60m has been allocated to the 150 Councils with the highest concentrations of 2nd homes and high house price to income ratios. The Derbyshire Dales share of the programme is £383,509. Community led housing is a small but growing element of local and national housing supply. Locally, the District Council has had some success supporting community groups to build homes for local people including a community land trust scheme at Youlgreave (8 homes); two Alms House Trust schemes in Longford (3 homes) and Ashbourne (2 homes). Recently a new CLT group in Bradwell has been formed and will be taking 12 homes as part of a s106 contribution when the site at Newburgh is developed. A new Community Land Trust group is also forming in Wirksworth.
- 1.2 Community Land Trusts (CLTs) are a form of community-led housing, where local organisations are set up and run by local people to develop and manage homes as well as other assets important to that community, like community enterprises, food

growing or workspaces. The CLT's main task is to make sure these homes are genuinely affordable, based on what people actually earn in their area, not just for now but for every future occupier.

- 1.3 There are now over 225 Community Land Trusts in England and Wales, and the sector has grown six-fold in the last six years. Community Land Trusts have developed over 700 permanently affordable homes to date and will have developed a further 3000 homes by 2020. CLTs are not a legal form in themselves (like a Company). However, CLTs are defined in law so there are certain things that a CLT must be and do:
- A CLT must be set up to benefit a defined community;
 - A CLT must be not-for-private-profit. This means that they can, and should, make a surplus as a community business, but that surplus must be used to benefit the community;
 - Local people living and working in the community must have the opportunity to join the CLT as members;
 - Those members control the CLT (usually through a board being elected from the membership).
- 1.4 Other forms of community led housing also exist including co-operative and co-ownership models. Different types of community led housing may fit one model better than another. In the Derbyshire Dales, Almshouses are also considered to be a form of community led housing.
- 1.5 Community-led housing is about local people playing a leading and lasting role in solving local housing problems, creating genuinely affordable homes and strong communities in ways that are difficult to achieve through mainstream housing. An alliance of community-led housing organisations has endorsed the following definition to ensure that schemes are truly community-led;
- a requirement that the community must be integrally involved throughout the process in key decisions (what, where, for who). They don't necessarily have to initiate and manage the development process, or build the homes themselves, though some may do;
 - a presumption in favour of community groups that are taking a long term formal role in ownership, management or stewardship of the homes; and
 - a requirement that the benefits to the local area and/or specified community must be clearly defined and legally protected in perpetuity.
- 1.6 Local support for community led housing is delivered by the District Council through the Rural Housing Enabler providing housing needs information, supporting the planning process, site finding and working with board members and trustees to ensure compliance with HCA funding requirements. Within the East Midlands, the Lincolnshire CLT Network is an approved support agency that assists emerging CLT groups to form the legal entities required, such as Community Land Trusts. The Lincolnshire CLT Network will assist Derbyshire Dales in much the same way going forward.
- 1.7 The first payment of the funding from DCLG of £191,755 has been received. The remaining 50% will be paid once DCLG have accepted the Council's summary of spending plans. The format for completing the plan is via an online surveymonkey form and the deadline for completion is the 10th March. Attached at Appendix 1 is a

completed draft of the form. With the bid deadline of the 10th March this meant that Members were unable to give approval for the bid before it was submitted. Instead, Cllr Wild as Chair of the Community and Environment Committee was briefed on the bid and gave her approval for the bid to proceed provided a retrospective report was brought to a subsequent committee.

1.8 The Community Housing Team have met with representatives of Lincolnshire CLT Network and local housing associations to consider a local approach to deliver the government objectives concerning community led housing. In summary the proposal is to establish a district wide Community Land Trust – Dales CLT - capable of borrowing development funds to deliver affordable homes including the purchase of s106 units across the district. In the medium to longer term the Dales CLT would act as an umbrella organisation, able to support area specific CLTs and potentially work beyond the district boundary.

1.9 The strategic context for this is straightforward:

- the government is very clear about the role of community led housing and there are four more years of funding available. The District Council needs to position local groups to be able to bid for this funding.
- The council needs to generate additional capacity in the social housing sector to purchase on site affordable homes provided by private developers as part of their s106 contribution
- Establishing one umbrella CLT for the district initially will provide the focus of activity, however some capacity will also be needed to help establish a small number of new parish based CLTs, ideally from existing community organisations. Experience has shown that it can take 2 or 3 years to get sufficient capacity in a village which is then able to deliver an affordable housing scheme
- Developing an ‘offer’ for s106 units will reduce the uncertainty that often surrounds development of affordable housing i.e. planning permission is already in place

2 FUNDING PROPOSALS

2.1 Commission a feasibility study and developing a Business Plan (£30,000) into setting up a district wide CLT to include;

- appetite for community led housing across the different communities within DDDC
- the geography necessary to support a financially sustainable CLT that is able to offer the expertise needed, complementing the work of the RHE and other partners.
- the avenues for accessing and providing capital finance for community led housing schemes
- the governance arrangements by which local communities have a direct say in the work of a district wide CLT and that will ensure partners are confident to work with the CLT

2.2 A 3 year £175,000 package of support including

- input from Lincolnshire CLT to develop the business plan and establish the legal entity of a District wide CLT,
- enhancing the role of the RHE in order to develop the additional skills required to support the creation of new CLTs as well as identifying sites and development opportunities,

- working with Peak District Rural HA as development agent, ensuring the development process and the finished homes achieve the CLTs requirements.
- Purchase of Estates and Legal services from the District Council to aid the development process

2.3 Supporting enabling of development through:

- Financing feasibility studies e.g. loan finance to purchase s106 units and community led estate regeneration £15,000
- Seed corn funding to support 5 parish/locality based CLTs £60,000
- A fund to support pre application costs for community led organisations with proposals to bring forward affordable housing schemes £103,509

3 RISK ASSESSMENT

3.1 Legal

The appetite for Community Land Trusts will be investigated as part of the project and the risk to the District Council Assessed. Currently the risk is low to medium.

3.2 Financial

Proposed expenditure totalling £383,509 is set out in section 2 of the report. This will be financed by government grant. The financial 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, equalities, environmental, climate change, health, human rights, personnel and property.

5 CONTACT INFORMATION

Robert Cogings, Head of Housing
Telephone: 01629 761354; Email: Robert.cogings@derbyshiredales.gov.uk

6 ATTACHMENTS

Appendix 1 - Community Led Housing Fund – Submission to DCLG

Community Led Housing Fund – Submission to DCLG

1. Name of Local Authority

Derbyshire Dales District Council

2. Intended use of the grant: Revenue support to groups

This could include any plans that your local authority has for providing grants to CLH groups for technical advice and seed-corn funding to establish themselves; further technical advice and professional fees to develop their plans; funding for existing organisations to provide advice and support to CLH groups in your local authority area.

Our intention is to create the necessary infrastructure to support a sustainable long term community led housing programme whilst supporting new community groups to flourish.

Initially we will build momentum for new CLTs through the purchase of support from Lincolnshire Community Land Trust, our local support agency that has already assisted three communities within the District. This will also provide the opportunity for training and mentoring of the Council's existing RHE to develop skills necessary to become a 'community led housing enabler'. This enhanced resource will work with additional technical support available from our development partners, including an established locally based rural housing provider with a track record of involvement with community led organisations.

To further build momentum and encourage shared learning we will set aside a proportion of the fund to provide seed corn funding for 5 new parish/town based CLTs. This fund will assist them with activities associated with forming a group structure, legal registration and pre-planning specialist technical support, such as architect or surveyors fees.

We will initially take steps to undertake a feasibility study concerning the establishment of a District wide 'Dales CLT', able to both own stock and in later years act as an umbrella organisation to support town and parish based CLTs, drawing on the experience of similar organisations operating in Leeds and East Cambridgeshire. This will be able to offer technical support to the diverse range of communities within the district who want to develop community led housing. We want to assess the appetite for community led housing across the different communities within DDDC and the geography necessary to support a financially sustainable CLT that is able to offer the expertise needed. We need to ensure the CLT will complement the work of the RHE and other partners and identify the sources and avenues for accessing and providing capital finance for community led housing schemes. We will also need to determine the governance arrangements by which local communities will have a direct say in the work of a district wide CLT and to ensure partners are confident to work with the CLT.

3. Intended use of the grant: Capital

What plans do you have to make grants or loans available to community groups to deliver affordable units? Capital can be used to make mixed tenure schemes viable, and to increase the number of schemes within the delivery pipelines. If known, please indicate the number of additional homes that you expect the grants/loans will enable over the next 3-5 years.

The allocation of funding to the Derbyshire Dales is not sufficient to support capital development of a specific scheme and deliver the other elements of our proposal. However we will aim to provide

development grants or loans to cover surveys, planning application fees and other costs to support pre application works where appropriate. Should underspend occur in the programme, the Council would be very keen to bid for capital support that can be added to our own resources to support community led housing groups.

4. Joint plans across your local area

What discussions, if any, has your local authority had with neighbouring authorities to pool part of the funds? This could include supporting an existing – or establishing a new – local enabling service, or providing a shared resource to support delivery (such as a revolving land purchase fund).

There are no other funded CLH councils close to the Derbyshire Dales. However we have made neighbouring authorities in both Derbyshire and Sheffield City Region aware of the CLH fund. As part of testing the feasibility of a Derbyshire Dales CLT we will explore the opportunities for it to work across a wider area, recognising that in the longer term its financial sustainability may require it to have a wider geographical coverage.

5. Advice obtained

In drawing up these plans, which CLH specialists or other stakeholders (e.g. housing partnerships, housing associations, other community associations) have your local authority engaged?

We have had two meetings with Lincolnshire CLT one of which included a focus group with Jo Lavis of Rural Housing Solutions, heads of service at the District Council, the Council's Rural Housing Enabler and Peak District Rural Housing Association. We have looked at other working examples of successful community led approaches including Cornwall and Leeds and have had discussions with other housing associations, developers and existing community led housing groups including three CLT's (Youlgreave, Bradwell and Wirksworth) and 2 Alms House charities (Bakewell and Ashbourne).

6. Existing local activity

Which CLH groups already exist in your local authority's area; which other community organisations might want to develop housing; and which other planned developments are you aware of that could become community-led?

Existing groups include CLT's in Youlgreave, Bradwell and Wirksworth. There are several Alms House charities some of which have developed affordable homes with Council support in recent years. There are also several trusts and community groups that have the potential to become community led housing organisations. In the medium term we will also want to explore the opportunity of local communities taking ownership of some of the affordable housing that we have negotiated. This would particularly provide us with an opportunity to extend community led housing into our more urban communities.

7. Intended use of the Fund – developing your plans for the fund

What plans does your local authority have to use the grant to procure further advice or additional officer capacity?

As noted above we will use the funding to buy in technical advice from Lincolnshire CLT and develop the skills of the Council's RHE in order to provide technical support in the longer term. We will also consider seeking external support to undertake a feasibility study concerning CLTs and the purchase of S106 schemes and delivering community based estate regeneration. We will investigate the potential of using skill sets available across the council including property and conveyancing, clerk of works and support from the council's housing team to minimise costs for community led groups.

8. Other plans

What other plans – not covered above – does your local authority have to deploy the grant funds in accordance with the aims of the programme? Plans could include use of your or others' financial or staff resources, or through your policies and asset management plans.

We are keen to explore additional areas of work where community housing could provide a basis for other community led development that would support the sustainability of our communities. We envisage that this would include empty property work, community self and custom-build, development of business units and social and environmental facilities.

Recognising that the best way to encourage projects to come forward is through peer and face to face learning we will run events and conferences for community groups both within and outside the District in order to raise the profile of community led housing and encourage projects to come forward. We will also look at how we can tell the story of community led housing in the Dales using social media and the Council's website.

BACK TO AGENDA

COMMUNITY AND ENVIRONMENT COMMITTEE
16 MARCH 2017

Report of the Head of Regeneration and Policy

FUTURE OF WASTE & RECYCLING COMMUNITY FUND

PURPOSE OF REPORT

The report seeks approval to cease the Waste & Recycling Community Fund from 1st April 2017.

RECOMMENDATION

- 1) That both elements of the Waste & Recycling Community Fund be stopped from 1st April 2017
- 2) That the saving of £3,600 be noted

WARDS AFFECTED

All

STRATEGIC LINK

Maintaining a clean district is one of the aims of the Corporate Plan 2015-2019.

BACKGROUND

- 1.1 The Waste & Recycling Collection Services Contract, awarded to Serco in October 2011, outlined their commitment to maximise recycling through education supported by initiatives such as a match-funded contribution of £3,600 per year to incentivise recycling participation and a commitment to support re-use activities in the district.

As an incentive to Derbyshire Dales residents for their help in achieving the recycling goals, Serco included a contribution of £300 per month (£28,800 over initial contract term) as a prize to be used to reward the recycling efforts of the most active community group for local neighbourhood and environmental improvements.

- 1.2 In April 2012, the Community and Environment Committee approved a recommendation to match fund a contribution of £3,600 per year of the contract, bringing the total community fund to £7,200 per year to support environmental projects and initiatives.
- 1.3 Proposals on how the scheme would operate were agreed and a community fund team was established to allocate the grants made up of the Waste & Recycling Manager and Waste & Recycling Officer from Derbyshire Dales; the Operations Manager and Marketing Officer from Serco; and the Chair and Deputy Chair of the Community and Environment Committee. The availability of the grant is widely publicised and applications made on the website.

COMMUNITY FUND

- 1.4 The Waste & Recycling Community Fund, launched in 2014, was divided into two elements. The **Community Fund Grant** of £6,000 per year is used to fund projects of an environmental or recycling nature within the community. A maximum of £1,000 is awarded per applicant, each year. The **Community Fund Residents Reward** of £1,200 per year is used to reward residents (£25 each) for taking part in the recycling scheme, over 48 weeks of the year.
- 1.5 Since April 2014, 14 Community Fund Grants have been awarded totalling £7,783, mainly to schools and Parish & Town Councils. A breakdown of these grants is attached in Appendix 1. Uptake of the grant has been slow, with little over half of the allocation being granted each year. The number of applications received in 2016 has been much less, although the remaining round in March 2017 is yet to be determined. To date, there has only been one application for the March 2017 round; an update on can be provided at the meeting.
- 1.6 A total of £2,850 Community Fund Residents Rewards have been given to residents since the scheme began in 2014. The table below shows a breakdown of the number of rewards given across the financial years to residents who present all their recycling containers correctly.

Financial Year	Number of Resident Rewards Awarded	Total Cost of Rewards	Comments
2014/15	38	£950	Scheme didn't start until June 2014
2015/16	43	£1,075	Some weeks missed due to available officer time.
2016/17	40	£1,000	Period to 2 March 2017

- 1.7 The reward has been well received by residents in the three years that it has been granted. The aim of the reward was to encourage residents to participate in the scheme and achieve a recycling target of 55%. This target is currently being exceeded at 56% (2015/16) and participation in recycling across the District is high. Work is continuing through the use of a Recycling Promoter to identify areas of low participation and engagement to encourage residents to take part in the scheme. This approach is considered to be much more effective, as support and assistance can be provided to overcome barriers to taking part in the scheme.
- 1.8 It is recommended that both elements of the Waste and Recycling Community Fund ceases from 1st April 2017 and that the overall saving of £3,600 be noted.

RISK ASSESSMENT

- 1.9 Legal

There are no legal considerations arising from the report.

1.10 Financial

The removal of this grant will offer a saving of £3,600 from the revenue budget, contributing to the corporate savings target of £1.2 million by 2021. The financial risk is, therefore, low.

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.

CONTACT INFORMATION

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ATTACHMENTS

Appendix 1 – Community Grants awarded between 2014-2016

Appendix 1 - Community Fund Grants 2014-2016

Name of Organisation	Amount Awarded	Deadline Date	Total Amount Awarded
Wirksworth Town Council	£256.09	Sep-14	£1,256.09
Encore Reuse, Ashbourne	£1,000	Sep-14	
Darley Dale Primary School	£1,065	Mar-15	£2,147
Transition Wirksworth (Waste and Recycling Group)	£130	Mar-15	
Matlock Pre-School Playgroup Association	£951.78	Mar-15	
Clifton WI	£258.38	Sep-15	£2,535.48
Groundwork, Matlock	£175	Sep-15	
First Taste, Darley Dale	£500	Sep-15	
Curbar Primary School	£602.10	Sep-15	
Darley Dale Primary School	£1,000	Sep-15	
Matlock Town Council	£500	Mar-16	
Castle View Primary School, Matlock	£750	Mar-16	£1,670
Parkside Junior School, Ashbourne	£420	Mar-16	
St Josephs School, Matlock	£175	Sep-16	
		Mar-17	TBD

BACK TO AGENDA

COMMUNITY AND ENVIRONMENT COMMITTEE
16 March 2017

Report of the Head of Community Development

BURIALS REVIEW

SUMMARY

The report seeks to outline existing provision at active burials grounds across the District and proposes an option to acquire additional land to provide future burial provision for up to 100 years.

RECOMMENDATION

That future provision for the District be focussed at, the District Council's six sites (Bakewell, Steeple Arch, Darley Dale, Middleton, Brailsford and Ashbourne) and that any future investment in Parish sites ceases.

That the business case outlined in this report be referred to Council in June 2017, to be considered for funding alongside other capital scheme business cases through the Capital Programme to bring additional areas of land into use for both graves and casket burials at both Darley Dale and Bakewell Cemetery. An estimated sum of approximately £44,000 is needed to undertake this work.

To investigate further the possibility of purchasing and developing land in private ownership adjacent to Darley Dale and Bakewell Cemetery.

That it be noted that existing funds already agreed within the existing Capital Programme are being used as planned to develop Steeple Arch Cemetery, Wirksworth.

