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3 January 2018

To: All Councillors

As a Member or Substitute of the **Community & Environment Committee**, please treat this as your summons to attend a meeting on **Thursday 11 January 2018 at 6.00pm in the Council Chamber, Town Hall, Matlock.**

Yours sincerely

A handwritten signature in black ink, appearing to be 'Sandra Lamb', written over a horizontal line.

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

16 November 2017 and 5 December 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. **DERBYSHIRE DALES BUILT SPORTS FACILITIES, PLAYING PITCH AND OPEN SPACES STRATEGY**

3 - 7

To consider adoption of the Derbyshire Dales Built Sports Facilities, Playing Pitch and Open Spaces Strategy 2017.

7. **PROGRESS UPDATE ON THE RENEWAL OF THE CCTV SYSTEM AND ADOPTION OF A NEW POLICY**

8 - 27

To receive an update on the upgrading of the Closed Circuit Television (CCTV) equipment in Ashbourne, Bakewell, Matlock, Matlock Bath and Wirksworth and consider approval of a new CCTV policy.

8. **MATLOCK BATH ILLUMINATIONS REVIEW**

28 - 34

To receive a report detailing the achievements of the 2017 event, following the review, and to consider approval of the recommendations listed in the report for the general format of the 2018 event.

9. **ASHBOURNE AIRFIELD LINK ROAD – PREPARATION OF FULL BUSINESS CASE**

35 - 43

To note progress on acceleration of the construction of the Ashbourne Airfield Link Road project and Stage 2 Business Case submission and to consider confirmation of the District Council's contribution to the project, subject to D2N2 grant approval.

10. **HURST FARM REGENERATION PROJECT**

44 - 52

To note a report on the progress made by the recently appointed Estate Regeneration Manager, delivering on the successful Department for Communities and Local Government regeneration funding awarded to Hurst Farm, Matlock.

11. **FOOD LAW ENFORCEMENT SERVICE BUSINESS PLAN 2017/18**

53 - 77

To consider approval of the Food Law Enforcement Service Business Plan 2017/18 attached as Appendix 1 to the report.

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

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

COMMUNITY & ENVIRONMENT COMMITTEE
11 JANUARY 2018

Report of the Head Community Development and Environmental Services

DERBYSHIRE DALES BUILT SPORTS FACILITIES, PLAYING PITCH AND OPEN SPACES STRATEGY

PURPOSE OF REPORT

This report seeks the Committee's approval to adopt the Derbyshire Dales Built Sports Facilities, Playing Pitch and Open Spaces Strategy 2017.

RECOMMENDATION

That approval is given to adopt the Derbyshire Dales Built Sports Facilities, Playing Pitch and Open Spaces Strategy 2017 which replaces the now out of date, Peak Sub Region Open Space, Sport and Recreation Study 2009.

WARDS AFFECTED

All

STRATEGIC LINK

Access to high quality sports facilities, playing pitches and open space helps create thriving District

1.0 BACKGROUND

- 1.1 A Built Sports Facilities, Playing Pitch and Open Spaces Strategy is a document which sets out a strategic framework for the current supply, future demand, maintenance requirements and improvements to existing built sports facilities, playing pitches and open space across the District, including the Peak District National Park.
- 1.2 The Strategy is owned by the District Council but for its use by a range of local and national partners who have an interest or remit in supporting the delivery of sport and recreation such as Sport England, National Governing Bodies of Sport, local sports clubs, town and parish councils and community organisations.
- 1.3 The Strategy forms part of the evidence base used within the Local Plan 2017-33 submission and for this, local authorities are required to carry out a robust assessment of need for sport and recreation facilities, and open space provision to ensure supply and quality meets demand as the population and demand for this type of facilities and open space grows.

1.4 Methodology for compiling and presenting this Strategy is defined by a range of national guidance set within a process of local assessment and consultation work using consultants that the District Council recruited via a procurement exercise.

1.5 The benefits of having an adopted strategy are:

- Provides an up to date, robust evidence base which supports the District Council's Local Plan (2017-2033) submission, in line with National Planning Policy Framework;
- Provides an evidence base which can be used to ensure supply and demand requirements for a wide range of indoor and outdoor sports facilities, recreation provision and open space is met;
- Provides a robust evidence base upon which the District Council and partners can use to secure external investment;
- Enables well informed, strategic decisions to be made in respect of the current and future provision of sport, recreation and open space provision to ensure the population of the Derbyshire Dales has sufficient access to maintain an active, healthy lifestyle;
- Assists planning officers at the District Council and Peak District National Park Authority identify what needs exist across the district and how financial contributions towards sport, recreation and open space provision from housing developers should be sought.

2.0 DEVELOPING THE STRATEGY

2.1 Work to develop this Strategy started in June 2016 with the tender specification being drafted jointly between a number of service areas within the Council, supported by Sport England, Derbyshire Sport and Peak District National Park Authority.

2.2 In July 2016 consultants Knight, Kavanagh and Page (KKP) were appointed to complete the development of the strategy which involved a year-long programme of engagement (including public consultation) and site assessments across the District at a range of facilities and with local partners including town/parish councils, sports clubs, schools, community organisations and national governing bodies of sport.

2.3 Consultants also undertook sports pitch assessments for both summer and winter sports and the report reflects as accurately as possible, the current issues relating to the quality and quantity of current pitch provision. Derbyshire County Football Association supported this process and in respect of key locations, helped to independently ratify the consultants' findings.

2.4 As the scope of this Strategy is broad-reaching and has impacts on a number of service areas across the Council, a project team including representatives from Planning Policy, Environmental Services and Community Development was established to oversee the elements listed in 2.2. Representatives from Peak District National Park Authority, Sport England, Derbyshire Sport and National Governing Bodies of Sport were also involved.

- 2.5 In May 2017 the evidence base gathered from the programme of engagement listed in 2.2 was presented to the project team. At this time, the evidence base was referenced in the Derbyshire Dales Local Plan submission to ensure Sport England, who are a statutory consultee on the process, were satisfied that an up to date evidence base was being used.
- 2.6 In August 2017, the project team approved draft reports enabling the consultants to compile final reports ready for committee approval and adoption at the appropriate time.
- 2.7 There are three final reports which contain the completed evidence base and strategic priorities that the project team have agreed for each area. The three areas are broken down as follows and included as background papers;
- Built Facilities (Indoor): appendix 1 a&b
 - Playing Pitches: appendix 2
 - Open Spaces (including children's play areas): appendix 3 a&b

3.0 BUILT SPORTS FACILITIES, PLAYING PITCH AND OPEN SPACE STRATEGIC PRIORITIES

- 3.1 For each area of the report, a comprehensive set of strategic priorities has been identified which reflect the research and consultation carried out by the consultants, and these are detailed within the relevant section of each report.
- 3.2 At headline level, the bullet points below bring to the Committee's attention some of the key priorities which have been identified by consultants:
- Need for an Artificial Turf Pitch (ATP) in both the central and northern areas of the district;
 - Redevelopment of pavilion facilities on Ashbourne Recreation Ground to meet increasing demand;
 - Waterside Park Football project in Ashbourne;
 - Enable greater use of education sites by the community;
 - Community involvement in developing and operating facilities.

- 3.3 As a district wide strategy and not solely the responsibility of the District Council to deliver against, a coordinated approach between partners is required in order to progress projects successfully.

4.0 IMPLEMENTATION OF THE STRATEGY

- 4.1 To ensure the maximum benefit is achieved from the Strategy, the project team will meet to review as required. The project team will also ensure the strategy is refreshed at appropriate points in time to ensure it remains up to date.
- 4.2 As outlined in 1.5, one of the main benefits of the strategy is that it provides the District Council's Planning Team with a robust evidence base to enable meaningful conversations with developers regarding possible section 106 contributions towards sport, recreation and open space provisions. These contributions could be used to contribute towards or fully deliver against direct or reasonably related projects highlighted in the strategy.

- 4.3 Whilst negotiations with developers are complex and the District Council has a wide range of competing priorities for this funding, it is desirable that the strategic priorities identified in this strategy are supported if we are to maintain the range of opportunities required to keep residents active and healthy.
- 4.4 In addition to this, the financial pressure which the Council is facing means that improving and maintaining facilities such as sports pavilions and playing pitches to a high standard which customers expect is challenging. Consistently securing financial contributions towards improving these facilities which could be used to lever funding into the district from external sources such as Sport England could be very beneficial in delivering on the strategic priorities of this Strategy.
- 4.5 To assist planners in developing a clear approach for negotiations regarding sport, recreation and open space infrastructure, a protocol document will be produced in partnership with Sport England which outlines a step by step process for planners to follow, along with methods for accurately calculating what the desired contribution might be.
- 4.6 In addition to the protocol document referenced in 4.5 it is also critical that for planning applications relating to developments of 10 units or more, an internal steer should be provided by the officer responsible for this strategy to ensure the approach reflects the identified need.
- 4.7 Adoption of this strategy would benefit not only the District Council, but community organisations, schools and sports clubs as they will be able to use the evidence base and reference this document in any funding applications they may make to improve their facilities. Funders look for this level of evidence and support, especially where applications for large amounts of capital funding are concerned.
- 4.8 Overall, adoption of this strategy would bring a clear and robust focus to the short, medium and long term approach for the provision of sport, recreation and open space in Derbyshire Dales.

5.0 RISK ASSESSMENT

5.1 Legal

The Report recommends adoption of the Derbyshire Dales Built Sports Facilities, Playing Pitch and Open Spaces Strategy 2017 in order to provide an evidence base to provide clarity to parties when seeking appropriate planning contributions. The legal risk arising from the report is therefore low.

5.2 Financial Risk

The costs of preparing this Strategy can be contained within existing budgets.