Divert non-grave casket burials from Middleton by Wirksworth to Steeple Arch when the site is fully occupied in approximately 3 years.

Note that there are future options available at Ashbourne Cemetery and adequate supply at Brailsford for many years.

That policy relating to the advance purchase of Deeds for Exclusive Right of Burial be revised as described in section 1.25 of this report, to limit such advance purchase to those instances where a double family plot is requested at the time where burial arrangements are being made.

WARDS AFFECTED

All.

STRATEGIC LINK

The provision of burial grounds provides a local facility for residents of the District.

1 BACKGROUND

1.1 In 2016, following a review of the Capital Programme and future liabilities, a review of burial provision across the district was agreed. The review aims were to determine the current level of provision across the District and, based on average annual burials, to determine what future provision would be needed, identifying future demand for capital investment.

1.2 The review was led by the Head of Environmental Services and a team established made up of:

- Keith Postlethwaite – Parks and Street Scene Manager
- Peter McEvoy – Operations Manager
- Neil Mather – Assistant Operations Manager (Southern)
- Helen Carrington – Parks and Street Scene Officer

1.3 Assistance to provide information was also given by Anne Birds and Robert Kay in Business Support.

1.4 STATUTORY OBLIGATION

There is no statutory requirement to provide new burial grounds, however, under Section 214 of the Local Government Act 1972, the Council has the power to provide and maintain cemeteries whether in or outside their area.

1.5 ALTERNATIVE PROVIDERS OF BURIAL GROUNDS

1.6 The review team mapped existing provision across the district, following consultation with Parish and Town Councils and the Diocese. A number of Parishes are actively involved in burials across the district. Currently, 17 Parishes provide local provision across 15 sites, namely Ashford in the Water, Baslow and Bubnell, Birchover, Bonsall, Brassington, Clifton, Curbar, Hartington Nether Quarter (Biggin, Hartington Town Quarter (Hartington), Hathersage, Litton, Rowsley, Tansley, Tideswell, and Winster. Where the Parish Councils have fully responded (with annual burial rates), based on average burials per year these sites will provide local provision for between 5 years and 978 years. Please note that some of the parishes, for example Tansley, have strict rules as to who can be buried in their cemetery; Tansley will only allow residents of Tansley to be buried there.

1.7 A number of Parishes have purchased their own land to provide local burial grounds and will remain responsible for these sites once closed but on a number of occasions the District Council has funded and developed land on behalf of the Parish Council and subsequently passed the administration of burials onto them, the income from which is used to maintain the site. In these cases the council remains the land owner and at such time that the site becomes full, if the parishes no longer wish to be responsible for the upkeep they have an option to request that it be transferred back to the council where the council will be required to maintain it. Under Section 10 of the Open Spaces Act 1906 the council shall maintain and keep burial grounds in good and decent state where it has acquired any estate, interest or control over those burial grounds

1.8 At least 17 local churches are also still undertaking burials at Alkmonton & Hungry Bentley, Beeley, Bonsall, Boylestone, Bradwell, Chelmorton, Fenny Bentley, Froggatt,

Great Longstone, Grindleford, Over Haddon, Parwich, Shirley, Stanton in Peak, Stoney Middleton, Wardlow and Youlgreave. This information was provided by Parish Councils and is by no means comprehensive. Although, burials are taking place in these areas the Diocese (despite reminders) failed to provide statistics on available plots and therefore it was not possible to work out available provision at these sites. Where a Churchyard has been closed, there is a duty on the Parochial Church Council to maintain it by keeping it in decent order and its walls and fences in good repair. This duty can be transferred to the Parish Council who may transfer the maintenance duty to the District Council under Section 215 of the Local Government Act 1972.

1.9 DISTRICT COUNCIL PROVISION

1.10 The District Council is currently responsible for the provision and maintenance of six sites at Bakewell, Darley Dale, Steeple Arch (Wirksworth), Ashbourne, Middleton by Wirksworth and Brailsford.

1.11 The Clean & Green team have also undertaken maintenance in 18 closed churchyards.

1.12 At each site both grave burials and casket burials either in a grave or in the Garden of Remembrance are offered except for Ashbourne where only grave burials and ash scatterings with a plaque in the Rose Garden are available.

1.13 Information from burial records suggests that 568 grave burials have taken place and 234 casket burials in the last 6 years across the sites. The available space at each site, based on average burials per year is broken down in the table below.

Cemetery Site	Remaining plots		Average per year		Approximate years remaining	
	Graves	Caskets	Graves	Caskets	Graves	Caskets
Darley Dale	360	18	33	18	11	1
Brailsford	232	97	4	1	61	97
Middleton by Wirksworth	131	5	4	2	34	3
Steeple Arch	100	5	23	7	4	<1
Ashbourne	242	n/a	21	n/a	12	n/a
Bakewell	49	66	10	12	5	6

1.14 Based on the information gathered the main areas of concern, highlighted in pink in the table above are as follows:

- Availability of graves and casket space at Darley Dale
- Availability of casket space in the Garden of Remembrance at Middleton by Wirksworth
- Availability of grave burials and casket space at Steeple Arch
- Availability of grave burials and casket spaces at Bakewell

1.15 Having surveyed the sites the following actions are recommended to address the concerns listed above.

- 1.16 **Darley Dale** – Bring two existing areas of land into use to provide additional casket plots. These are shown in photographs 1 & 2 in appendix 1. This land will provide approximately 100 plots providing 5.5 additional years supply. In addition, there is other land within the council's ownership that could to be developed to provide approximately 660 grave spaces, providing a further 20 years supply, total of 31 years. This area of land is shown in photograph 3 in appendix 1. The cost of work to construct new footpaths to enable this area to be accessed is estimated at approximately £9,500. Header plinths for each grave run are done by the Clean & Green team as required and covered by the existing revenue budget.
- 1.17 In the future, consideration should also be given to exploring the possibility of purchasing land adjacent to the site, currently in private ownership.
- 1.18 **Middleton by Wirksworth** – No additional land is available at this site that is within the council's ownership. It is recommended that any non-grave caskets be diverted when the land is fully occupied, in approximately 3 years, to the Garden of Remembrance at Steeple Arch. Grave spaces are sufficient for a number of years.
- 1.19 **Steeple Arch** – Additional land has been purchased adjacent to Steeple Arch Cemetery which is currently being developed using existing capital monies agreed to provide for approximately 100 casket plots and 300 grave plots. This scheme should be completed by March 2018 and will provide an additional 13 years supply in addition to current provision of 4 years for graves (total 17 years) and approximately 12.5 years supply for casket burials taking into consideration the diversion of caskets from Middleton by Wirksworth in approximately 3 years.
- 1.20 **Ashbourne** – At present there is provision for approximately 11 years at Ashbourne Cemetery. When this available space becomes limited there are options for the council to extend onto land within its ownership. There is an area of land within the cemetery that is rumoured to be occupied by victims of the Plague. Whilst using this land may be controversial it will provide approximately 200 additional spaces extending provision by 9 years but the feasibility and legal aspects of using this land would need to be explored. There are also adjacent fields which are believed to be within the District Council's ownership which would provide ample space once developed. Alternatively, burials could be diverted to Brailsford.
- 1.21 **Bakewell** – This site is in most need of development to cater for future burials with only a 5 year provision left. There is an option to clear land within the existing cemetery, currently piled with spoil, to create additional grave spaces. The existing path could be extended to this site, the land cleared and marked out with grave runs to provide approximately 70 spaces. A further 37 spaces could be created by utilising vacant space next to existing graves. Both of these measures would provide a further 11 years supply in addition to the existing 5 years left, total of 16 years supply. It is estimated that the development of this land would cost £25,000 for clearance and disposal, and £9,240 for footpath extension. As before header plinths for each grave run are done by the Clean & Green team when required and these costs are covered within the revenue budget.
- 1.22 In addition to this land there is agricultural land adjacent to the site that is in private ownership. The council should enquire about the availability of this land to purchase for future development. The land runs the full width of the Cemetery and can therefore offer around 40 usable runs per 1.2m into the field purchased. Capital works would be necessary in the future, to make this site usable which would involve a 5m wide roadway for funeral traffic running down the site and footpaths running

across the site. For example a 35m strip would provide approximately 1,100 graves, based on current burial rates this would last 100 years. If a section of this land were to be purchased it would provide for future burials in the northern area of the District when Parish land becomes depleted. No enquiries have been made about the availability of this land or if the landowner would consider selling part of the field and the cost of purchasing and developing this land has not been included in the capital programme estimate.

Brailsford – This site has adequate provision for a significant number of years. No action is recommended for this site other than it being available to support demand at other sites.

1.23 **PROPOSED CHANGE TO POLICY**

1.24 At the present time, families may reserve grave spaces for future burials through the advance purchase of Deeds for Exclusive Right of Burial. In so doing, the Council's available number of burial plots for immediate use is further reduced, year on year.

1.25 In order to preserve the number of spaces available for immediate use, it is suggested that the present policy of reserving spaces in advance of burials be limited solely to those instances where a second family space is requested, immediately adjacent to a burial plot where an interment is currently taking place. Such practice, of providing for a double family plot, has been commonplace in the past.

2 **RISK ASSESSMENT**

2.1 Legal

2.2 Section 214 of the Local Government Act 1972 gives the District Council the power to provide cemeteries and contribute towards their expenses. Sections 9 and 10 of the Open Spaces Act 1906 also provides the Council with power to acquire and maintain cemeteries and therefore the legal risk is low.

2.3 Financial

The proposals set out in section 1 of this report show estimated costs in the region of £44,000 for the capital works required at Darley Dale and Bakewell cemeteries. There is no provision in the current capital programme for these works. It is recommended that the business case outlined in this report be referred to Council in June 2017, to be considered for funding alongside other capital scheme business cases. The financial risk is assessed as 'medium'.

3 **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.

4 **CONTACT INFORMATION**

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5 BACKGROUND PAPERS

Burial Review Meeting Minutes – (former) Head of Environmental Services

BACK TO AGENDA

COMMUNITY AND ENVIRONMENT COMMITTEE
16 MARCH 2017

Report of the Head of Community Development

CAR PARKS INFRASTRUCTURE - CAPITAL WORKS

PURPOSE OF REPORT

This report seeks approval, subject to funding being approved at Council, for capital works to be undertaken to improve the infrastructure of car parks at Fishpond Meadows, Ashbourne, the Agricultural Centre, Bakewell and Monsal Head.

RECOMMENDATIONS

1. That the business case outlined in this report be referred to Council in June 2017, to be considered for funding alongside other capital scheme business cases and if approved recommendations 2, 3 and 4 below be implemented.
2. That works be carried out to upgrade drainage and Golpla geosynthetic grass reinforcement system at Fishpond Meadow Overspill Car Park, Ashbourne,
3. That works be carried out to upgrade areas of base course tarmac at the Agricultural Business Centre, Bakewell,
4. That works be carried out to upgrade tarmac parking areas and associated landscaping at Monsal Head Visitor car park, and to introduce dedicated Blue Badge bays, in line with recent accessibility audit recommendations.

WARDS AFFECTED

Ashbourne, Bakewell, Litton and Longstone Wards

STRATEGIC LINK

The planned improvements will support the District Council's values and aims of creating "a thriving district" and to "provide a clean and safe district" as expressed in the Corporate Plan 2015/19.

1 SUMMARY

- 1.1 The car parking service provides a significant source of revenue funding which is of critical importance to the Council's revenue budget, and assists in supporting the delivery of high quality services to the residents, businesses and visitors of the Derbyshire Dales. General upkeep of car parks is funded through revenue budgets, though there is occasion for significant reinvestment in infrastructure through Capital investment.

2 REPORT

- 2.1 Fishpond Meadows Overspill car park was created in 2000 as a seasonal grassland overspill car park, operating between April and October. In 2008 planning consent was granted for the car park to be made available all year round and a geosynthetic grass reinforcement system was introduced in order to extend the periods during which the site could be accessed. Since that time, there have been issues associated with waterlogging which has placed considerable strain on the surfacing and left parts of the site muddy and unusable for most of the year. The purpose of the funding is to install a stone drainage layer and replace sections of the grass reinforcement system which is now damaged beyond effective repair. The estimated cost of the works is £25,000. The site generates an annual pay and display income in the region of £15,000 .
- 2.2 The Agricultural Business Centre car park was originally constructed in 1996, primarily with tarmac roadways built to highways specification, but with a number of areas which featured gravel dressing laid on tarmac base course. Over time, the gravel has been lost, leaving areas of substandard tarmac. In recent months, the Council has introduced measures to deter motorists from parking on the grassland car park on non-market days, which has resulted in more cars making use of the parking areas to the rear of the Centre. The purpose of the funding is to replace a former gravel-dressed area, which is now more regularly used for daily parking, with an appropriate tarmac wearing course. The estimated cost of the works is £10,000. The Agricultural Centre public parking areas in total generate an annual income in the region of £240,000.
- 2.3 Monsal Head long stay car park, situated to the rear of the Monsal Head Hotel, is an unlined car park with no defined parking bays. In order to maximise the use of the car park during busy periods, the site would benefit from the introduction of formal lining which would, in the first instance, require improvements to be made to areas of tarmac and encroaching grassland borders. Lining the site will also satisfy a requirement to set aside reserved Blue Badge parking bays. The estimated cost of the works is £10,500. The site currently generates an annual income in the region of £55,000.

3 RISK ASSESSMENT

3.1 Legal

The proposed works will be procured through Contract Standing Orders if approved by Council. The legal risk is therefore low.

3.2 Financial

The proposals set out in section 2 of this report show estimated costs of £45,500 for the capital works at the three car parks. There is no provision in the current capital programme for these works. It is recommended that the business case outlined in this report be referred to Council in June 2017, to be considered for funding alongside other capital scheme business cases. The financial risk is assessed as '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

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BACK TO AGENDA

COMMUNITY & ENVIRONMENT COMMITTEE
16 MARCH 2017

Report of the Head of Community Development

IMPLEMENTATION OF PARKING POLICY 2013 - Off-Street Parking Places Amendment (No2) Order 2017

PURPOSE OF REPORT

This report considers representations made in respect of the proposed amendments to the Off-Street parking Places Order in relation to the introduction of daily charges for Blue Badge holders, arising from the review of parking policy undertaken in 2013.

RECOMMENDATIONS

That the Off-Street Parking Places (Amendment No2) Order 2017, as described within the appendix to this report, be approved and implemented in accordance with section 35 and Part III of Schedule 9 of the Road Traffic Regulation Act 1984 and the Local Authority Traffic Orders (Procedure)(England and Wales) Regulations 1996.

WARDS AFFECTED

All

STRATEGIC LINK

The Review of Parking services accords with the District Council's values and aims of creating "a thriving district" and to "provide a clean and safe district" as expressed in the Corporate Plan 2015/19.

1 REPORT

1.1 Background

A report was presented to a meeting of this committee on 12th January 2017, which recommended that charges for Blue Badge parking be introduced from 1st April 2017 as outlined in the report presented to Environment Committee on 10th October 2013. In introducing such changes, there is a requirement to amend the current Off Street Parking Places Order.

1.2 Procedure for making the proposed Parking Order Amendment

A special procedure for the making and amending of off street parking orders is laid down by section 35 and part iii of the Road Traffic Regulation Act 1984 and the Local Authority Traffic Orders (Procedure)(England and Wales) Regulations 1996.

Under this procedure, the Council must consult Police, Highway Authority, Freight Transport Association, Road Haulage Association and other organisations

representing persons likely to be affected by the proposed order, as the Council thinks it appropriate to consult.

The Council must also publish general details of the proposed order in a local newspaper, deposit relevant documents in a public office for inspection by the public and take such other steps as it considers appropriate for ensuring adequate publicity of the proposals.

Any person may object to the Council's proposals within 21 days of the date the Council complied with the requirements above.

Before making the proposed order, the Committee must consider all objections duly made and not withdrawn. The Committee may modify the proposed order in the light of the objections. If the Committee considers that its modifications are substantial, then the Council must re-consult on the order. Alternatively, the Committee may make an order giving effect to parts of the proposed order, whilst deferring a decision on the remainder.

If the Committee decides to make the proposed order, then details must be published in a local paper within 14 days, a copy of the order deposited for public inspection and other publicity measures taken. In addition, all objectors must be sent a copy of the new order and reasons given where the Committee has not fully acceded to their objection.

1.3 How the Council has followed procedure

The following bodies were consulted by letter:-

- Derbyshire Constabulary
- Highway Authority (Derbyshire County Council)
- Freight Transport Association
- Road Haulage Association
- AA
- Derbyshire Fire and Rescue Service
- Derbyshire Ambulance Service
- Local Bus Companies
- Chambers of Trade and Commerce
- Town and Parish Councils and Parish Meetings

General details of the proposed Amendment to the Order were published in an advert in the Derbyshire Times on 26th January 2017. Copies of the text of the newspaper notice were put up at each of the car parks affected by the Order. A copy of the draft Amendment Order, together with copies of the original Order and Amendment (No.1) Order were deposited at the Town Hall, Bank Road, Matlock.

1.4 Representations Received

The Council has followed the procedure outlined in section 1.3 of this report, inviting comments from the public and other interested bodies. The following in-time formal representations have been submitted in respect of the proposed amendments:

- 1.4.1 The Chair of Ible Parish Meeting has raised objection on the grounds that Blue Badge Holders should be financially supported by the community and that any revenues gained from charging would be trivial, especially when compared to the need of those who use a Blue Badge. He has also expressed concern that Blue Badge holders

who may not be aware of the introduction of charges would be at risk of receiving fines by continuing to park without payment.

Response:

The Blue Badge Scheme provides for those motorists who have disabilities which impair mobility. It is not intended to provide financial assistance in respect of parking and is not means tested. The Council has addressed issues relating to mobility difficulties by providing dedicated reserved spaces in convenient locations within its car parks. In addition, an extension of 1 hour's parking beyond the paid for time is to be granted to Blue Badge holders, which is intended to take into account both the lost time associated with acquiring a pay and display ticket and the extra time required by those with impaired mobility in returning to their vehicles following planned activities.

- 1.4.2 Hathersage Parish Council believes that vehicles displaying a valid Disabled Person's Badge should remain exempt from parking charges, but have not provided further clarification. They also believe that any consultation with Parish Councils should allow enough time between the initial notice and deadline for responses, for a monthly meeting to be held.

Response:

The District Council conducted lengthy consultation on the subject of charging for Blue Badge users during the 2013 review of parking policy. The current statutory consultation period of 21 days is a specific requirement prescribed in the legislation, as detailed in paragraph (1.1) above.

- 1.4.3 The following representations were received after the statutory consultation period had ended, but have been included for completeness:

Bakewell Town Council consider that the proposal is purely financially motivated targeting those with proven disability. It is believed that this will bring adverse publicity towards the District Council and to the vitality of Bakewell. In addition, they believe that such a change will induce blue badge holders to park on yellow line systems rather than pay thereby increasing congestion.

Response:

As previously stated, the Blue Badge Scheme provides for those motorists who have disabilities which impair mobility, it is not intended to provide financial assistance in respect of parking and is not means tested. The Council's proposals deliver a uniform charging policy whilst making reasonable adjustment for those with impaired mobility. An existing right to park on restricted stretches of the public highway is not affected by the proposal. Blue Badge holders will continue to exercise that right in areas which do not cause obstruction.

- 1.4.4 Matlock Town Council members feel that the current free parking concession for disabled badge holders in Derbyshire Dales should be continued as it is at present, but do not state reasons.

Response:

The current proposals follow lengthy consultation which took place during 2013 and which has subsequently led to significant investment, under the guidance of the

Derbyshire Coalition for Inclusive Living (DCIL), in improving provision for Blue Badge holders, such that reasonable adjustments have been made to address mobility issues.

In light of the above, it is recommended that the proposed Amendment Order, detailed in the accompanying appendix, be made without further modification.

2 RISK ASSESSMENT

2.1 Legal

The procedure for amending the Parking Order has been followed in full and is set out in detail in paragraph 1.2 of the report. There is, therefore, a low level of legal risk attached to implementing the recommendations proposed in this report.

2.2 Financial

The proposed changes to the terms and conditions relating to the use of the Council's car parks have been considered in the overall review of parking policy and incorporated in the Council's budget provision for 2017/18. The financial risk is low.

3 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.

4 CONTACT INFORMATION

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5 BACKGROUND PAPERS

Car Parking Review 2013 – Various committee reports and associated notes
Procurement notes and tender for P&D Machine Replacement
DCIL Access Audits
Representations received in respect of Statutory Notice of 26/01/17

BACK TO AGENDA

COMMUNITY & ENVIRONMENT COMMITTEE
16 MARCH 2017

Report of the Head of Community Development

REVIEW OF CAR PARKING POLICY 2017

SUMMARY

This report proposes a review of the Council's current car parking policy and seeks Member agreement for the scope and timescale for a review to be undertaken

RECOMMENDATION

1. That a review of the Council's Car Parking Policy be undertaken in accordance with the terms of reference outlined at Section 2 of the report.
2. That the review of the Car Parking Policy be completed by 1st October 2017 and that the recommendations of the review be reported to a future meeting of this Committee.

WARDS AFFECTED

All Wards

STRATEGIC LINK

The Review of Parking services accords with the District Council's values and aims of creating "a thriving district" and to "provide a clean and safe district" as expressed in the Corporate Plan 2015/19.

1 REPORT

The Council's current Car Parking Policy was last reviewed in 2013, resulting in a number of recommendations which have been introduced during the intervening 4 years leading up to this report. The introduction of daily charges for Blue Badge holders, which is included in a separate report to this committee, is the last significant change to be brought about by that review.

2 OBJECTIVE AND SCOPE OF THIS REVIEW

- 2.1 Whilst the previous in-depth review of Parking Policy addressed a wide range of issues, having regard to the financial impact of policies on the local economy and the Council's overall financial position, there remained a number of matters which now require further consideration. These are detailed below.

2.2 Regulated and Unregulated Free Car Parks

The previous review touched upon the current provision of free regulated car parks, but recommended that the matter be referred to a future review of policy. Those car parks include:

- Cokayne Avenue, Ashbourne
- Market Place, Cromford
- Edgefold Road, Matlock
- Canterbury Road, Wirksworth

In addition to the above locations, there are several sites which are owned by the District Council and are used for the purpose of free, unregulated parking. These have not been considered in any previous review and include:

- Lime Yard, Cromford
- North End (former depot yard) Wirksworth
- Station Yard (former colour works access), Matlock Bath

2.3 Permit Schemes

The former review considered the longstanding Residents free parking concession, which Members have agreed to retain, with some modification to the provision of second and subsequent permits. This review is intended to consider the current provision for other permits relating to:

- Residents Reserved Car Parks
- Residents Reserved Parking Bays
- Annual Discount Season Tickets
- Day and Weekly Rover Passes

2.4 Park Mark Accreditation Scheme

Since 2004, the District Council has actively participated in the Park Mark accreditation scheme, which is managed by the British Parking Association (BPA) and which provides recognition to car park providers for facilities which are considered to be well managed and designed. The District Council currently has 24 sites accredited in the scheme, with annual subscription costs totalling £3,000. This review is intended to assess the merit of continued registration in the scheme, in light of current demands to make financial savings.

In addition, the BPA are promoting a Disabled Parking Accreditation Scheme on behalf of Disabled Motoring UK and have approached the District Council with a view to submitting sites, following our recent programme of improvements. As a subscription based accreditation scheme, its value to the District Council's parking services should also be considered as part of this current review.

2.5 Aside from those fees associated with permits and passes detailed in 2.3 above, it is not intended to undertake a further review of daily parking charges at this time.

3 CONSULTATION

- 3.1 As part of any review, it must be recognised that there are a number of different interests groups e.g. residents, tourists, business users, disabled persons etc who use the District Council car parks. Any review of the Car Parking Policy must therefore have regard to the differing needs of these groups and seek to ensure that there is engagement with them as part of the review.
- 3.2 It is therefore proposed that as part of the review process, consultation and user engagement is undertaken as follows:-
- ♦ District Council Community Forums
 - ♦ Local stakeholder groups (residents/permit holders)
 - ♦ Town / Parish Councils
 - ♦ Public consultation (survey), including via the website
 - ♦ Engagement with other local authorities in tourist areas and tourism bodies e.g. Visit Peak District
- 3.3 It is proposed that that the review be completed by October 2017 with any revisions to Car Parking Policy being introduced with effect from 1st April 2018. The review will be undertaken by a team of officers, with a member representation, with findings and recommendations presented to this committee for consideration, following its completion.

4 RISK ASSESSMENT

4.1 Legal

The Review will ensure that Officers consult the relevant stakeholders and shall take account of the legislation required to amend the Parking Order. The legal risk at this stage in proceedings is low.

4.2 Financial

There are no financial risks arising from this report. Financial risks arising from the recommendations of the review of car parking policy will be considered when the outcome of the review is reported to Committee at a future date.

4.3 Corporate Risk

Car parking policy has potential to impact significantly on the District Council's reputation. For this reason the corporate risk is regarded as high.

5 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.

6 CONTACT INFORMATION

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7 BACKGROUND PAPERS

Description

Environment Committee Reports
Community and Environment Report

Date

2012/2013
Jan 2017

BACK TO AGENDA

COMMUNITY AND ENVIRONMENT COMMITTEE
16 MARCH 2017

Report of the Head of Community Development

ASHBOURNE SKATE PARK – UPDATING REPORT

PURPOSE OF REPORT

To update on progress towards a new skate park facility in Ashbourne and approve use of the area in Ashbourne Recreation Ground for development of the facility.

RECOMMENDATIONS

1. That the update and continued support by officers to the project is noted.
2. That in principle agreement be given to the use of the site, as outlined in Appendix A, for a skate park, subject to planning and other statutory consents and that discussions take place with Skate Ashbourne to agree terms for a suitable lease agreement, as outlined in paragraph 3 of this report.

WARDS AFFECTED

Ashbourne North, Ashbourne South and surrounding Wards.

STRATEGIC LINK

Leisure Services support the District Council's Corporate Aim to promote quality of life and also makes a significant contribution to the safety and health of the communities of Derbyshire Dales.

1. BACKGROUND

- 1.1 Following closure of the skate park in 2014, the Community & Environment Committee, on 9 July 2015, approved a community consultation exercise. The results of the consultation exercise were reported to Council on 24 September 2015 and showed that 57% of participants voted to relocate the Skate Park.
- 1.2 The seven suggested sites were evaluated with views being sought on Environmental Health, Operational and Community Safety issues as well as taking into account ownership of the sites and any legal or planning constraints. The Community & Environment Committee, on 17 March 2016, considered the evaluation, with one site, the Fishpond Meadow within Ashbourne Recreation Ground, emerging as the most suitable site which was approved by Members for development as a skate park.
- 1.3 It was acknowledged, at that meeting, that there was no financial provision within the District Council's budget for this scheme; hence other funding

sources would have to be explored. It was proposed that a working group be set up to assist with fundraising and the Committee approved that Officers work with interested parties to source the necessary funding.

2. PROGRESS

- 2.1 A public meeting was held on 13 June 2016 to gauge interest for a community led skate park project. Over 60 people attended the initial meeting and subsequent meetings have taken place. A Steering Group has now been established, supported by Derbyshire Dales Council for Voluntary Services and Ashbourne Town Council as well as the District Council.
- 2.2 The Steering Group is known as Skate Ashbourne and is calling the facility 'Skate Side'. Skate Ashbourne is working hard to raise its profile, have its own identity, logo, email address etc. and are advertising for new members to the group to fulfil specific roles. To support further development of the project, Skate Ashbourne has devised a survey, which it is urging as many interested parties as possible to complete. The project also featured in the recent edition of Dales Matters.
- 2.3 As the District Council is unable to contribute financially to the project, local funding is vital to the success of this community project. Skate Ashbourne is looking for funding from local business sponsors, funding grants, fundraising events and donations.

3. SITE AND REVISED COSTS

- 3.1 In its consideration of the Fishpond Meadow site offered, Skate Ashbourne raised some concerns about the suitability of the site. Estimated costs to prepare this parcel of land may prove prohibitive so the group suggested that the viability of two further sites be explored – one in the ownership of the District Council, the other not.
- 3.2 Some site investigations took place, including a site visit by a skate park design expert, who did not rule out any of the sites, although his and Skate Ashbourne's preferred option was a site in Ashbourne Recreation Ground adjacent to and above the tennis courts.
- 3.3 An evaluation of the site has taken place, the results of which are attached as an appendix to this report, along with a site plan. It can be seen that the site is considered as suitable and approval is sought to take this site forward as the preferred option.
- 3.4 Skate Ashbourne have obtained cost estimates, in the region of £125,000, to develop this site as a skate park for which external funding will have to be secured by Skate Ashbourne with support from its partners.
- 3.5 It is, therefore, recommended that the District Council give in principle agreement to the use of this site for a skate park, subject to planning and other statutory consents and that discussions take place with Skate Ashbourne to agree terms for a suitable lease agreement.

- 3.6 The proposed lease agreement would allow Skate Ashbourne to secure external funding for the project and would make them responsible for the development and future maintenance of the site.

4. RISK ASSESSMENT

4.1 Legal

The legal agreement and lease of the land will help mitigate any future risk to the Council in terms of future liability. The legal risk is therefore low.

4.2 Financial

Estimated costs are given in section 3 of this report. There is no provision within the capital programme for this scheme; hence the need to look at other funding sources. An application for external funding has previously been unsuccessful and, to our knowledge, there are limited funding sources currently live which can the District Council can apply to. All future repairs and maintenance will be the responsibility of Skate Ashbourne or a contractor that they wish to appoint for this purpose. The financial 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, environmental, climate change, health, and human rights.

6. CONTACT INFORMATION

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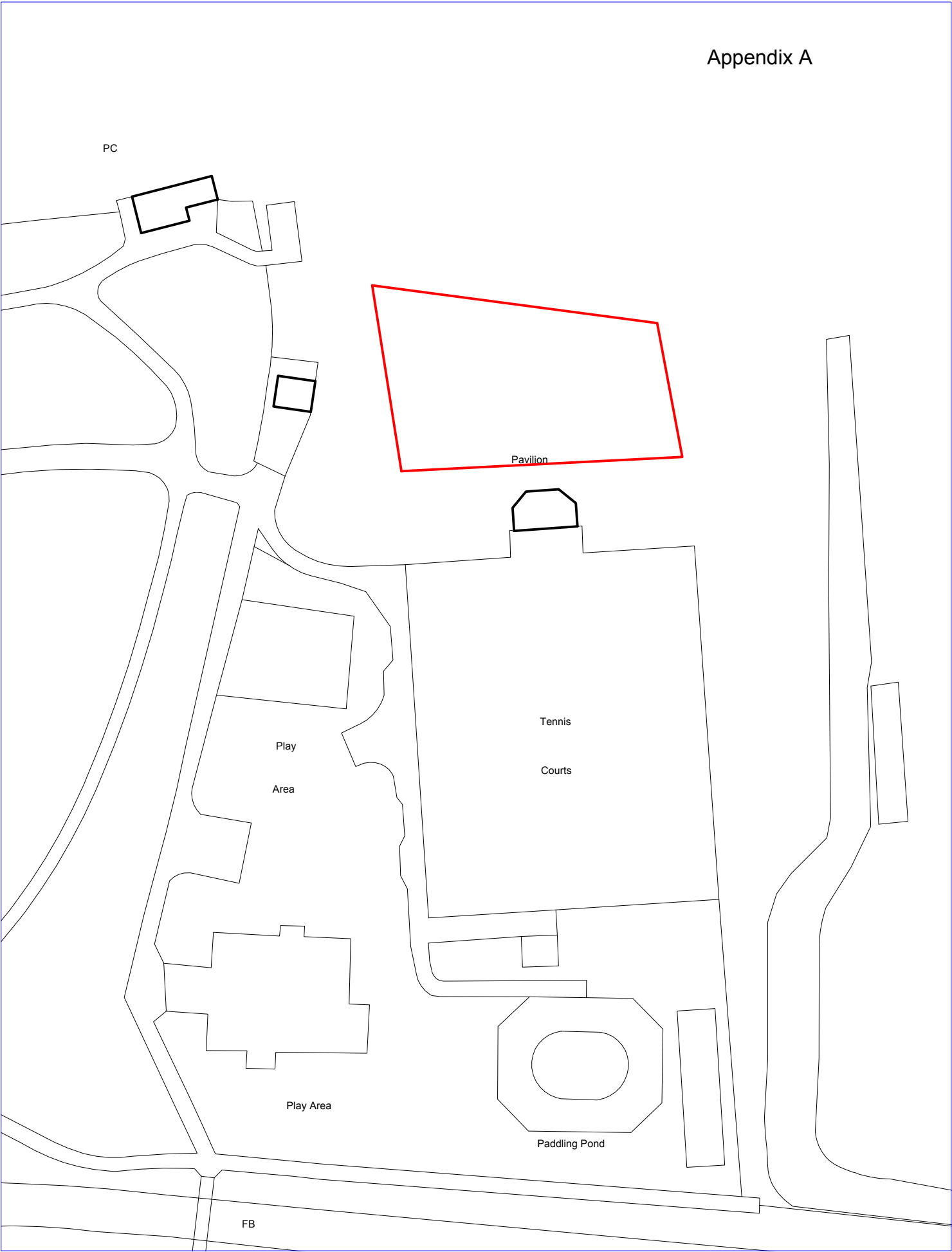
7. BACKGROUND PAPERS

Email - breakdown of costs for proposed skate park in Ashbourne, 10 February 2017

8. ATTACHMENTS

Appendix A - site plan

Appendix B – site comments



APPENDIX 8B

DESCRIPTION/LOCATION	Ashbourne Recreation Ground adjacent to tennis courts
OWNERSHIP	Derbyshire Dales District Council
LEGAL COVENANTS RESTRICTIONS	There are no restrictions registered on the title that would prevent a skate park from being located on this part of the recreation ground.
PLANNING/STATUTORY CONSENT	<p>Skate park facilities are best located within existing parks where other recreational facilities are located.</p> <p>This has the advantage of being set away from neighbouring dwellings so that noise nuisance will not be intrusive to residents.</p> <p>Suggest that a comprehensive scheme for the site will need to be landscaped to assimilate into the park and also to create appropriate bunding to minimise noise transmission from the site.</p> <p>Suggest taking the advice of Environmental Health colleagues on how best to go about this.</p>
ENVIRONMENTAL HEALTH CONSIDERATIONS	No objections to this site.
COMMUNITY SAFETY CONSIDERATIONS	<p>This looks to be away from residential properties which is good and a similar set up to the one in Matlock's in Hall Leys Park which seems to work quite well.</p> <p>From a police perspective, it may be a little bit too remote, which has the potential for nefarious activities to take place.</p>

<p>OPERATIONAL CONSIDERATIONS / ENVIRONMENTAL SERVICES COMMENTS</p>	<p>Matlock skate park works well on Hall Leys because it's well overlooked from the adjacent road and it's also deliberately a 'dawn to dusk' facility which discourages use after dark.</p> <p>The proposed area at Ashbourne Recreation Ground is already a known hangout for some local youths, because it's away from the road and attract some antisocial behaviour. A skate park will do little to deter the presence of youths in that area and, if unlit, may prompt greater antisocial activity there in the evenings (as happens at Wirksworth).</p> <p>If, on the other hand, there is an expectation that it will be used in the dark evenings as a diversion from antisocial behaviour, there will likely be a need to properly illuminate it on safety grounds.</p>
<p>LEISURE SERVICES COMMENTS</p>	<p>This would be an appropriate location and add to the sporting offer with the recreation ground</p>
<p>ESTATES COMMENTS</p>	<p>No objection to this site in principle but design of site needs careful consideration so as not to detract from neighbouring uses</p>

BACK TO AGENDA

COMMUNITY & ENVIRONMENT COMMITTEE
16 MARCH 2017

Report of the Head of Community Development

MATLOCK BATH ILLUMINATIONS REVIEW

PURPOSE OF REPORT

This report details the outturn of the 2016 event and seeks agreement to the general format of the 2017 event.