As stated above, the financial pressure which the Council is facing means that improving and maintaining facilities such as sports pavilions and playing pitches to a high standard which customers expect is challenging. Consistently securing financial contributions towards improving these facilities which could be used to lever funding into the district from external sources such as Sport England could be very beneficial in delivering on the strategic priorities of this Strategy.

The financial risk is 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, equalities, environmental, climate change, health, human rights, personnel and property.

7 CONTACT INFORMATION

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Rob Wilks, Community Development and Wellbeing Officer
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8 BACKGROUND PAPERS

Date	Description	Location
July 2017	Derbyshire Dales Indoor Facilities Strategy	X Drive/community development
July 2017	Derbyshire Dales Indoor Facilities Report	X Drive/community development
July 2017	Derbyshire Dales PPS Strategy	X Drive/community development
July 2017	Derbyshire Dales Open Space Standards Paper	X Drive/community development
July 2017	Derbyshire Dales Open Space Assessment Report	X Drive/community development

BACK TO AGENDA

COMMUNITY & ENVIRONMENT COMMITTEE
11 JANUARY 2018

Report of the Head of Community & Environmental Services

PROGRESS UPDATE ON THE RENEWAL OF THE CCTV SYSTEM AND ADOPTION OF A NEW POLICY

PURPOSE OF REPORT

This report is to provide an update on the upgrading of the Closed Circuit Television (CCTV) equipment in Ashbourne, Bakewell, Matlock, Matlock Bath and Wirksworth, and to seek approval of a new CCTV policy.

RECOMMENDATIONS

- 1) That progress on the works around the renewal of the CCTV Systems across the District is noted.
- 2) That the CCTV manager be authorised to review all CCTV system used by the District Council and make recommendations to ensure that they comply with relevant legislation
- 3) That delegated authority is issued as follows:
 - a) That the CCTV Manager is delegated to act as data controller for the purposes of CCTV systems operated by Derbyshire Dales District Council and in line with relevant legislation.
 - b) That the CCTV manager has delegated authority to train and appoint responsible officers.
 - c) The CCTV manager has delegated authority to make decisions, in compliance with relevant legislation to all things CCTV related, such as the location and movement of cameras
 - d) That the Head of Communities and Environment has delegated authority to sanction third party and set appropriate fees for the usage of public space CCTV the CCTV systems and recordings

WARDS AFFECTED

Ashbourne, Bakewell, Matlock, Masson and Wirksworth

STRATEGIC LINK

The renewed CCTV system will help the District Council to maintain a clean and safe district which is one of its Corporate Aims.

1. BACKGROUND

- 1.1 The District Council awarded £100,000 in 2016 to the Community Safety Partnership to upgrade the CCTV System in Ashbourne, Bakewell, Matlock, (including Matlock Bath) and Wirksworth. The number of CCTV cameras will be reduced from 29 to 20 cameras, but they will provide better coverage.
- 1.2 19 of the cameras are new and purchased from the above money with 1 camera being purchased by Community Safety in 2016 as a prototype.
- 1.3 The cameras will all record to hard drives which are situated in the main towns and then, using broadband, will transmit back to a viewing and re-viewing room located at the Town Hall in Matlock.
- 1.4 It is planned that the system will be fully commissioned by the end of December 2017, although this does depend on a number of situations beyond our control.

2. REPORT

- 2.1 On the 24th November 2016, the District Council awarded £100,000 to the Community Safety Partnership to upgrade the CCTV System in Ashbourne, Bakewell, Matlock (including Matlock Bath) and Wirksworth.
- 2.2 With the closure / movement and impending closures and movement of Police Stations in the Dales, it has become apparent that the CCTV system needs to be housed in other locations to ensure that it is future proof. These locations have been identified and secured, some of which are premises belonging to the District Council.
- 2.3 Tenders were invited, in accordance with the District Council's procurement procedure and the contract was awarded to Mytec Group Limited.
- 2.4 Mytec Group started work at the beginning of September with the install of an aerial and recorder at the Town Hall in Matlock, and temporarily replaced two Matlock Bath Cameras, this also meant that the camera purchased in 2016 as a prototype could be linked into the system. This ensured that 3 cameras were operating in Matlock Bath for the Illuminations period.
- 2.5 Recorders have now been installed in Wirksworth at the Town Hall, Ashbourne Leisure Centre and Bakewell ABC and broadband links in place to send the images back to the town hall at Matlock, where another recorder and reviewing room have been set up.
- 2.6 The cameras are state of the art Hikvision technology, and 3 types of cameras will be installed:-
 - a) PTZ Cameras - These cameras are Pan, Tilt and Zoom cameras, these consist of one camera which will view an area and move either in line with a tour or when controlled.
 - b) The 180 cameras - These cameras consist of 5 cameras, 4 cameras which patch the static image together to give a full view of 180 degrees at all times and 1 camera is a PTZ camera underneath which can be controlled

- c) The 360 degree cameras - these cameras consist of 9 cameras, 8 of the cameras which patch the static images together to give a full 360 degree view point at all times and the 9th Camera is a PTZ camera underneath which can be controlled.