RECOMMENDATIONS

1. That the achievements of the event in 2016 following the review are noted.
2. That approval is given for the fees and charges structure to be changed, as shown in 2.11.
3. That the number of tickets sold on Saturdays is restricted to 6,000.
4. That sponsorship is sought, by the Community Events Officer, for further investment into the event is noted.
5. That a working group is formed to help shape future events is noted.
6. That the Head of Community Development is given delegated authority to make operational decisions in relation to the staging of the 2017 event in consultation with the Working Group.
7. That approval is given to invite Mr G E M Stevens MBE to compere the 2017 event. 2017 is his 50th year involved with the Illuminations and this should be recognised.
8. That approval is given to invite Mrs Stevens as Mr Stevens' support.

WARDS AFFECTED

Masson and surrounding area

STRATEGIC LINK

The Matlock Bath Illuminations support the District Council's Corporate Aim to promote quality of life and also makes a significant contribution to the communities of Derbyshire Dales. The review has reflected on the District Council's priorities whilst also seeking to ensure that we deliver value for money and work effectively with partners.

1 THE 2016 EVENT

- 1.1 In 2016 the event took place from Saturday 10th September to Saturday 29th October, with firework displays every Saturday (seven in total) except for Opening Night.

Historically, visitor numbers are low on the Opening Night so the Illuminations Team again asked Peak FM to support the event with pre-event advertising, a page on their

website, entertainment and hosting on the night. They also ran a competition to win tickets to the opening night.

The event comprised entertainment on or around the bandstand in Derwent Gardens, the parade of illuminated boats, festoon lighting, lighting displays and lighting of the natural features. In addition there is a funfair, market stalls, food stalls and children's themed entertainment.

1.2 Attendance

In 2016 attendance fell slightly in comparison to 2015, with 58,646 visitors in 2015 and 55,335 visitors in 2016.

September's attendance was lower than in 2015, however October's attendance was higher than in 2015 with the majority of visitors attending on firework nights.

1.3 Expenditure

The projected expenditure for the 2016 event is £204,631 against an original budget of £193,233 and a revised budget of £203,913. Details are provided in the table below. Some additional costs were incurred as a result of the need to improve crowd movement and make the event more attractive. New lighting was purchased with the £15,000 carried over from the 2015 event. A new 'Exit' sign was purchased and installed in an attempt to help direct visitors to the exit. Items were purchased to create the themed Sunday nights. The bar was also purchased. All these items will be utilised in future events.

1.4

Expense	2016 Original Budget £	2016 Revised Budget £	Projected Actual Expenditure £
Employee costs	23,831	27,827	28,779
Repairs, energy, water & other premises costs	18,654	20,358	21,042
Decorated Boats	8,523	8,523	7,535
Marketing & promotion	3,500	3,520	6,608
Firework Displays	26,232	26,232	22,538
Entertainment	5,000	5,000	4,696
Stewards & First Aid	11,900	14,300	13,415
Commission on ticket sales	1,000	8,500	8,707
Contractors	37,370	37,370	45,798
Other supplies and services	15,500	22,250	15,480
Management and support services	41,723	30,033	30,033
Total	193,233	203,913	204,631

Income

The overall position on income received at the time of writing this report is as follows:

Source	2016 Original Budget £	2016 Revised Budget £	Projected Actual Income £
Traders' Pledges	3,996	2,430	2,280
Park & Ride	3,605	3,605	3,890
Concessions	14,420	16,992	16,992
Ticket Sales (not invoiced)	190,550	190,550	185,472
Ticket sales (invoiced)	515	515	0
Bar	0	3,761	3,761
Sponsorship	1,086		0
Total	214,172	217,853	212,395

There was an increase in income from ticket sales in 2016 due to the £1.00 increase in ticket prices - £181,214.97 in 2015 compared to £185,472.51 in 2016.

1.5 Financial Outturn

The 2016 event generated a net income of £7,764 against a budgeted net income of £20,939 (revised to £13,940). In addition to this, £15,000 should have been carried over from the 2015 event as agreed at Community & Environment Committee on 17th March 2015 (Minute Number 358/15).

1.6 Online Ticket Sales

Online tickets were processed through Ticketsource.co.uk. Event dates were set up by the Illuminations Team and information required for the event was added to the tickets. There was very little additional work created for the events team by using TicketSource. Ticket Source also offered customers a number of secure payment options and allowed customers to receive tickets via email, post or text message.

TicketSource allowed tickets to be sold up until 4.00pm on the day of each event. Allowing members of the public to track the weather and decide to buy tickets closer to their preferred date.

Tickets again were sold at online with a £1 reduction on those purchased on the night from the ticket office. Purchasing the tickets online also offered the customer a 'fast track' entry by avoiding the ticket queue on the night.

Increased promotion of the event and the availability of online tickets through TicketSource lead to an increase in online sales, from 11,307 in 2015 to 22,769 in 2016 - an increase of 102%. The increase in online tickets also meant that there were smaller queues at the ticket office in Derwent Gardens on the night.

1.7 Card Payments

Card payments were introduced to the event in 2016. There were 2 handheld machines available which were used through one till.

The card machine payments were successful overall though signal to the machines occasionally caused a delay.

The introduction of card payments offered customers an alternative and easy payment option, the contactless machines made transactions quicker when the signal was working and they removed human error in handling cash and reduced the amount of cash to be handled.

1.8 **Promotion**

The use of social media increased the visibility and promotion of the event. It also increased engagement and interaction with visitors to the event.

The number of likes on Facebook increased from 5,123 to 14,678 in the last 15 months.

The total reach for all posts and promotions on the page from 1st September to 1st November was:

2015: 1.56 million (an average of 25,647 individuals per day)

2016: 2.00 million (an average of 32,941 individuals per day)

1.9 **Customer Feedback**

An extensive post event consultation exercise was undertaken to gauge feedback on the success of the event. The results are summarised in Appendix 1.

1.10 **Service Review**

In 2014, the Matlock Bath Illuminations Review team was assembled with the aim of improving the event, both in terms of efficiencies and to the end user. Where possible, colleagues were allocated specific areas of responsibility to match their skills and experience as well as being involved in the wider debate. The original Review team comprised:

- Ashley Watts – Review lead
- Nicola Goodwin – Events
- Jim Fearn – Marketing & Promotion
- Gill Chapman – Tourism
- Dave Turvey – Operations and safety
- Claire Mosely – Online booking and payment systems
- Marie Widerman – Staff/Management Resilience
- Cllr Geoff Stevens – Compere for the event

Alongside the Review Team runs the recently formed Events Team, dealing with the organisation of the event. This comprises:

- Ashley Watts - Head of Community Development
- Nicola Goodwin – Community Events Officer
- Dave Turvey - Active Communities Officer
- Karen Cooper - Community Safety Officer
- Becky Bryan - Sport & Health Development Officer
- Roisin O'Shea - Marketing Officer

2 PLANS FOR THE 2017 EVENT

Taking account of the feedback received, the Working Group's overall recommendations and rationale are summarised below.

What?	Why?
Judging of boat parade – Presentation on Saturday 30 th September	To allow more people to vote for their favourite boat via SMS, Facebook, Twitter Fairer process.
Sundays – Family themed rather than a different, specific theme each Sunday	To entertain younger visitors whilst waiting to see the boat parade. More inclusive for boys and girls rather than gender specific themes. Less down time.
Sundays – Event duration	Start and finish earlier: Start at 6pm Finish 8pm To accommodate younger visitors who have school on Monday.
Firework Displays every Saturday including Opening Night	To encourage more visitors on opening night. Better visitor offer on Opening Night. Increased income.
Reduction in number of visitors allowed in Derwent Gardens at one time – from 8,000 to 6,000 capacity	Improved crowd movement and enjoyment for visitors.
Closing Night Spookfest	Popular addition to evening & visitor participation Increased income.
Increase Signage – Park & Ride	Better directional signage to Park & Ride sites to encourage more users. Fewer parking issues in Matlock Bath.
Better event signage. E.g. Fast Track entry for visitors who have bought tickets online.	More information for visitors. Less queueing at ticket office as online ticket holders can be 'fast tracked' into the event.
Increase number of stewards from 27 to 31.	To enable additional support to all stewarding/security locations dependent upon priority and demand. E.g. closing the bridge when the boat parade takes place and monitoring the exit when visitors are leaving.
Sale of flashing goods at Park & Ride sites.	To try to out compete pedlars in Matlock Bath.
Multi-agency approach to tackle issues with pedlars	Trading Standards have agreed to work with the District Council and Police to tackle issues raised and associated with pedlars in Matlock Bath.
More enforcement officers needed to tackle issues with pedlars	For the past 3 years one District Council officer has dealt with the pedlars and associated issues. More officers are required as more pedlars trade in Matlock Bath and it is safer to work in pairs.

2.1 Fees & Charges

It is recommended that a £2.00 difference is introduced between the prices of online tickets, advance tickets, public transport users (with valid ticket) and tickets bought on-the-night to make buying tickets online, in advance or using public transport a more attractive offer. This should also help alleviate the ongoing issues with car parking.

The table below shows the recommended pricing structure for 2017.

Saturday		Sunday	
On-the night	£7.50	On-the-night	£6.50
Advanced/Online/Public Transport	£5.50	Advanced/Online/Public Transport	£4.50
Concession (on-the-night)	£6.50	Concession (on-the-night)	£5.50
Concession (Advanced/Online)	£4.50	Concession (Advanced/Online)	£3.50
Child (<16yrs)	FREE	Child (<16yrs)	FREE

Family is the key focus of the event and so themed entertainment will be provided and aimed at young families. It is also recommended that all children under the age of 16 continue to access the event for free.

2.2 Sponsorship

A sponsorship package will be created to bring more income into the event.

It is suggested that the Events Team increase the current number and manner of businesses approached to help support the event. It is also recommended that those businesses/organisations are acknowledged more widely and are offered the chance to sponsor more tangible event improvements (i.e. lights, equipment, signage, etc.).

2.3 Delegated Powers

It is recommended that the Head of Community Development is given delegated authority to make operational decisions in relation to the staging of the 2017 event in consultation with the Working Group. This would be to deal with any issues that may arise and need dealing with by someone in authority.

2.4 Working Group

For the past 3 years the Community Events Officer has been assisted with the organisation of the event by the recently formed Events Team. This was necessary due to the increasing size and complexity of the event.

The Events Team comprised the following members of the Community Development Team, Dave Turvey, Becky Bryan, Karen Cooper and Roisin O'Shea. This has worked increasingly well, however, it is acknowledged that a wider group (the

Working Group) would mean increased knowledge could be shared and wider issues could be covered.

It is proposed that a Working Group is formed comprised of the Events Team (Nicola Goodwin, Dave Turvey, Becky Bryan, Karen Cooper, & Roisin O'Shea), Jim Fearn (Communications and Marketing Manager), Rachel Ayre (Senior Accountant), local Ward Members and the Head of Community Development, to discuss future plans for the event.

The group will meet bi-monthly between November and March and monthly between April and October as this is when the majority of the arrangements need to be agreed.

2.5 Illuminations Staff Roles

Event Controller

The Event Controller is responsible for ensuring that overall safety at the event is maintained so that as far as reasonably practicable people setting up, breaking down and attending the event are not exposed to risks to their health and safety.

These duties will include:

- Having health and safety arrangements in place to control risks;
- Ensuring co-operation and proper co-ordination of activities;
- Providing employees and others with relevant information on any risks to their health and safety;
- Ensuring the competence of staff to undertake their role safely;
- Monitoring health and safety compliance;
- Reviewing health and safety arrangements.
- To supervise and monitor all steward deployment and liaison between Event Control and emergency services.

Senior Duty Officer (Ticket Office)

- Set up ticket office ready for opening, including distributing float and replenishing through the night;
- Take account of tickets sold at Peak District Mining Museum;
- Issue radios to relevant members of the team;
- Distribute ticket sellers/collectors between windows in ticket office and outside;
- Explain to ticket sellers/collectors what they need to do and where they need to go;
- On firework nights, distribute high visibility tabards, torches and radio to volunteer stewards;
- Sell tickets when required;
- Liaise with Event Controller on number of visitors;
- Deal with refunds throughout the night;
- Answer any enquiries or complaints made at the ticket office;
- At the end of the night count the float to check it is correct;
- Check tills after ticket seller has finished counting the takings;

- Enter takings onto summary sheet and cashier paying in sheet;
- Reconcile takings against till Z read;
- Bag up takings;
- Pass takings to security within the locked Ticket Office.

Senior Duty Officer (Cromford Meadows)

- Arrive on site promptly at 4pm to ensure a clear turning circle is kept for the buses;
- Set up specific areas for disabled parking, coach turning circle and access onto grassed area at entrance to Cromford Meadows, including erecting signs and temporary fencing and dismantling at the close of event;
- Assist in putting out of/collecting in of parking cones on entrance to Mill Lane;
- Unlock barrier across the car park entrance to allow buses access;
- Encourage and direct visitors to park safely, sensibly and courteously;
- Liaise with security on site;
- Liaise with Event Controller if there are any problems;
- Turn on light in toilets at Cromford Wharf when it starts to get dark;
- Assist bus drivers with entrance/exit from Cromford Meadows;
- Liaise with bus drivers;
- Encourage visitors to queue safely and sensibly and out of the way of the bus turning circle;
- As visitors start to return to their cars (after the fireworks), help them to find their cars with the aid of a torch;
- Wait until the last car has gone and then lock the barrier.

Park and Ride Assistant (Cromford Meadows)

- Arrive on site promptly at 4pm to ensure a clear turning circle is kept for the buses;
- Assist in setting up specific areas for disabled parking, coach turning circle and access onto grassed area at entrance to Cromford Meadows, including erecting signs and temporary fencing and dismantling at the close of event;
- Assist in putting out of/collecting in of parking cones on entrance to Mill Lane;
- Encourage and direct visitors to park safely, sensibly and courteously;
- Assist bus drivers with entrance/exit from Cromford Meadows;
- Encourage visitors to queue safely and sensibly and out of the way of the bus turning circle;
- As visitors start to return to their cars (after the fireworks), help them to find their cars with the aid of a torch;
- Wait until the last car has gone.

Duty Officers (Outside Ticket Offices)

- Arrive on site promptly at 5.45pm;
- Assist Event Controller in the checking of the site;

- Assist Event Controller in erection of signs;
- Help stewards to erect/dismantle barriers as required;
- Assist Senior Duty Officer in the ticket office;
- Sell tickets as required;
- Help with crowd control on firework nights;
- Direct visitors to ticket office windows on firework nights;
- Distribute leaflets/badges/instructions on firework nights;
- Make Event Controller aware of any problems arising;
- Undertake any other reasonable tasks as instructed by the Event Controller/Senior Duty Officer.

Ticket Sellers/Collectors

- Sell tickets;
- Count cash taken through your till, checking takings against the x read;
- Complete any training requested to gain an understanding of the event and your role;
- Explain programme to all customers buying tickets.

2.6 Crowd Dynamics

After consultation with Steve Richards (Health & Safety Consultant from 1st Option Safety) in 2015, and comments made in the online questionnaire, we recommend that the number of tickets sold for Saturday nights is reduced from 8,000 to 6,000. This would allow for better viewing of the boat parade and freer movement around Derwent Gardens and Lovers' Walks. It would also reduce the problems caused by the number of visitors exiting the event onto the A6 after the boat parade.

2.7 Pedlars

During the 8 weeks of the 2016 Illuminations season Matlock Bath was visited by 37 pedlars who attended over a number of weeks, making the total number of attendances by pedlars 104. This is less than the 2015 seasons which over 7 weeks (fireworks nights only) saw 107 pedlars.

The 2016 season saw the introduction of the Pedlar's Code of Conduct which made it easier to tackle some issues, such as the size of trollies. Around 20 verbal warnings were issued for the size of the trolley and this did see the pedlars reducing their size in future weeks.

The event currently has one member of staff dealing with the pedlars on a nightly basis. This needs increasing so that more effective enforcement can take place and for safety reasons.

In 2017, we recommend that permission is sought from the land holders (DCC and Key Estates) to sell flashing goods at the Park & Ride sites i.e. Cromford Meadows and County Offices' car park, with the aim of out competing the pedlars who attend Matlock Bath, as the majority of visitors will have bought flashing goods before they arrive in Matlock Bath.

A multi-agency approach will be taken in 2017, with officers from Derbyshire Dales District Council working with Trading Standards and the Police.

2.8 Celebrating Geoff Stevens' 50th Year

As 2017 will be the 120th year of the Matlock Bath Illuminations and Geoff Stevens' 50th year involved in the event, there will be a general theme celebrating this. Mr Stevens will be invited to compere the event and Mrs Stevens will be invited as his support.

2.9 Management of Grass Verges

As the Matlock Bath Illuminations is managed by Derbyshire Dales District Council, we have a duty to protect the grass verges and we will continue to manage this with cones and tape.

2.10 Health & Safety

Matlock Bath Illuminations must comply with recognised safety standards. The District Council is responsible under the Health and Safety at Work etc. Act 1974 and its accompanying Regulations for the safety of everyone at the event including the public, employees and volunteers.

2.11 General

It is proposed that detailed monitoring takes place of the implementation of the above proposals to identify their impact.

3 RISK ASSESSMENT

3.1 Legal

The proposals in the report are covered by the general powers of competence contained in the Localism Act 2011. Sponsorship of the event will be in accordance with the District Councils sponsorship protocol. The legal risk is therefore 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, equalities, environmental, climate change, health, human rights, personnel and property.

5 CONTACT INFORMATION

Ashley Watts
Head of Community Development
Tel: 01629 761367
Email: ashley.watts@derbyshiredales.gov.uk

6 BACKGROUND PAPERS

None

7 ATTACHMENTS

Appendix 1 – Feedback on 2016 event

BACK TO AGENDA

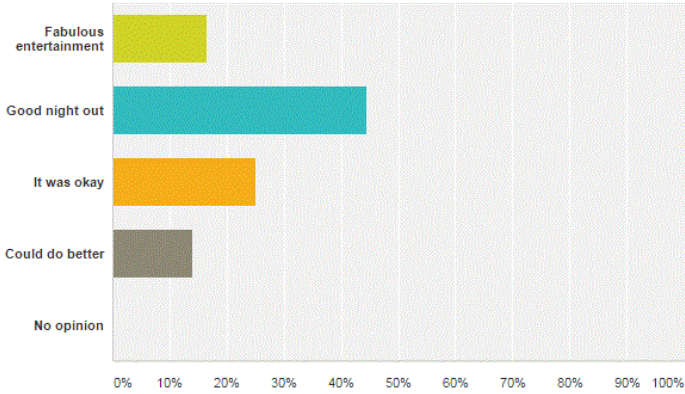
Appendix 1

Feedback on 2016 event

2.22 Survey Results & Comments

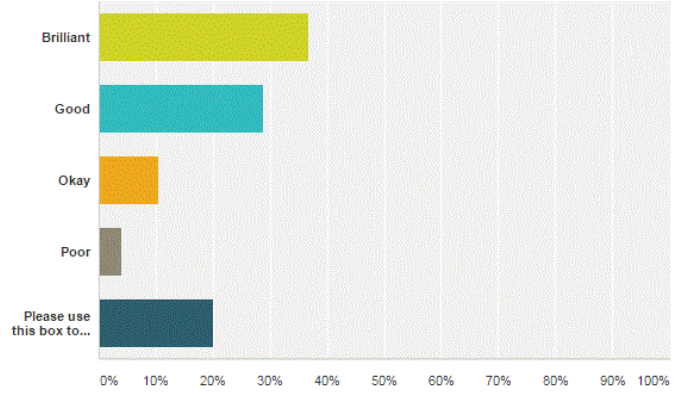
Our aim is to provide a value-for-money family night out. How would you rate this year's Illuminations?

Answered: 128 Skipped: 1



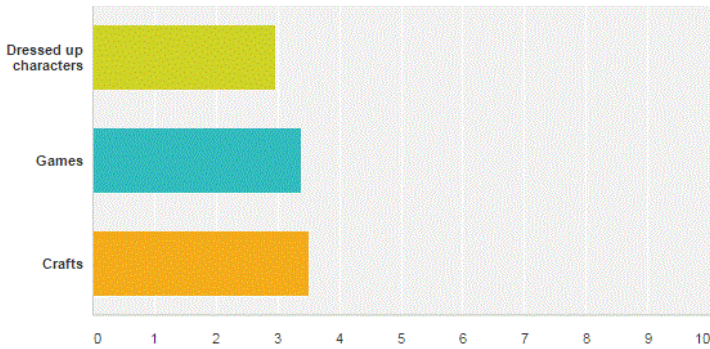
The decorated boats parade is the centrepiece of the Illuminations. How did you feel about the management of this?

Answered: 125 Skipped: 4



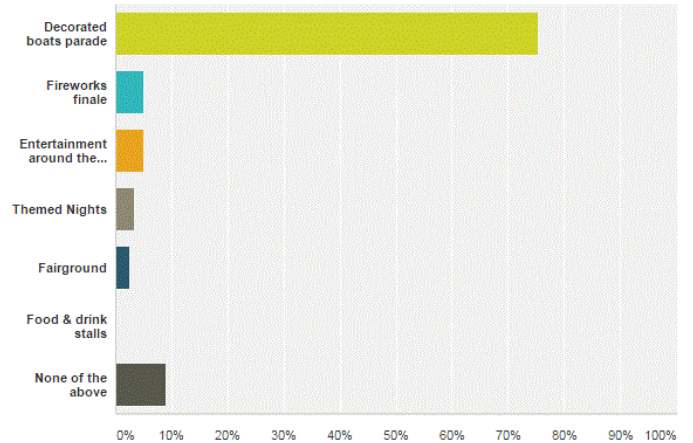
If you came to one of our themed nights, please rate the following:

Answered: 118 Skipped: 11



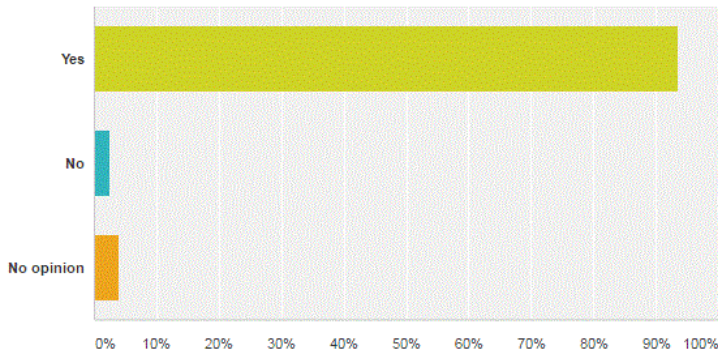
From the list below, choose the one thing you like most about the Illuminations

Answered: 122 Skipped: 7



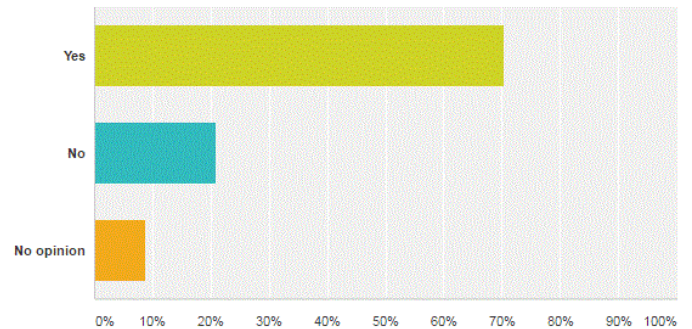
Tickets were cheaper in 2016 if you booked online. Do you think this is a good idea?

Answered: 124 Skipped: 5



Did you feel the event was good value for money?

Answered: 125 Skipped: 4



“We had a lovely evening and feel that you all did a fantastic job.”

“.....your staff were professional and you provided an exceptional nights entertainment
Many Thanks”

“It was our first visit, and we loved it. We'll be back next year!”

“More boats on the water.”

“Make it ticket only, so the people that have bought tickets can actually get a parking space.”

“Easier parking. More things for the children to do whilst waiting.”

BACK TO AGENDA

COMMUNITY & ENVIRONMENT
16 MARCH 2017

Report of the Head of Community Development

STRATEGY FOR EVENTS ON DISTRICT COUNCIL LAND

PURPOSE OF REPORT

This report seeks approval of the Strategy for Events on District Council Land and the fees & charges associated with the use of the land.

RECOMMENDATION

1. That the strategy be approved and implemented from 1st April 2017.
2. That the Fees & Charges recommended in the strategy are approved and implemented from 1st April 2017.
3. That the Head of Community Development be delegated authority to approve applications for events on Council owned land in accordance with the Events Strategy and approved schedule of fees.
4. That the Corporate Director be delegated authority to act in the absence of the primary contact or in the event of a conflict of interest

WARDS AFFECTED

All wards

STRATEGIC LINK

Events support the District Council's Corporate Plan priority of a thriving district.

1 SUMMARY

- 1.1 The strategy aims to help event organisers to run quality events, for people of all ages in the towns and villages of the Derbyshire Dales.
- 1.2 The District Council owns and manages numerous areas of land in the District and currently facilitates a significant number of varying events within these areas each year. The strategy will detail District Council goals in facilitating the staging of events, and will also outline what is required and expected of event organisers when planning an event on District Council land.

2 REPORT

The strategy sets out the following:

- 2.1 Whilst the District Council has always informally encouraged the use of its parks and open spaces for events that have been thought to be of benefit to our communities,

this work has previously relied heavily on the experience, discretion and judgement of those officers responsible for those areas of land. There has been no published guidance on the acceptable use of Council land or on the charges that might be levied for its hire.

2.2 One of the reasons for the creation of the Community Events Officer post was to regularise the way in which the District Council engaged and interacted with events organisers and to facilitate the introduction of a strategy that formally set out the aims of the Council in supporting these events. This process has been undertaken through the establishment of an Events Hub of officers from across the Council with various responsibilities for events, whether that is the hire of land, the promotion of the events or the regulation of their activities. More recently the Hub has been augmented by a Member representative.

2.3 Since 2014 the Events Hub has been working, amongst other things, to formulate and adopt an Events Strategy for the District Council. This Strategy has concentrated on the role the Council plays in respect of events on its own land and its main objectives are:

- To enable events to take place safely on District Council parks and open spaces
- To deliver an events programme that enhances Derbyshire Dales' profile and economic impact
- To ensure that events are accessible and appealing to a diverse audience
- To ensure all applications are dealt with consistently
- To support the local community in event organisation
- To ensure that the Council's costs are covered
- To help event organisers access land under Derbyshire Dales District Council's ownership
- To increase audience and participation
- To ensure the Council's involvement is promoted
- To help promote events in the District
- To promote community engagement
- To provide an online package for event organisers

In supporting these objectives the Strategy sets out the proposed approach in respect of different types of events, specifically distinguishing between commercial and community events and reflecting these differences in the charging schedule. The Strategy makes it clear that the overall aim of the Council is to support those events that provide a benefit to the community but to recover, where possible, the costs incurred in hosting them.

The draft Events Strategy is included as **Appendix 1** to this report and is recommended for adoption. However, it is recognised that this is the first such Strategy proposed for adoption and as such it is also intended that the Strategy is kept under review by the Events Hub, with the intention that any areas of the Strategy that

are found to be in need of improvement are considered during 2017/18 and revisions brought back to a later meeting of this Committee.

- 2.4 Councillor Mrs Froggatt, as the Member representative on the Events Hub, commented “I believe it is important to support this report because events are very important to the Derbyshire Dales, bringing in many tourists to the area and jobs for the residents. These events must be maintained to a very high standard both for people's enjoyment and for safety. We have only to look at the Matlock Bath Illuminations to see how much effort and hard work makes a quality event.”

3 RISK ASSESSMENT

3.1 Legal

The District Council is able to recover the cost of its services. The Strategy aims to deliver quality events whilst mitigating major risk to the Council and event attendees. Whilst risk cannot be totally eliminated, the Strategy as proposed represents low risk to the Council.

3.2 Financial

The proposed strategy will ensure that the Council is able to recover the costs of events. The fees and charges for events are stated in Appendix L to the strategy, The financial risk of this report 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, equalities, environmental, climate change, health, human rights, personnel and property.

5 CONTACT INFORMATION

Ashley Watts
Head of Community Development
Tel: 01629 761367
Email: ashley.watts@derbyshiredales.gov.uk

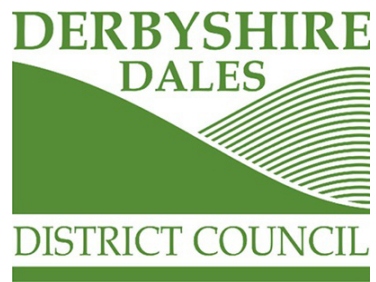
6 BACKGROUND PAPERS

None

7 ATTACHMENTS

Appendix 1 Strategy for Events on District Council Land
Appendix A Event Category Table
Appendix B Events Process Flow Chart and Significant Dates
Appendix C Provisional Enquiry Form
Appendix D Information regarding filming on Council Land and the Filming on Council Land Application Form
Appendix E Event Management Plan
Appendix F Information regarding Environmental Health

- Appendix G Information regarding Licensing
- Appendix H Information regarding Environmental Services
- Appendix I Information regarding Temporary Road Closures
- Appendix J Safety at Events
- Appendix K Inflatable Play Equipment
- Appendix L Fees and Charges



Strategy for Events
on
Council Land
2017 – 2020

Appendix 1

Contents

1. Introduction
2. Aims and Objectives
3. Derbyshire Dales District Council's Role
4. What are Events?
 - 4.1 Types of Events
 - 4.2 Traditionally supported events
5. Information for Organisers
 - 5.1 Prohibited Activities
 - 5.2 Information regarding filming on Council Land
 - 5.3 Event Management
6. Other Council Departments and Key Partners
7. Fees and Charges
8. Delegate Authority and Final Decision

Appendix A

Event Category Table

Appendix B

Events Process Flow Chart and Significant Dates

Appendix C

Provisional Enquiry Form

Appendix D

Information regarding filming on Council Land and the Filming on Council Land Application Form

Appendix E

Event Management Plan

Appendix F

Information regarding Environmental Health

Appendix G

Information regarding Licensing

Appendix H

Information regarding Environmental Services

Appendix I

Information regarding Temporary Road Closures

Appendix J

Safety at Events

Appendix 1

Appendix K
Inflatable Play Equipment

Appendix L
Fees and Charges

DRAFT

1. Introduction

In Derbyshire Dales we believe that events play a crucial role in making our area and community an even greater destination to visit and are an essential part of the District's tourism offer. They help promote the area and all the wonderful things to do whilst visiting Derbyshire Dales. For local communities, they provide recreational opportunities that help to build a strong community through participation and involvement, as well as increasing economic, social, health and cultural benefits. They help raise the profile of the area whilst also providing visitors to the area with a lively and dynamic experience all year round. They provide skills and employment opportunities for local members of the public.

Derbyshire Dales District Council owns and manages numerous areas of land in the District and currently facilitates a significant number of varying events within these areas each year. This strategy will detail our goals in facilitating the staging of events and will also outline what is required and expected of event organisers when planning an event on Derbyshire Dales District Council's land. Guidance will be given as to what event organisers need to consider, including: legal requirements, associated costs and relevant time frames when planning an event.

Derbyshire Dales District Council understands that each park and open space is used by a variety of people for a wide range of purposes. This is why Derbyshire Dales go through a careful consultation process so that the benefits from events can be maximised whilst little disruption is caused to the local environment, residents and local businesses.

Event organisations fall into three main categories: community, charity or commercial. The delivery of an event may require the involvement of many organisations with a variety of roles and responsibilities. Derbyshire Dales District Council's involvement will vary depending on the nature of the event and the organisations involved.

This document applies primarily to events looking to use Derbyshire Dales District Council's parks and open spaces.

2. Aims and Objectives

The key aims and objectives of the Events Strategy are as follows:

- To enable events to take place safely on District Council parks and open spaces;
- To deliver an events programme that enhances Derbyshire Dales' profile and economic impact;
- To ensure that events are accessible and appealing to a diverse audience;
- To ensure all applications are dealt with consistently;
- To support the local community in event organisation;
- To ensure that the Council's costs are covered;
- To help event organisers access land under Derbyshire Dales District Council's ownership;
- Increase audience and participation;
- To ensure the Council's involvement is promoted;
- To help promote events in the District;
- Promote community engagement;
- Provide an online package for event organisers.

3. Derbyshire Dales District Councils Role

Derbyshire Dales District Council plays host to approximately 170 events per year. These events take place on Council owned land and include Matlock Victorian Christmas Weekend, Matlock Bath Illuminations and other town and village events. There are also events within the District that are not on District Council land such as parades, hill climbs, cycle races etc.

4. What are Events?

Events are about using spaces for entertainment or celebration and can be centred around a range of different occasions such as anniversaries, festivities and religious festivals and are often organised by non-professionals. There are professional organisers whose living comes from organising community events and larger productions. There are commercial companies who seek to use public open space to stage events such as circuses or funfairs where their aim is commercial gain. There are also charities that look to stage events to raise funds for their particular cause.

4.1 Types of Events

The difference in events depends on their scale, location, purpose and target audience. It is easy to recognise that a large event like Bakewell Show will require significantly more planning, have an increased impact locally and will incur higher costs than a village fete however, elements of the planning and costs will apply to both. Through the classification of the "type of event", hire charges, license fees and other associated costs can be determined.

Please see **Appendix A** for The Event Category Table.

4.2 Traditionally Supported Events

These are events that are traditionally supported by the District Council where no charge is made.

At this stage Derbyshire Dales District Council intend to continue supporting these events. However, all events will be reviewed and any change to this agreement will be made on an individual basis.

Below is a list of these events:

- Matlock Bath Illuminations
- Royal Shrovetide
- Ashbourne Highland Gathering (this event hasn't run for the past few years)
- Bakewell Show
- Matlock Victorian Christmas Weekend

5. Information for Organisers

For an event to take place on the Council's land there is a requirement to complete a Provisional Enquiry Form.

The form is available from the Community Events Officer on 01629 761390 or by emailing events@derbyshiredales.gov.uk.

Appendix 1

The Provisional Enquiry Form is also available to download from:

www.derbyshiredales.gov.uk/leisure-a-culture/planning-an-event

Applications need to be made 6 months before the event, not only to ensure the area of land is available, but to give sufficient time to collect the documentation that will be required as part of the process.

Once the application has been received a consultation will begin with other Council Departments and any additional agencies that need to be involved. This will give these additional consultees the chance to comment on the event and to make any recommendations necessary. Comments will be collated and the applicant will be advised of any changes required.