2.7 In total there are 20 Cameras, which can be broken down as:-

- a) **4 Cameras which are 360°**
- b) **13 Cameras which are 180°**
- c) **3 Camera's which are PTZ**

2.8 The camera locations and the type of camera are detailed below:-

Name of System		Location within the Town	Type of Camera
Ashbourne System	1	Shawcroft Car Park	PTZ
	2	Dig Street	180
	3	Green Man	180
	4	Market Place	180
Bakewell System	1	Bridge Street	180
	2	Rutland Arms	180
	3	Police Station	180
Matlock System	1	Hall Leys Park	360
	2	Causeway Lane (park Toilets)	180
	3	Crown Square	360
	4	Marks and Spencer's	180
	5	Monk Bar	180
	6	Matlock Station Car Park	360
Matlock Bath System	1	Fish Pond	180
	2	Midland	180
	3	Matlock Bath Station Car Park	PTZ
Wirksworth	1	Waltham House	180
	2	Anthony Gell School	180
	3	St Mary's Church Yard	PTZ
	4	Red Lion	360

2.9 CCTV Manager in consultation with the Community Safety Officer should have delegated authority to move camera in consultation with the Threat and Risk matrix and the value for money which is being achieved by the camera in that location

2.10 The newly revised policy aims to reflect the changes to the CCTV Systems and can be found in Appendix 2

2.11 The policy will include information on:

- a) Policy Statement
- b) Scope
- c) Process
- d) Equality and Diversity
- e) Manager responsibilities
- f) Employee responsibilities
- g) Monitoring and Viewing Images.
- h) Relevant legislation and Guidance Documentation and definitions
- i) Policy procedures/Guidance

2.12 A section of the policy will be accessible on the District Council's website

- 2.13 The policy will seek to work across departments, partner organisations and third parties to utilise the system to its will potential
- 2.14 There are a number of systems owned and operated by the District Council, and it is unclear if they comply with this CCTV Policy
- 2.15 It is proposed that the Partnership CCTV Manager carries out a review of these systems, and where possible provides advice and assistance to the relevant manager to ensure that compliance with this policy and legislation is maintained
- 2.16 The General Data Protection Regulation, which is due to come into force on May 2018, has changed many aspects of the work around CCTV and work is ongoing to ensure that the system and the Council will be fully compliant.**

3. RISK ASSESSMENT

3.1 Legal

Use of the CCTV equipment will be in accordance with the current and legal requirements on data protection and to higher standards in readiness for the new General Data Protection Regulations due to come into force in 2018. The legal risk is therefore assessed as low.

3.2 Financial

The capital programme includes £100,000 for this CCTV project. At the time of writing this report it appears that the project will come in over budget by £1,105 although there are a still a number of outstanding invoices to be received. Any shortfall will be met by the Community Safety Partnership and therefore the financial risk to the Council 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

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Shaun Herrett, Partnership CCTV Manager