To hold an event on District Council land a full Risk Assessment, Event Management Plan and a copy of Public Liability Insurance in the sum of £10 million is required.

Please see **Appendix B** for the Events Process Flowchart and other significant dates for all applications and **Appendix C** for the Provisional Enquiry Form.

The Council have a duty to ensure that events operating on its land are appropriate and safe. Therefore, permission cannot be granted for use of the Council's land until all the required documents are received and all other required departments or key partners are satisfied.

5.1 Prohibited Activities

It is not allowed to display, sell or store the following commodities prohibited by the Council including, but not exclusively limited to, the following:

- Counterfeit or fake goods;
- Any form of 'legal highs';
- Any drugs or anything related to drugs whether pharmaceutical or otherwise;
- Swords and knives (including any that are replica and/or ornamental but excluding kitchen knives);
- Firearms and ammunition (including any that are replica and/or ornamental);
- Explosive materials (including fireworks);
- Off-road vehicles;
- Anything of a pornographic, offensive or of a morally questionable nature;
- Any clothing that represents or promotes gangs, violence, drugs, firearms and ammunition.

5.2 Filming on Council Land

Derbyshire Dales District Council is receiving an increasing number of requests about filming and filming with drones. For filming to take place on the Council's land, there is a requirement to complete a Filming on Councils Land Application Form.

The form is available from the Community Events Officer on 01629 761390 or by emailing events@derbyshiredales.gov.uk.

The Filming on Councils Land Application Form is available to download from:

www.derbyshiredales.gov.uk/leisure-a-culture/planning-an-event

Appendix 1

Applications need to be made 10 working days before filming commences with a full Risk Assessment and a copy of Public Liability Insurance in the sum of £10 million is required.

For more information on Filming on Council land and the Filming on Council Land Application Form please see **Appendix D**.

5.3 Event Management Plan

An event management plan is a document that outlines all the elements of an event.

For example:

- Risk assessment
- Details of the event
- Site safety plan
- Crowd management plan
- Transport management plan
- Welfare plan
- Emergency plan
- First Aid

Event management plans can take many formats with a number of templates being available to download online.

For more information on Event Management please see **Appendix E**

6. Other Council Departments and Key Partners

Delivering and coordinating events is a complex activity. Every event requires the involvement of a number of departments within the Council or with Derbyshire Dales Key Partners.

Environmental Health

- Food Safety
- Safety at Events
- Control of Nuisance

For more information on Environmental Health please see **Appendix F**.

Licensing

- Temporary Events Notices
- Premises License e.g. Alcohol
- Street Trading Consent

For more information on Licensing please see **Appendix G**.

Environmental Services

- Permission for use of parks and car parks
- Street cleansing

Appendix 1

- Toilet cleaning
- Litter collection
- Waste disposal
- Opening of facilities
- Hire of market stalls

For more information on Environmental Services please see **Appendix H**.

Legal

- License to use land owned or managed by Derbyshire Dales District Council
- Temporary Road Closures

For more information on Temporary Road Closures please see **Appendix I**.

Derbyshire County Council's Emergency Planning Division

- Safety at events

Events can enhance community life in Derbyshire Dales but there are potential risks to public safety and adverse environmental effects dependent on the number of people attending such events, unless proper management is in place.

It is advisable that all event organisers refer to Appendix J regarding the safety at their planned event.

When using inflatable play equipment please refer to **Appendix K**.

7. Fees and Charges

Dependent on the type of event that is taking place there may be fees and charges associated. This may include the hire of land, hire of market stalls and extended opening hours of Council buildings such as public conveniences or additional emptying of bins.

All fees and charges are subject to change and will be set based on profitability, venue and scale. Derbyshire Dales District Council's main intention is to cover costs incurred from permitted events or services.

Deposits may be required dependant on the type of activity undertaken. If a deposit is required, event organisers will be informed at the earliest opportunity. Money will be deducted from the deposit for reinstatement of any damage caused to the open space.

All fees and charges can be found in **Appendix L**.

8. Delegated Authority

The content of the event on Council Land or Car Parks will determine whether permission will be given to stage the event. The Community Events Officer will consider each application individually and consistently to ensure there is a broad spectrum of events that benefit the community.

Appendix 1

Council Land

Where the event is on Council Land, Ward Members for the area will be consulted on the event, and feedback any comments or concerns to the Community Events Officer before a decision is made.

Car Parks

When the event is on a Council Car Park the Community Events Officer will consult with the Parks and Streetscene Manager for the fee and ask for any comments or concerns. Once the feedback is received the Community Events Officer will then consult with local Ward Members before a decision is made.

Final Decision

Derbyshire Dales District Council's decision on whether to approve or refuse any event - after all considerations above have been taken - shall be considered to be final. An applicant having held a previous event should not make any presumption that the event has been accepted as an annual occurrence. The final decision shall lie with the Head of Community Development and in their absence the decision will lie with the Corporate Director.

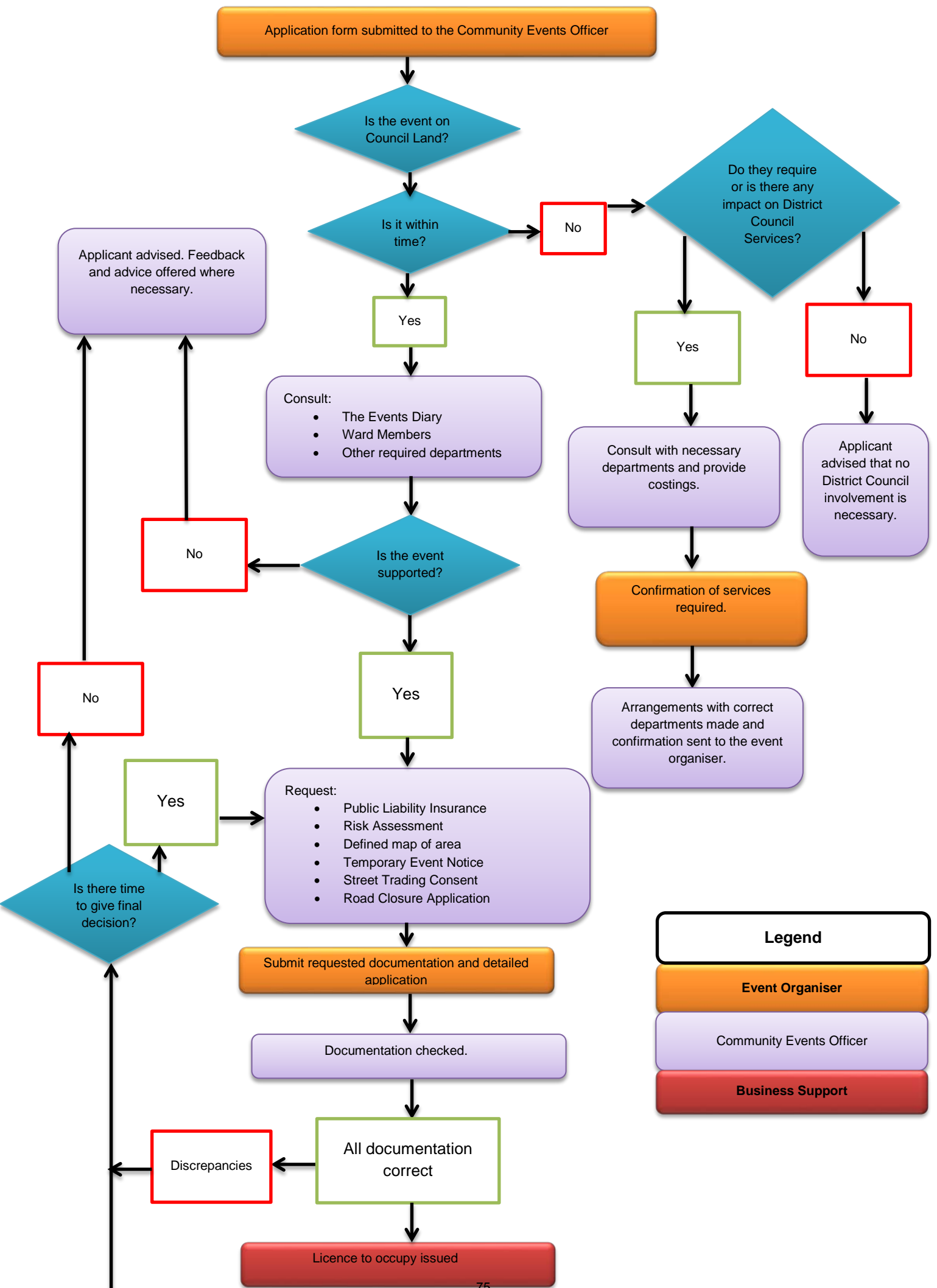
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Appendix A

Category	Description	Council's Role	Example
Council Run Events	Organised and run by the District Council	<ul style="list-style-type: none"> • Funder • Provider • Regulator 	<ul style="list-style-type: none"> • Matlock Bath Illuminations
Community Event	Organised by the community for the community. It is free to enter/attend and is not for the purpose of selling or promoting a commercial product. Community events are generally not for profit, but can still gain a community discount if they are fundraising through charging entry to an event. These discounts will only be offered where all monies gained through entry charges, traders' fees, caterer's fees and any other means go directly to benefiting the community.	<ul style="list-style-type: none"> • Enabler • Advisor • Regulator • Potential Land Owner 	<ul style="list-style-type: none"> • Festivals • Carnivals • Charity Fun Day
Commercial Event	Commercial events are deemed as events that provide a beneficial gain to a particular individual, group or organisation, be it financial or promotional. An event can be community led and be considered commercial.	<ul style="list-style-type: none"> • Enabler • Advisor • Licenser • Regulator • Potential land owner 	<ul style="list-style-type: none"> • Funfairs • Food Festivals • Markets • Christmas Markets • Farmers' Markets • Circuses • Music Events • Y Not Festival • Chatsworth events

Appendix B

Submission Dates	
Application Form	6 months before event
Premises Licence	6 months before event
Site Layout	3 months before event
Public Liability Insurance	3 months before event
Marquee Certification	3 months before event
Risk Assessment	3 months before event
Temporary Road Closure	3 months before event
Event Management Plan	3 months before event
Street Trading Consent	1 month before event
Application for street collection	1 month before event
Temporary Events Notice	1 month before event
Filming on Council's Land Application Form	10 working days before event



PROVISIONAL ENQUIRY FORM

Please complete all sections. If sections are not applicable please put N/A.

Proposed event location	
Event Name	
Date of Event	
Time of Event (<i>From and To</i>)	
Date/Time of set up and take down	
Layout of Site/Plan of Area Requested (please complete on a separate sheet)	
Anticipated Attendance (including audience profile)	
Activities: (please tick all relevant boxes)	Sale of Alcohol <input type="checkbox"/> Provision of Food or Beverages <input type="checkbox"/> Entertainment <input type="checkbox"/> Trading in the Street <input type="checkbox"/> Live Animals <input type="checkbox"/>
Road Closures	
Details of stage/temporary structures (including inflatables)	
Do you wish to hire stalls?	
Is your event a Community Event	YES/NO
Will your community event involve trading and sale of goods?	YES/NO
Please explain how:	
Is you event a Commercial Event	YES/NO

Description of proposed event

APPLICANT CONTACT DETAILS

Name	
Address	
	Postcode
Telephone Number	
Email	
Contact name during the event	
Name of Organisation	
Address (if different from above)	

Appendix C

PROHIBITED ACTIVITIES

It is not allowed to display, sell or store the following commodities prohibited by the Council, including – but not exclusively limited to – the following:

- Counterfeit or fake goods
- Any form of 'legal highs'
- Any drugs or anything related to drugs whether pharmaceutical or otherwise
- Swords and knives (including any that are replica and/or ornamental, but excluding kitchen knives)
- Firearms and ammunition (including any that are replica and/or ornamental).
- Explosive materials (including fireworks).
- Off-road vehicles.
- Anything of a pornographic, offensive or of a morally questionable nature.
- Any clothing that represents or promotes gangs, violence, drugs, firearms and ammunition.

RISK ASSESSMENTS & FIRE SAFETY RISK ASSESSMENT

You are responsible for complying with all relevant health and safety legislation for your event. Please provide a copy of all Risk Assessments. A separate Fire Risk Assessment should also be completed (see Regulatory Reform (Fire Safety) Order 2005). You should hold copies of all risk assessments on site during the event should an Authorised Officer request to see them.

PUBLIC LIABILITY INSURANCE

You will need to be covered by your own Public Liability Insurance for the event. This should provide the minimum limit of indemnity of £10,000,000 (dependant on the type of event).

Prior to the event you will need to supply a copy of your insurance document which covers the period of the event.

LICENCES

Depending on the precise nature and details of the event you may need a Temporary Event Notice or Premises Licence. Please contact the licensing section for clarification. To briefly summarise:

- The supply of alcohol will always require a licence and the correct permissions.
- The provision of late night refreshment after 11pm will always require a licence.
- The provision of Regulated Entertainment may or may not require licence dependent on the circumstances of the event.

Please contact the Licensing Team at Derbyshire Dales District Council on 01629 761313 or licensing@derbyshiredales.gov.uk as soon as possible. A delay in contacting the Licensing section may result in the activities not taking place and or prosecution for an offence(s) of carrying out unlicensed activities. At least 2 months' notice is required for a Premises Licence and at least 12 days' notice for a TEN.

Please contact Nicola Goodwin on 01629 761390 if you have any queries or would like more information.

Nicola Goodwin
Community Events Officer
Derbyshire Dales District Council
Town Hall
Matlock
Derbyshire
DE4 3NN
01629 761390
events@derbyshiredales.gov.uk

Filming on Council Land Provisional Application Form

Please complete all sections.

Name of Filming:	
Production Company:	
Contact Name:	
Address:	
Contact Number	
Email Address:	
Location Required: (Be specific, site map, area required etc.)	
Date(s) required:	
Arrival Time:	
Departure Time:	
Filming Start Time:	
Filming Finish Time:	
Expected number of crew/cast on site:	

Please provide a detailed overview of the filming in the box below, including all equipment being used. Please include as much detail as possible, continuing on a separate page if necessary:

Filming with Drones

If we are approached by a company requesting to drone film on our land, they must be CAA licensed.

If they are licensed they should have a valid "Permissions for Aerial Works" certificate. If the pilot is not licensed they will not be insured or have public liability cover and they are not allowed to work/provide commercial services.

The responsibility of any flight and its legalities rests with the drone operator. Drone pilots need to check various factors including if they are in restricted airspace before applying for permission.

No filming activity should take place until permissions have been granted by all the relevant parties. The production company must ensure that all those affected by filming have been consulted and informed of arrangements.

We understand that drone flights are weather dependent and dates may need to be changed, but early notification will allow agreement in principle.

RISK ASSESSMENTS & FIRE SAFETY RISK ASSESSMENT

You are responsible for complying with all relevant health and safety legislation for your filming. Please provide a copy of all Risk Assessments. A separate Fire Risk Assessment should also be completed (see Regulatory Reform (Fire Safety) Order 2005). You should hold copies of all risk assessments on site during the event, should an Authorised Officer request to see them.

PUBLIC LIABILITY INSURANCE

You will need to be covered by your own Public Liability Insurance for the event. This should provide the minimum limit of indemnity of £10,000,000 (dependant on the type of event).

Prior to the event you will need to supply a copy of your insurance document which covers the period of the event.

Please contact the Community Events Officer on 01629 761390 if you have any queries or would like more information.

Community Events Officer
Derbyshire Dales District Council
Town Hall
Matlock
Derbyshire
DE4 3NN
01629 761390
events@derbyshiredales.gov.uk

Appendix E

Event Management Plan

Events can enhance community life in Derbyshire Dales but there are potential risks to public safety and adverse environmental effects dependent on the number of people attending such events, unless proper management is in place.

An Event Management Plan should be submitted 3 months before the event.

An event plan is a vital document which outlines all the elements for an event. For example:

- Risk assessments
- Crowd management plan
- Medical and welfare plan
- Waste management
- Site plan
- Transport management plan
- Communications plan
- Noise

Risk Assessments

Every event organiser including Derbyshire Dales District Council has a responsibility to ensure that their event is safe. Every event organiser who is using Council land should undertake a Risk Assessment for their activities.

What is a Risk Assessment?

The purpose of a risk assessment is to identify hazards which could reasonably harm. Event organisers need to assess what may arise from those hazards and decide on suitable measures to eliminate or control the risks.

In your risk assessment you need to consider a number of elements including:

The event:

- Location
- Nature of the event
- Capacity and crowd movement
- Access/egress including emergency access
- Parking and transport
- Time
- Duration of the event
- Site design and layout
- Evacuation

Contractors

Contractors could include a fun fair, face painter or walkabout performer. The event organiser is responsible for anybody contracted in.

Temporary structures

Approval of temporary structures will depend on the scale and structure type. It is the event organiser's responsibility to ensure:

- All suppliers supply a signed handover inspection once the structure is completed to say that the structure is safe and ready for use.

- To consider all the health and safety aspects relating to any temporary structure.
- That all temporary structures have a current fire retardant certificate.

Electrical Installations

All electrical installations, even temporary ones, must comply with the Electricity at Work Regulations 1989. It is the responsibility of the event organiser to ensure a competent electrician signs off the installation before the event starts.

Stewarding and Communications

The number of stewards you will need depends on the event location, date, operating times, target audience, planned attendance etc. It is the responsibility of the event organiser to brief and train the stewards on their duties and responsibilities.

An effective communications plan for all staff, including stewards, needs to be established so that they understand how they should share information or report incidents during the event.

First Aid and Medical Cover

The Purple Guide provides a template to help establish your first aid, medical and ambulance requirements.