Telephone: 01629 761187; Email: shaun.herrett@derbyshiredales.gov.uk

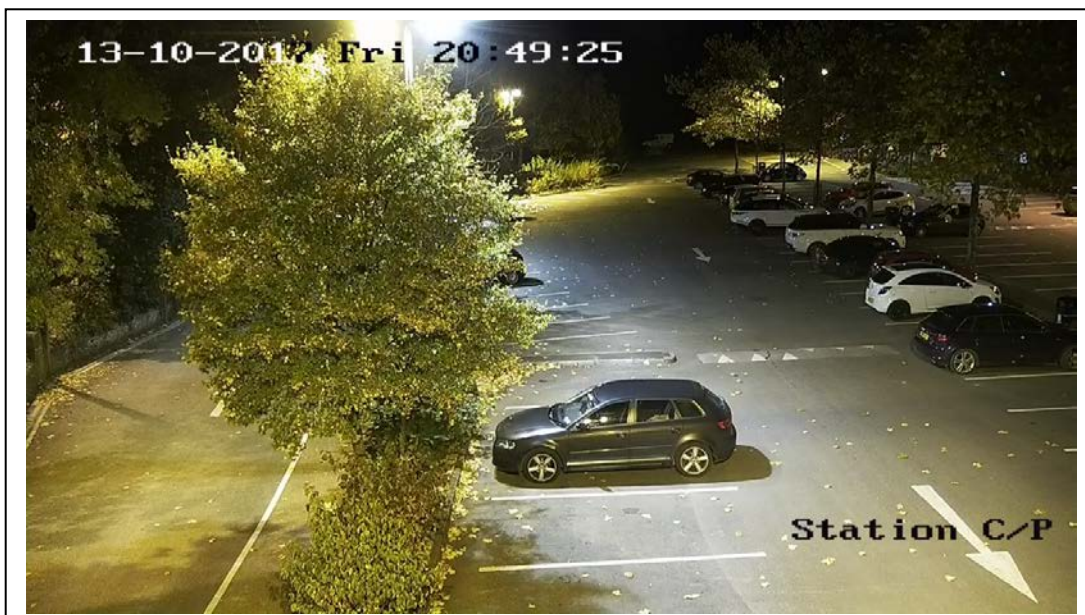
4. ATTACHMENTS –

Appendix 1 - Images from the Cameras

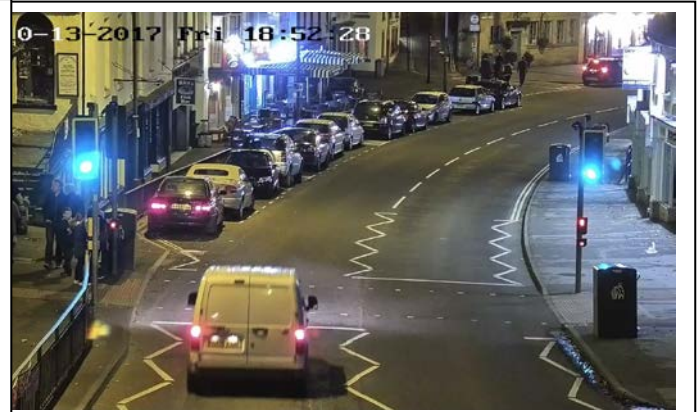
Appendix 2 - CCTV Policy

Images from the Cameras:

PTZ Camera's

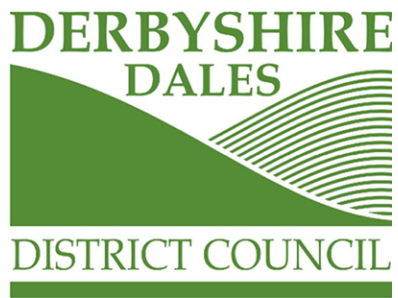


180° Camera's



360° Camera's





CCTV POLICY

CONTENTS

- 1 Policy Statement
- 2 Scope
- 3 Process
- 4 Equality and Diversity
- 5 Manager responsibilities
- 6 Employee responsibilities
- 7 Monitoring and Viewing Images.
- 8 Relevant legislation and Guidance Documentation and definitions
- 9 Policy procedures/Guidance

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1. Policy statement

- 1.1 Derbyshire Dales District Council is committed to working with partners, to maintain a clean and safe District, and looking at new and innovative ways of working.
- 1.2 To assist with this, the District Council has made a capital investment (in 2016) within its Public Space CCTV System.
- 1.3 Derbyshire Dales District Council's CCTV Policy sets out the use and management of the CCTV equipment and images, in accordance with relevant legislation, and best practice guidance.
- 1.4 The use of cameras and other electronic recording devices in public places has escalated over recent years and the advance in technology has meant that the variety of devices available has increased. Whilst these perform a useful role in preventing and detecting crime and keeping people and property safe, such use has led to much greater intrusion into the private lives of individuals going about their lawful business. The policy aims to set out standards relating to the use of such equipment that maximises effectiveness whilst at the same time minimising interference with the privacy of individuals whose images are captured by the devices.
- 1.5 Through this policy the District Council will ensure
 - a) that procedures are in place to ensure the safe operation and management of the Data from the CCTV provision.
 - b) that the locations of the CCTV cameras are reviewed on a bi-annual basis and their locations are fit for purpose.
 - c) that all guides and assessments for the use of CCTV are completed and reviewed as required by the relevant legislation, guidance and best practice
 - d) That officers will work with third parties to seek innovative working practices where possible and options are available

2. Scope

- 2.1 This policy relates to surveillance cameras equipment and the disposal of CCTV systems recorded data.
- 2.2 The District Council uses surveillance camera devices for a variety of purposes These include CCTV systems within the District Council's premises and in public spaces, body worn video camera equipment, automatic number plate recognition (ANPR). In this policy, such devices shall be referred to as CCTV systems'.

- 2.2 This policy applies to all parties:
- a) Involved in the management of the CCTV
 - b) Involved in requesting footage from the CCTV System (including partner organisation)
 - c) Interested in the management and operation of the CCTV Systems
- 2.3 Officers undertaking covert surveillance with or without recording devices must comply with the requirements of the Regulation of Investigatory Powers Act 2000 (RIPA) and the Codes of Practice issued pursuant to that legislation. This policy does not apply to such activities.
- 2.4 In seeking new innovative ways of working, the District Council could act as a reviewing agent for third party CCTV Systems and more information on this can be found in the procedures and guidance section.

3. Process

- 3.1 It is important that everyone, especially those charged with operating the CCTV system on behalf of the District Council understands exactly why each of the CCTV Systems and each camera used as part of the CCTV system has been introduced and what the cameras should and should not be used for.
- 3.2 Each CCTV system will have its own site or task specific objectives. These could include some or all of the following:
- Protecting areas and premises used by District Council officers and the public
 - Deterring and detecting crime and anti-social behaviour
 - Assisting in the identification and apprehension of offenders
 - Determining violent or aggressive behaviour towards District Council officers
 - On-site traffic and car park management
 - Monitoring traffic movement
 - Identifying those who have contravened parking regulations
 - Assisting in traffic regulation enforcement
 - Protecting District Council property and assets
 - Assisting in grievances, formal complaints and investigations
 - Surveying buildings for the purposes of maintenance and repair
 - Helping people feel safer
- 3.3 CCTV Systems must not be used to monitor the activities of District Council officers or members of the public in the ordinary course of their lawful business.
- 3.4 Council officers operating CCTV Systems are responsible for operating the equipment in accordance with all requirements set out in current legislation, this policy document, relevant guidelines, codes of practices and local operational manuals.
- 3.5 Council officers operating CCTV systems must be familiar with the requirements of information governance.

- 3.6 Council officers involved in the use of CCTV Systems shall report any misuse to the CCTV Manager and shall cooperate with any investigation.
- 3.7 Council Officers operating the CCTV systems shall be responsible for bring any equipment faults to the CCTV managers attention immediately.
- 3.8 If faults are identified on any equipment that is owned by a third party, faults will be fed back to them immediately by the CCTV Manager
- 3.9 If officers are considering purchasing new CCTV equipment they are required to discuss it with the CCTV Manager in advance to try and get compatibility throughout the authority

4. Equality and Diversity

- 4.1 The CCTV will not monitor or target any specific groups of the Community as a matter of course. Data will not be review unless requested and grounds for review are met.

5. Manager Responsibilities

- 5.1 The CCTV Manager is responsible for ensuring that all those involved in the use of the CCTV system are kept up to date with current legislation and guidance related to CCTV systems. This will be done via emails or intranet updates.
- 5.2 The CCTV Manager will produce a report to the relevant heads of service upon request and report to the Community & Environment Committee on the usage of CCTV on an annual basis.
- 5.3 The CCTV Manager will be the responsible officer for the CCTV Systems within the Derbyshire Dales.

6. Employee Responsibilities

- 6.1 All employees trained to use the system will do so in accordance with this policy, guidance and training, and ensure that all the relevant paperwork is completed.
- 6.2 If accessing and reviewing CCTV via a mobile device the employee must ensure that security is enabled on the device and the image can only be seen by the responsible officer.

7. Monitoring and Viewing Images

- 7.1 The casual viewing or trawling of images or sounds captured by a CCTV system is strictly forbidden. Viewing must only be carried out for a specific, legitimate purpose.
- 7.2 The CCTV cameras will not be monitored unless there is a specific purpose and funding is identified to deliver this service.
- 7.3 Live monitoring on behalf of a third party is possible providing funding is identified, in line with the fees and charges in the procedures and guidance section.
- 7.4 Reviewing of recorded images can be carried out in line with legislation and more details are in the procedures and guidance section

8. Relevant Legislation and Guidance

8.1 This includes:

- Data Protection Act 1998 (DPA) – Including preparation for the General Data Protection Regulation 2018 (GDPR)
- The Human Rights Act 1998 (HRA)
- The Freedom of Information Act 2000 (FOIA)
- The Regulation of Investigatory Powers Act 2000 (RIPA)
- The Protection of Freedoms Act 2012
- The Criminal Procedures and Investigations Act 1996
- Surveillance Camera Code of Practice 2013
- 12 Guiding Principles for CCTV 2013
- A data Protection Code of practice for surveillance cameras and personal information 2015 – (In the Picture) – The Information Commissioners Officer (ICO)

Camera	Any device used as part of a CCTV system. This includes unmanned aerial vehicles (drones)
CCTV	Closed Circuit Television
CCTV System	Any systems or devices used by the District Council to monitor an area including CCTV, cameras used on the highway, body worn camera devices or unmanned aerial vehicles
Images	Any image captured by a CCTV system
Overwrite period	The period between an image being recorded and it being automatically deleted from the CCTV system
Responsible Officer	The officer with responsibility for a specific CCTV system in operation.
CCTV Manager	The officer with responsibility for CCTV policy and its use throughout the District Council

9. Procedures and Guidance Notes

These guidance notes do not form part of the policy statement but guide managers and staff on its implementation. They may be updated with approval from Corporate Leadership Team as a result of learning from implementing the policy, best practise or changes in legislation.

The CCTV manager has the delegated authority to make decisions and carry out actions, in compliance with relevant legislation and where appropriate consultation with other departments and organisations to all things CCTV related. This will include things such as usage, disclosure, movement/ placement of cameras.