Fire Safety

The event organiser must include the risk of fire in their risk assessment. They must show that they have:

- | | |
|---|--|
| <ul style="list-style-type: none"> • Identified the fire hazards • Evaluated the risk of a fire occurring • Considered detection or warning, firefighting, escape routes, signs, lighting etc. | <ul style="list-style-type: none"> • Identified people at risk • Remove or reduce fire hazards • Informed and instructed relevant people and providing training |
|---|--|

Any stall selling food must complete a separate fire risk assessment form. These can be obtained from the Community Events Officer.

Animals

It is the event organiser's responsibility to obtain all relevant licenses and registration documents for each animal. The event organiser is responsible for the welfare of the animals under the Animal Welfare Act 2006. This includes the animals' transport, housing, food and how they are displayed to the public.

Lost Children

Derbyshire Dales District Council advises that a lost children policy is in place. This should include arrangements for the safe care of children until such time that they can be reunited with their parent or guardian.

Site Plan

A site plan must be submitted to the Community Events Officer for your event. The site plan should include:

- Placement of all temporary structures
- Any fencing or barriers
- Emergency exits and assembly points
- Car parking
- Entry and exit points
- Lost children points
- Position of attractions
- Power supply runs
- Vehicle entry points
- Generators or power sources
- First aid points
- All other site infrastructure

An accurate site plan will help the event organiser direct people to the correct part of the site when they arrive to set up and will also help plan how people will enter the site and move around it.

Traffic, Transport and Parking

Events may have a large impact on local traffic and parking. This will need to be included in your risk assessment with detailed plans dealing with traffic and transport. The event organiser should consider:

- How will your target audience travel to the event?
- Car parking
- Traffic management at the event and outside of the event
- Road closures
- Promotion of transport links

Vehicles on Council owned land

No vehicles are permitted on Council owned land unless pre-organised and authorised by the Community Events Officer.

Waste Management

It is essential that your event has a Waste Management Plan in place. Things that need to be considered are:

- How will you keep the site clear of waste?
- How will you manage the waste during and after your event?

Derbyshire Dales Environmental Service can provide, at a cost, a waste collection service. Please see Appendix H for more information.

Weather

Consider any weather conditions that may lead to your event being cancelled or may cause a risk to the infrastructure on the site.

For further information on Event Management Plans please refer to the Health and Safety Executive's website at www.hse.gov.uk/event-safety.

Appendix F

Environmental Health

Food Outlets

Temporary premises / mobile units need to be sited, designed, constructed, and kept clean and maintained in good repair and condition, so as to avoid the risk of contaminating foodstuffs and harbouring pests. The maintenance of a high standard of food hygiene in relation to temporary or mobile premises is particularly important given the nature of the structure and location. Outside caterers, for example, often work in cramped conditions, are very busy and do not have much storage space or ideal facilities. Such conditions lead to greater cross contamination risks to the food that can be exacerbated if good personal hygiene practices are not followed.

Where necessary you must have:

- Appropriate facilities to maintain adequate personal hygiene.
- Surfaces that are touched by food must be in a sound condition and be easy to clean.
- Adequate facilities for cleaning

Mobile caterers should register with the Local Authority where their mobile unit is kept. Mobile caterers can be inspected by officers of any local authority within whose boundary they are trading.

Please note for all food outlets to comply with relevant fire safety legislation all stall holders must complete a Fire Risk Assessment of their stall or unit.

Further information on the operation of a mobile vehicle or outdoor catering can be found in our [Outdoor and Mobile Catering Guide](#) on the District Council website.

Noise Control

The District Council has powers under the Environmental Protection Act 1990 to deal with statutory nuisance. If the District Council or Event Organiser receives any complaints about an event then the Environmental Health team would investigate this. This covers all types of noise from domestic, commercial and industrial properties that affect the use or enjoyment of your property. In certain circumstances, it also deals with noise in the street. An example would be somebody regularly repairing their car. It does not cover the general noise from traffic on the highway.

Appendix G

Licensing

Temporary Event Notice

Anyone organising a temporary event and wanting to supply or sell alcohol, provide late night refreshment, or put on regulated entertainment, will need to complete a Temporary Event Notice (TEN).

A Temporary Event Notice is a form that is provided to the local Council, the Police and Environmental Health Authorities letting them know about the planned event.

There are two types of Temporary Event Notice -

A Standard Temporary Event Notice, which is given no later than 10 working days before the event to which it relates; and

A Late Temporary Event Notice, which is given no earlier than 9 and no later than 5 working days before the event. There are restrictions on the number of Late TENs that an event organiser can submit in any one calendar year.

The timescale given for a Standard TEN is the minimum Notice required and wherever possible the TEN should be submitted at least 4 weeks before the event.

The fee for either type of Temporary Event Notice is currently £21.00.

What qualifies for a Temporary Event Notice?

For the purpose of a Temporary Event Notice, a temporary event is a relatively small-scale event attracting fewer than 500 people.

The event must last no more than 168 hours and can be held either outdoors or indoors.

A maximum of 15 temporary event notices can be given for a single premises, per calendar year, provided that the total number of days covered does not exceed 21.

You must be over 18 in order to give a Temporary Event Notice.

Premises Licence e.g. Alcohol, Entertainment, Late Night Refreshment

Applications need to be made to Derbyshire Dales District Council.

A premises licence authorises the premises/site in question to allow licensable activities to be carried out. Almost any business that provides one or more of these activities (i.e. sell alcohol, provide entertainment or provide late night refreshment) will need a premises licence. A premises licence application may also be submitted for one-off large-scale events, for example, a music festival, where an event is likely

to attract over 500 people which is outside the limits set for serving a temporary event notice.

Where the sale of alcohol is one of the activities you will be carrying out at your premises, you will also need at least one personal licence holder. A personal licence holder must be named on the premises licence as the responsible person and is known as the Designated Premises Supervisor (DPS).

What is regulated entertainment?

Regulated entertainment is entertainment provided in the presence of an audience, for the purpose of entertaining that audience. Entertainment activities include

- The performance of a play
- The exhibition of a film
- An indoor sporting event
- Boxing or wrestling
- A performance of live music
- Any playing of recorded music
- Performance of dance
- Entertainment of a similar description (such as a karaoke)

Since this licensing legislation came into force (Licensing Act 2003), some entertainment has been deregulated and you will need to check with the District Council's Licensing Team to confirm whether or not your proposals require licensing.

Street Trading Consent

Anyone wanting to hold an event on the street, where street trading will take place will need to apply for Street Trading Consent, through the District Council's Licencing Team.

Street trading means the selling, exposing or offering for sale of any articles in a street. A street includes any road, footpath, beach, any part of a street or other area to which the public have access without payment.

All street trading within the boundaries of the district is controlled by the District Council. Street trading is not permitted in any of the designated prohibited streets. Street trading within the remaining streets is only permitted when a licence or consent has been granted by the District Council.

The approval of street trading on Consent Streets within the District will be given in accordance with the District Council's Street Trading Policy.

Appendix H

Environmental Services

Litter Collection and Street Cleansing

Regardless of size, all events create waste and litter, both within and surrounding the event setting.

As the organisers of an event you are responsible for all litter that needs to be cleared at the end of your event or the day after at the very latest ready for inspection. If it is not cleared on inspection you will be asked to return to rectify.

Derbyshire Dales District Council, at a cost can

- Collect and dispose of bagged litter from site
- Litter pick the area during and after the event
- Deliver wheeled bins to site for use as litter bins and collect at the end of the event
- Offer a mechanical sweeping service

Public Conveniences

There are a number of public conveniences in the District. All public conveniences are cleaned at least once a day.

Derbyshire Dales District Council, at a cost can:

- Provide a dedicated attendant throughout your event
- Provide additional cleaning
- Extend the opening and closing hours

Hire of Market Stalls

Derbyshire Dales District Council, at a cost can:

- Provide market stalls for your event
- Deliver and collect from event location
- Erect and dismantle stalls in the layout required

For more information regarding the services provided by Environmental Services please contact:

Community Events Officer

Tel: 01629 761390

Email: events@derbyshiredales.gov.uk

For all fees and charges please see Appendix K

Appendix I

Temporary Road Closures

A Temporary Road Closure Order is needed for any event which may stop the flow of traffic on the public highway within the Derbyshire Dales, for example carnivals, parades, etc. The orders are made by the District Council following consultation with Derbyshire County Council and the emergency services.

Applications need to be submitted to the legal department at least three calendar months before the date of the event and accompanied by a detailed plan (in black and white only) showing the length of road to be closed and the diversion route. Payment is required for the amount applicable below on submission of the application. Applications are available to download from www.derbyshiredales.gov.uk/leisure-a-culture/planning-an-event

A road closure can be disruptive and It is the responsibility of the event organiser to ensure that arrangements for the effected properties are made during the road closure and that it also the event organisers responsibility to close the road.

Anyone can apply for a road closure for an event. However, Derbyshire Dales District Council reserves the right to refuse an application for a road closure.

Safety at Events

There are a number of agencies that have an interest in helping to ensure that events are held safely, but responsibility for ensuring that the principles of the Health and Safety at Work etc. Act 1974 are followed will normally fall to the District Council's Environmental Health team.

To help ensure that all interested agencies are able to provide input Derbyshire County Council's Emergency Planning Division will usually organise a multi-agency Safety Advisory Group (known as DESAG) to consider the implications of larger events. This will enable agencies such as the Police, the Fire and Rescue Service, East Midlands Ambulance Service, the Highways Authority, Environmental Health etc. to meet together with event organisers to offer advice and assistance.

Issues that would need to be considered might include how to manage large crowds of people safely, how to ensure that temporary structures such as stages are erected properly, first aid, separation of pedestrians and vehicles and fire safety in camping areas. The organiser of smaller events that do not warrant a DESAG meeting can obtain information about running a safe event from the Health and Safety Executive's website at www.hse.gov.uk/event-safety. In addition, all event organisers are advised to consult The Derbyshire Prepared Website at www.derbyshireprepared.org.uk/events and 'The Purple Guide to Health, Safety and Welfare at Music and Other Events', a document produced by the Events Industry Forum and supported by (amongst others) the Health and Safety Executive at www.thepurpleguide.co.uk.

Inflatable Play Equipment

Derbyshire Dales District Council recognises that inflatable play equipment presents a specific set of hazards and risks in relation to its use. For this reason the Council expects anyone hiring or using land under its control who intends to provide inflatable play equipment to follow the guidance offered by the Health and Safety Executive and to address those hazards through their risk assessments.

Users will be particularly expected to address the issues of construction, maintenance and operation of any items of inflatable play equipment in their risk assessments and the failure to provide satisfactory assurances about these issues will result in the Council refusing to allow the use of its land for these items.

Guidance

The Health and Safety Executive provides information on the safe use of inflatable play equipment on its website at <http://www.hse.gov.uk/entertainment/fairgrounds/inflatables.htm>

Further advice on the safe practical use of inflatable play equipment is available on the PIPA website at <https://www.pipa.org.uk/>

Appendix L

Item/Activity	During Working Hours	Outside Working Hours (After 3.30pm or Saturdays)	Sundays and Bank Holidays
Use of Car Park	£400 or loss of income (whichever is the greater) from the number of spaces lost according to the time of year. Plus £50 admin Fee (inc, vat)		
Commercial Event in Park or Open Space	£400 per day of operation* (plus vat)		
Community Event in Park or Open Space	Free		
Fun Fair in Park or Open Space	Price on application**		
Markets on Parks or Open Space	£400 per day of operation*** (plus vat)		
Opening, Closing and cleansing of Public Conveniences	Free	£21.10 per each additional hour (plus vat)	£26.50 per each additional hour (plus vat)
Opening and Closing of Council owned Buildings	Free	£21.10 (plus vat) per each additional hour	£26.50 (plus vat) per each additional hour
Emptying of Litter Bins or Litter Picking	£17.20 per person per hour	£23.30 per person per hour (plus vat)	£29.40 per person per hour (plus vat)
Market Stall Hire	£10.00 per stall (plus vat)		
Vehicle Charge (Per Vehicle)	£25.00 (plus vat)		
Market Erectors	£10.92 per person per hour (plus vat)	£16.38 per person per hour (plus vat)	£21.84 per person per hour (plus vat)
Hire of Wheeled Bins per week per bin, plus cost of delivery, collection and washing.	£10.00 (Minimum charge of £150 + vat)		
License to Occupy	£50.00 (inc, vat)		
Temporary Road Closure Events where there is a charge for participation or for spectators	£55 (inc. vat)		
Temporary Road Closure Events that primarily benefit businesses or other commercial organisations	£55 (inc. vat)		
Temporary Road Closure Carnivals/fetes or any other event that raise funds through collections/donations	£20.50 (inc, vat)		
Remembrance/Well Dressing or other commemorative parades	Free		
Deposit for Events in Council Land****	Price on application		

All fees and charges are reviewed annually and are subject to change

* Where an event is of community benefit but does not meet the definition of a community event, in that, significant commercial activity takes place as a means of financing; we reserve the right to negotiate a lesser fee.

** Prices are based on profitability, venue and scale

*** The price for new weekly markets can be negotiated

**** Deposit is required dependant on the type of event taking place

Licensing Fees

All licensing fees are provided on application by the Licensing Team.

Licensing

Derbyshire Dales District Council

Town Hall

Bank Road

Matlock

DE4 3NN

Appendix L

T: 01629 761313

E: Licensinginbox@derbyshiredales.gov.uk

BACK TO AGENDA

COMMUNITY AND ENVIRONMENT COMMITTEE
16 MARCH 2017

Report of the Head of Community Development

HALL LEYS PARK, MATLOCK – INSTALLATION OF A MUGA

PURPOSE OF REPORT

To provide an update on proposals to convert the single Tennis Court on Hall Leys Park into a Multi-Use Games Area (MUGA).

RECOMMENDATIONS

That the report is noted.

WARDS AFFECTED

Matlock All Saints, Matlock St Giles and surrounding Wards.

STRATEGIC LINK

Both Community Development and Environmental Services support the District Council's Corporate Aim to promote quality of life and also make a significant contribution to the safety and health of the communities Derbyshire Dales.

1. BACKGROUND

- 1.1 The District Council for some time has been considering improving recreational facilities in Hall Leys Park and in particular converting the tennis courts into more flexible space. Recently opportunities to access external funding have become available meaning we have the opportunity to deliver this proposed project for the single tennis court.
- 1.2 A project steering group has been established to assess the feasibility of converting the existing single tennis court area into a MUGA and also identify the likely costs involved
- 1.3 The scheme would involve removing exterior fencing, install the new MUGA perimeter fencing at the same height as the existing fencing and mark out the pitches for a number of sports. The scheme does not include any resurfacing works and lighting.
- 1.4 It is estimated the scheme will cost circa £18,000 to complete.
- 1.5 The proposed works are unlikely to require planning consent but Planning will confirm this formally once the final design is prepared.

- 1.6 A one off contribution from the Derbyshire County Councillor for Matlock funded from the Community Priorities Fund of £14,000 will be the main contributor to the scheme, in addition to amounts from Elected Members for Matlock All Saints and Matlock St Giles, who have all been canvassed for their views to collectively provide funding (of around £2,000) from their Local Projects Fund allocation subject to receiving this report. Derbyshire Dales Community Safety Partnership has also identified £2,000 to contribute towards the scheme. All amounts need to be committed by 31 March 2017.

2. RATIONALE

- 2.1 Currently the Tennis Courts are not well used, with only the summer period for a few weeks during Wimbledon being the most used time. Outside this they are used to support the events programme and it is proposed this remains in place.
- 2.2 The booking function for the Tennis Courts has been removed from the lease agreement with Café in the Park meaning that more flexible use of the facilities is required.
- 2.3 The single tennis court at the side of the skate park will convert easily to a MUGA which will widen the offer to the public by providing enclosed football and basketball activities. The fixings in the ground for the tennis net will be retained so it can be used for tennis on occasions.

3. IDENTIFIED NEED

- 3.1 Over recent years, the District Council has upgraded Tennis Courts on both Ashbourne Recreation Ground and Bakewell Recreation Ground into MUGA's, and both have been very successful in increasing participation in sport and improving the variety of activities available to residents and visitors.
- 3.2 The need to widen the availability of activities and facilities on Hall Leys Park is also part of the Green Flag Management Plan.
- 3.3 Introducing a MUGA to Hall Leys Park would encourage residents and visitors to participate in sport more regularly, and in particular, encourage those who may not necessarily want to use a leisure centre or be part of an organised sports club. The facility will allow people to have an informal 'kick about' in a safe place at no cost.
- 3.4 Hall Leys Park does suffer with the occasional report of Anti-Social Behaviour, mainly related to young people being 'bored' therefore additional facilities which could be used to engage them positively would be very useful.
- 3.5 Sports Development and the Community Safety Team would utilise the MUGA as a venue for evening activities, as there isn't currently a suitable venue in Matlock Town Centre. Activities would aim to engage young people (aged 11-25) in positive activities and to help divert them away from anti-social behaviour.

- 3.6 Arc Leisure, Matlock will also use the facility as a venue for school holiday activities such as basketball, football, netball, tennis and hockey

4. PROJECT AND FUTURE MANAGEMENT

- 4.1 A cross departmental project team will manage the project with support when required from Facilities and Estates to enable the project to be delivered within the timescales. Leisure Services have previously overseen the installation of the MUGA's previously mentioned at Ashbourne and Bakewell Recreation Grounds.
- 4.2 Ongoing maintenance of the facility will remain with Environmental Services and due to the standard of fencing being greater than what is currently in place, costs to the District Council are not projected to increase.

5. RISK ASSESSMENT

Legal

The legal risks arising from this report are assessed as low.