Camera locations

Public Space CCTV Cameras (once full install has taken place will be located)

DRAFT

Name of System		Location within the Town	Type of Camera	Type of premise located on
Ashbourne System	1	Shawcroft Car Park	PTZ	DDDC Lamp column
	2	Dig Street	180	Private Property
	3	Green Man	180	Private Property
	4	Market Place	180	Private Property
Bakewell System	1	Bridge Street	180	Private Property
	2	Rutland Arms	180	Private Property
	3	Police Station	180	DCC Lamp Column
Matlock System	1	Hall Leys Park	360	DDDC Lamp Column
	2	Causeway Lane (park Toilets)	180	DDDC Property
	3	Crown Square	360	DCC CCTV Column
	4	Marks and Spencer's	180	DDDC Property
	5	Monk Bar	180	Private Property
	6	Matlock Station Car Park	360	DDDC Lamp Column
Matlock Bath System	1	Fish Pond	180	DCC Lamp column
	2	Midland	180	DCC Lamp Column
	3	Matlock Bath Station Car Park	PTZ	DDDC Lamp Column
Wirksworth	1	Watham House	180	Private Property
	2	Anthony Gell School	180	Private Property
	3	St Marry Church Yard	PTZ	Private Property
	4	Red Lion	360	DDDC CCTV Column
Re-deployable CCTV		Temporary that can be moved locations when required in, Community Safety, Environmental Services and Environmental Health		

Council owned CCTV systems currently sited at:

ARC Leisure Centre		It is understood that the ownership and management will transfer with the Leisure Contact
Ashbourne Leisure Centre		
Wirksworth Leisure Centre		
Bakewell Leisure Centre		
Matlock Town Hall		Initial conversation with Data Protection have taken place with CCTV manager over its fitness for purpose and ownership in the building
Northwood Depot		Discussed with Sally Rose and more than happy for a review to be undertaken, although system is more for security than

		reviewing actions/ people
Bakewell Pavilion		Uncovered a few weeks ago, by Community Development – access via the CCTV Manager at present

Body Warn Videos

Used in Regulatory Services and Community Safety (and Civil Enforcement Officers, although Data kept by them)

DRAFT

Threat, Harm Risk for camera locations		Location within the Town	Threat	Harm
Name of System				
Ashbourne System	1	Shawcroft Car Park	Main Car Park for Town Centre – used by most	Crime based around Town Centre and vehicles parked on car park
	2	Dig Street	Central location in town centre covering licenced premises as well	Crime based around Town Centre. Licensed premises and travelling criminals
	3	Green Man	Central location in town centre and lower area of market place including licenced premises	Crime based around Town Centre. Licensed premises and travelling criminals
	4	Market Place	Covering the market Square and main road towards Buxton including a number of licenced premises	Crime based around Town Centre. Licensed premises and vehicles parked on car park as well as travelling criminals
Bakewell System	1	Bridge Street	Viewing main arterial route and number of licenced premises as well as Car Park by Co-op where other part of the market takes places and town Centre	Crime based around Town Centre. Licensed premises and travelling criminals
	2	Rutland Arms	Main round about and arterial route of Bakewell	Crime based around Town Centre. Licensed premises and travelling criminals
	3	Police Station / Granby Road	Viewing the car park and area where the market is situated as well as some key town centre shops	Crime based around Town Centre. Licensed premises and vehicles parked on car park.
Matlock System	1	Hall Leys Park	Situated to view central area of the park, toilets, MUGA Skate park where key issues of ASB occasionally occur	Crime based around Town Centre. Licensed premises , travelling criminals and ASB and crime within the park location
	2	Causeway Lane (park Toilets)	Viewing main arterial route into Matlock as well town centre shops and up	Crime based around Town Centre. Licensed premises as well as travelling criminals

			causeway lane	
	3	Crown Square	Main square in town centre viewing roads and pavements	Crime based around Town Centre. Licensed premises as well as travelling criminals and ASB
	4	Marks and Spencer's	Main Bakewell Road into Matlock as well a number of licenced premises	Crime based around Town Centre. Licensed premises as well as travelling criminals
	5	Monk Bar	Viewing Dale Road a main atrial route and a number of licensed premises	Crime based around Town Centre. Licensed premises and vehicles parked on car park as well as travelling criminals
	6	Matlock Station Car Park	Station Car Park, main car park for town centre and parking location on the bypass	Crime based around Town Centre and vehicles parked on car park as well as travelling criminals
Matlock Bath System	1	Fish Pond	Main atrial route, viewing Car Park and parking machine, cash Machine and licensed premised	Crime based around village Centre. Licensed premises and vehicles parked on car park as well as travelling criminals
	2	Midland	Main atrial route, viewing Car Park and parking machine, and licensed premised	Crime based around village Centre. Licensed premises and vehicles parked on car park as well as travelling criminals
	3	Matlock Bath Station Car Park	Main car park for the village, and train station entrance and parking machines	Crime based around vehicles parked on car parks and people arriving by coach
Wirksworth	1	Watham House	Atrial route and central location	Crime based around Town Centre. Licensed premises and vehicles parked on car park as well as travelling criminals
	2	Anthony Gell School	Main car park and area where ASB takes places as well as access to town centre	Crime based around Town Centre. Licensed premises and vehicles parked on car park as well as travelling criminals
	3	St Marry Church Yard	Area surrounding the historical church yard which has previously being	Crime and ASB around the historical church yard

			subject to damage and ASB	
4		Red Lion	Artrial route and central location	Crime based around Town Centre. Licensed premises and vehicles parked on car park as well as travelling criminals