Financial

Estimated costs are given in section 1 of this report. External funding has been offered for the majority of the costs with the small additional requirement identified from existing revenue budgets. The financial risk is, therefore, assessed as low.

6. OTHER CONSIDERATIONS

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

7. CONTACT INFORMATION

For further information contact:

Ashley Watts, Head of Community Development Tel: 01629 761367

Email: ashley.watts@derbyshiredales.gov.uk

Rob Wilks, Community Development & Wellbeing Officer, Tel: 01629 761381

Email rob.wilks@derbyshiredales.gov.uk

Mike Galsworthy, Estates and Facilities Manager Tel: 01629 761207

Email mike.galsworthy@derbyshiredales.gov.uk

Ros Hession, Community Engagement Officer, Tel: 01629 761302

Email: ros.hession@derbyshiredales.gov.uk

BACK TO AGENDA

COMMUNITY & ENVIRONMENT COMMITTEE
16 MARCH 2017

Report of the Head of Community Development

REVIEW OF ASHBOURNE AND WIRKSWORTH STALL MARKETS

PURPOSE OF REPORT

This report sets out the review of the Ashbourne and Wirksworth stall markets, its findings and recommendations.

RECOMMENDATION

1. That consultation shall take place to seek representations regarding the proposal to permanently close the Ashbourne (Thursday) Market at the end of December 2017 should it not achieve an average of more than 65% occupancy between reopening in April and 1 September 2017
2. That Ashbourne (Thursday) Market introduces a self-erect policy from 1 January 2018, should it achieve an average of more than 65% occupancy between reopening in April and 1 September 2017 or, following consultation, Members determine that the Market shall continue in operation
3. That consultation shall take place to seek representations on the future of the Wirksworth Market as detailed in the report
4. That Officers start consultation on the relocation of Ashbourne (Saturday) Market from the Market Square to the area known locally as Civic Square

WARDS AFFECTED

Ashbourne North & South
Wirksworth

STRATEGIC LINK

The Review embraces one of the District Council's priorities, which is to revive stall markets, whilst continuing to seek efficiencies and innovative working practices.

1 BACKGROUND

- 1.1 The District Council has set a target in its Corporate Plan 2017/18 to increase overall stall occupancy at District Council markets to 70%. It is currently running at an average of 48%, with Ashbourne at 2% (Thursday) and 53% (Saturday), Wirksworth at 48% and Bakewell at 89%.
- 1.2 Ashbourne Thursday stall market is currently closed on a temporary basis, with the Market Stall Operatives on paid leave. It was closed at the beginning of January with a view to re-opening in April on the area known locally as Civic Square, once the necessary groundworks have been completed. This work includes replacing the

slabbed surface with porous black tarmac in order to form a level surfaced space which is suitable for the Market and other Civic/ Community Events.

- 1.3 Ashbourne and Wirksworth stall markets are currently making a loss.

Ashbourne

The Clean & Green recharges for set-up and take down are budgeted at £35,667 for 2016/17; with income currently at £700 (Thursday) and £6,760 (Saturday) for the year, resulting in a loss of £28,207 per annum. When management, vehicle and support service cost are included, the overall loss increases to £58,873 (revised budget 2016/17).

Wirksworth

The Clean & Green recharges for set-up and take down are budgeted at £8,014 for 2016/17; with income currently at £2,969, resulting in a loss of £5,045 for the year. When management and support service cost are included, the overall loss increases to £17,235 (revised budget 2016/17).

- 1.4 At its meeting held on 13 December 2010, the Overview and Scrutiny Committee agreed to review Stall Markets and their sustainability in 2010/2011. The Review was completed in 2011/2012.

The purpose of the review was to evaluate the viability of the District Council's Stall Markets and make recommendations for their future operation and management.

Areas included in the review were:

- Scrutiny of income and expenditure for each Stall Market and identification of efficiency savings by increasing income and/or reducing expenditure.
- Viability of each market.

One of the recommendations approved at the Partnership & Regeneration Committee on 22nd March 2012 was "that Ashbourne Thursday market be closed and that priority is given to existing licensed traders only to occupy vacant stalls at other market locations in the District."

- 1.5 Due to the implementation of the current waste and recycling contract, this work was put on hold.
- 1.6 As part of the organisational restructure, the management of markets moved from Environmental Services to the Community Development team, with responsibility sitting with the Community Events Officer.
- 1.7 Since this time the following improvements have been made:
- The introduction of Direct Debits and card payments
 - New branding
 - Trader forums
 - Closer working with the National Market Traders Federation
 - The temporary appointment of a Market Improvement Officer

- Greater online presence through the creation and regular updates of dalesMARKETS Facebook and Instagram accounts
- A developed a new licence with input from traders
- A £10 per stall promotional offer at Ashbourne, Matlock and Wirksworth, aimed at increasing and retaining trader attendance

2 REPORT

2.1 Ashbourne Market (Thursday)

The decision to temporarily close the Ashbourne Thursday market from January to April follows a consultation by Derbyshire Dales District Council with Ashbourne Town Council, stall holders, residents and local businesses.

In the 10 weeks leading up to the closure stall occupation at the market, which currently operates in the town's historic Market Place, had been as low as zero even though there is capacity for thirty stalls. This was despite the District Council offering stalls at a discount of up to £10 a day. As occupation of the stalls was very low, it was decided that we would discount the price of hiring a stall to try to attract more stallholders.

The District Council announced last year that it intends to move the Thursday market to a new trial location on the land known locally as Civic Square, which has been levelled in preparation to accommodate stalls and other events.

2.1.2 Recommendation

District Council Officers will speak to Ashbourne Town Council and the current stall erectors about the options for the market and the possibility of it closing should it not improve. A closure would mean a reduction in the hours of work for the Market Stall Operatives. This will be dealt with through the Change Management policy as such a reduction in hours would place the staff at risk of redundancy if suitable alternative work could not be found.

The re-opening of the market will be promoted, including sending invitations to current stallholders at other Derbyshire Dales and surrounding area markets. The District Council website, Facebook page, Twitter and the Markets Facebook page will also be used. Promotion of the market will continue throughout the spring and summer, including the 'Love Your Local Market' campaign in May.

The market is due to re-open on 6th April 2017 and continue for six months to see if there is an increase in stallholders.

If, by September the average stallholder occupancy is in excess of 65%, the market will continue to operate, with the aim of introducing a self-erect policy by 1 January 2018. This process will be managed by the Community Events Officer.

In addition, if the majority of stall holders become move from casual traders to licenced traders, the market will operate throughout the year. If not, the market will only operate between April and September. This will require management through the Change Management Policy to see if the contract change to seasonal working can be consensual for the Market Stall Operatives.

Due to the District Council's current financial position, it is not viable to continue to pay for the erection of stalls, as the current estimated cost to the District Council for Ashbourne (Thursday and Saturday) market is £58,873 (revised budget 2016/17).

If the situation has not improved by September, then consultation will start to permanently close the Thursday market by the end of December 2017.

2.2 Ashbourne Market (Saturday)

Occupation of stalls at Ashbourne (Saturday) market currently fluctuates between 40% and 70%. The income from the Saturday market is currently £6,760. The current estimated cost to the District Council for Ashbourne (Thursday and Saturday) market is £58,873.

2.2.1 Recommendation

Starting in May, a period of consultation should take place to consider the relocation of the Saturday market to the area known locally as Civic Square. This will make the Market Place available for car parking and also support the introduction of a monthly artisan/specialist monthly market, without affecting the number of regular Saturday traders.

2.3 Wirksworth Market

Wirksworth Market, which operates on a Wednesday, has been in decline over the past few years. There was a relaunch in April 2015, done jointly with the District Council, Wirksworth Town Council and the NOW Group. The relaunch temporarily increased stallholder numbers; however, there is currently an average of 6 stalls out of a possible 27.

The cost of Wirksworth market, based on the 2016/17 revised budget is forecast to be £17,235.

2.3.1 Recommendation

The options for the market will be discussed with Wirksworth Town Council and the current contracted stall erector. These discussions will start immediately, focusing on moving the market to a suitable location which supports a self-erect policy. In addition, Officers will consider the options for transferring the market to a community group, as there has been interest previously from members of the business community.

Moving the market to a more suitable location (flat surface) will also free up the Market Place for the use of car parking.

If there is no interest in self-erection of stalls and/or moving location from the stallholders, then consultation for closure of the market will start in September with a view to it closing at the end of December 2017.

3 RISK ASSESSMENT

3.1 Legal

The report seeks authorisation to consult on the future operation of the Ashbourne and Wirksworth Markets and therefore the legal risk is low at this stage.

3.2 Financial

The net costs of operating these stall markets is set out in the body of the report.

The Council has a corporate savings target to achieve savings of £1.6m by 2019/20. It is not financially sustainable to continue to operate markets at current net costs. The proposals set out in this report should reduce the impact on the Council's financial position. The financial risk of this report 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, equalities, environmental, climate change, health, human rights, personnel and property.

5 CONTACT INFORMATION

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6 BACKGROUND PAPERS

None

BACK TO AGENDA

COMMUNITY AND ENVIRONMENT COMMITTEE
16 MARCH 2017

Report of the Corporate Director

HIGHWAYS AGENCY AGREEMENT – GULLY CLEANING CONTRACT

PURPOSE OF REPORT

This report advises that Derbyshire County Council are unable to provide any long term funding commitment to the Gully Cleansing Contract currently operated under the Highways Agency Agreement. In the financial interests of the District Council, the report recommends termination of the Gully Cleansing Contract by December 2017 and the cessation of a septic tank emptying service.

RECOMMENDATION

1. That authority be delegated to the Corporate Director to negotiate the termination of the Gully Cleansing Contract with Derbyshire County Council by December 2017 and agree revised financial terms for the remaining aspects of the Highways Agency Agreement.
2. That the District Council cease to provide a septic tank emptying service by December 2017 and that appropriate notice is provided to current customers.
3. That subject to recommendation 1 above, the District Council's Change Management Policy be applied to existing staff and appropriate consultation be undertaken with staff and the recognised Trade Unions.

WARDS AFFECTED

All Wards

STRATEGIC LINK

The Highways Agency Agreement reflects the District Council's priorities whilst also seeking to ensure that we deliver value for money and work effectively with partners.

1. BACKGROUND

- 1.1 Derbyshire County Council in its capacity as Local Highway Authority is responsible for the maintenance of public highways across the District (Highways Act 1980). However, the County Council and the District Council have for many years, operated a Highway Agency Agreement which involves the County Council awarding a grant each year to the District Council to undertake work specified in the agreement on its behalf.

1.2 The written agreement dates from the 1980s and has continued to be developed as a partnership arrangement over the years with multiple variations along the way. The current agreement relates to the following services:

- Gully Cleansing - delivered in house by Clean and Green Team
- Flail Mowing - mixture of in-house and contractor
- Pedestrian Verge Mowing - delivered in house by Clean and Green Team
- Winter Maintenance - delivered in house by Clean and Green Team
- Weed Control - delivered by contractor twice a year

2. GULLY CLEANING

2.1 The gully cleaning operation is undertaken all year round by a team of two HGV drivers using two gully vehicles, currently leased through Derbyshire County Council. The drivers operate Monday to Friday, 37 hours per week, 205 days a year. The drivers work to a schedule as agreed with the County Council with the aim of every gully having at least one clean per year. The drivers work alone and work within a defined area i.e. North or South. There are 19,000 gullies throughout the District, 16,900 emptied to schedule, approximately 80 per day. In addition, the team of two is supplemented for approximately six months of the year by two agency workers who undertake the traffic management (stop and go) function on the high speed roads (40/60mph).

2.2 In September 2015, discussions were undertaken with Derbyshire County Council to determine the level of funding and the level of commitment afforded by the County Council to the District Council for services to be delivered in the future. However, due to the significant financial pressures faced by the County Council, they advised that they intended to undertake a review of the services provided under the agency agreement across the District and could not at that time, provide any long term commitment to the continuation of the current arrangements. As a consequence of the service review, no firm decisions were made in regard to future funding of the agency agreement throughout the remainder of 2016.

2.3 In February 2017, further discussions were undertaken with the County Council with the District Council seeking clarification of the long term position. During these discussions, the County Council advised that it is their intention to adopt the Highways Management Efficiency Programme recommendations for contracts. This will involve developing an outcome /performance led contract where the risk for delivery lies with the contractor based on an agreed level of service across the differing layers of the road hierarchy. This provides an opportunity to drive down costs and introduce an incentivised approach.

2.4 'Intelligent Gully Cleansing', is an approach whereby some gullies are being cleansed more frequently and others less so. A pilot exercise in three districts considered 2 – 3 years of cleansing data which involved an assessment of each street and identified gullies which could be adjusted to optimise their cleansing frequency. This has resulted in a 10 – 15% reduction in gully cleanses with no discernible effect on the service delivery or performance. Following another years data collection it was possible to look at the frequency of cleansing over a longer period and some further adjustments were made in the original three pilot districts. This resulted in an overall reduction of 25 –30% in the number of annual cleanses, the 30% being more applicable to urban areas where there is less likelihood of washout from rural lanes and fields.

- 2.5 Having made significant reductions in the number of gullies cleansed each year this was reflected in a reduction in annual expenditure, as the contracts in place looked to a payment based on the number of gullies cleansed rather than a lump sum for the service to be delivered.
- 2.6 Whilst the data held from the last few years work in the Derbyshire Dales is not yet sufficiently robust to make a similar decision, the County Council has clearly stated that any contract let now would, over the next few years, be likely to see a reduction in the number of gullies cleansed and a similar reduction in the sums paid for the service. Whilst the changes may not reflect the 25 – 30% indicated above, due to the mainly rural road network in Derbyshire Dales, it would nonetheless represent an overall reduction in funding.
- 2.7 Furthermore the end game of delivering a more risk based outcome / performance delivery would be likely to place greater downward pressure on the ultimate level of funding. All this is of course predicated on the County's ability to guarantee funding over the next few years.
- 2.8 Cyclic / routine maintenance of highway assets is, by its nature, a revenue based activity and revenue is in steep decline with potentially significant changes in local authority funding over the three years to 2019/20, switching revenue funding away from government grants to that raised by business rates, council tax and fees and charges. Unfortunately the County Council has no way of clearly identifying its ability to support any long term arrangement which would not be affected by this change in funding and as a result they cannot provide the security of funding that the District Council seeks in order to continue to provide the service.
- 2.9 This matter is further complicated by the fact that the initial lease on the gully vehicles used for this operation, expired in December 2016. At that time, it was the District Council's intention to enter into an extended hire contract for a minimum of 5 years. However, due to the uncertainty of the long term funding position, a 1 year lease extension was taken on the current vehicles, which expires in December 2017. This was the most cost effective means of securing vehicles for a further 12 month period as, due to the age of the vehicles, the Council has witnessed extended periods of vehicle breakdowns and a significant increase in repair costs. It is therefore not considered feasible to retain the current vehicles beyond December 2017.
- 2.10 In addition to the gully cleaning operation, the vehicles are also used to deliver a septic tank service emptying 41 septic tanks in 2015/16. This includes both domestic and commercial septic tanks across the District. However, the income from this service does not cover the full costs of delivering the service.
- 2.11 The District Council is therefore faced with a dilemma. In order to continue to deliver the gully cleaning contract, a decision will need to be taken to place an order for the hire of new vehicles in June/July in order that they can be delivered in December. Any contract for new vehicles will only be cost effective if they are hired for a minimum period of 5 years. However, the County Council is unable to provide any long term financial commitment to the agency agreement, thereby leaving the District Council with a considerable financial risk.
- 2.12 Given the District Council's current financial position as outlined to Council on 2nd March 2017, the Council cannot take the risk of procuring two new gully vehicles for a period of at least 5 years without any certainty of funding from the County Council.

Should future funding settlements from the County Council reduce to the extent that they have in the three pilot areas, the District Council would be faced with heavily subsidising a service which is not our responsibility to deliver. This is not considered to be a viable proposition. It is therefore recommended that the County Council be placed on notice that it is the District Council's intention to terminate the gully cleansing contract from December 2017 or at an earlier agreed date provided that this does not incur any financial penalties to the District Council.

- 2.13 As part of any decision to terminate the contract, there will be a need to formally consult with the two members of staff who currently deliver the service and the recognised Trade Unions. As part of any contractual changes, the District Council's Change Management Policy will be applied and existing staff will be protected under TUPE (Transfer of Undertakings, Protection of Employment) Regulations.

3 RISK ASSESSMENT

3.1 Legal

Reductions to local government funding oblige local authorities both to experiment with alternative forms of service delivery, seek to reduce overheads, and explore new means to raise revenue. Local authorities have the power to 'outsource' provision of services to private or third sector organisations under section 135 of the Local Government Act 1972.

Local Authorities may decide to outsource services as they see fit, either singly or jointly with another authority, providing that quality and value for money are maintained. Where local authority employees are transferred to a private sector provider as a result of contracting out, they must be covered by TUPE. Ultimately, it is for local authorities to decide how best to deliver their services. Whilst the risk to challenge on any decision cannot be ruled out, the steps in the report to consult on the transfer of the service help to mitigate that risk.

3.2 Financial

The Council's Medium Term Financial Plan (MTFP) reported to Council on 2nd March 2017, makes it clear that the Council must make significant financial savings over the next 3 years if it is to be able to set a balanced budget, as required by law. The Medium Term Financial Plan (MTFP) shows that savings of £1.6m are required over the next three years.

There are significant risks associated with continuing the gully cleansing contact due to the uncertainty about the level of future funding from Derbyshire County Council and uncertainty about the future costs of delivering the service. In the context of the Council's medium-term financial position, the risk of continuing with the gully cleansing contract is assessed as high.

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

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6 BACKGROUND PAPERS

None

BACK TO AGENDA