Re-deployable CCTV				
ARC Leisure Centre			It is understood that the ownership and management will transfer with the Leisure Contact	
Ashbourne Leisure Centre				
Wirksworth Leisure Centre				
Bakewell Leisure Centre				
Matlock Town Hall			Initial conversation with Data Protection have taken place with CCTV manager over its fitness for purpose and ownership in the building	
Northwood Depot			Discussed with Sally Rose and more than happy for a review to be undertaken, although system is more for security than reviewing actions/ people	
Bakewell Pavilion			Uncovered a few weeks ago, by Community Development – access via the CCTV Manager at present	

Responsible Officer Duties

A responsible Officer is anyone who has undertaken training to operate the system and the CCTV Manager agrees is competent to use the system, and would only do so for lawful purposes and the correct protocol is followed to access the system. This person does not have to be an employee of Derbyshire Dales District Council.

The day to day operational responsibility of the CCTV system rests with the designated responsible officer and faults should be identified to the CCTV at the first available opportunity.

The CCTV Manager shall ensure that officers responsible for and involved in the operation if the CCTV system are trained in the use of the equipment and are aware of this policy and the procedures in place to manage CCTV systems.

The responsible officers should act as the first point of contact for all enquires relevant to the CCTV system, they should then ensure that the CCTV manager is informed of this.

The responsible officer should seek guidance and assistance from the CCTV manager before downloading footage, and should footage be downloaded for a third party the relevant disclosure paperwork should be completed

The CCTV Manager will keep a log of all requests and downloads and ensure the Data Protection and Governance Officer is kept up to date, and advice sort should it be required.

The CCTV Manager shall investigate any reported misuse of CCTV Systems and report it immediately to the Community Safety Officer and the Data Protection and Governance officer..

The responsible officer shall report any faults in the CCTV System equipment to the CCTV Manager and take steps to remedy the faults at the earliest opportunity.

Monitoring Third Party Systems – Live and retrospectivity

The system has the capabilities for being used for many additional functions over and above the core business of the council and its statutory partners. Complying with all relevant legislation scope to develop a commercial service with agencies and event organisers is to be identified and investigated by the CCTV Manager and Community Safety Officer on case by case bases, ensuring that costs are met and regular reviews.

The Head of Community and Environmental Services has delegated authority to sanction, providing there is a legal basis to do so.

BACK TO AGENDA

COMMUNITY & ENVIRONMENT COMMITTEE
11 JANUARY 2018

Report of the Head of Community & Environmental Services

MATLOCK BATH ILLUMINATIONS REVIEW

PURPOSE OF REPORT

This report details the outturn of the 2017 event and seeks agreement to the general format of the 2018 event.

RECOMMENDATIONS

1. That the achievements of the event in 2017 following the review are noted.
2. That approval is given for the fees and charges to be agreed by the working group.
3. That sponsorship is sought, by the Illuminations Working Group, for further investment into the event is noted.
4. That the expansion of the current working group to involve more local people to help shape future events is noted.
5. That the Event Organiser is given delegated authority to make operational decisions in relation to the staging of the 2018 event in consultation with the Working Group and Head of Community & Environmental Services.
6. That approval is given to invite Mr G E M Stevens MBE to compere the 2018 event. .
7. 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 2017 EVENT

Matlock Bath Illuminations took place between Saturday 9 September and Saturday 28 October, with firework displays every Saturday (eight in total) including opening night for the first time.

The opening night was also the celebration of Mr G E M Stevens MBE 50th year as compere. Mr Stevens was taken into Derwent Gardens in a classic car where he received a guard of honour from the Matlock Bath Boat Builders and was presented with a letter from the Queen and a photo collage of previous years.

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

1.1 Pedlars

During the 2017 season, 87 pedlars attended Matlock Bath, compared to 104 in 2016. There were two joint partnership operations throughout the season involving the District Council, Trading Standards and the Police.

1.2 Security & Police

A new security company was introduced to the event, Stadium Traffic Management. This was a 'one season' contract at a cost of £21,112.12. General feedback was positive from the end of event 'liaison meeting'.

Police were present at the event each week and assisted the Illuminations team when requested throughout the night with crowd dynamics, pedlars and traffic management.

1.3 For the first time, attendees were invited to vote online for their favourite boat. 562 people voted via the District Council's Illuminations Facebook page throughout the first week of the event.

1.4 A more family focused approach was given to the event on Sundays, with boats coming out at 7.30pm in October and a fire and glow show replacing the traditional brass bands. The final Sunday, 22 October, saw the highest recorded attendance for a Sunday with 4635 attendees.

1.5 An official bar was introduced to the event which was operated by Outbar events. The bar added to the offer of food and drink available to the customers and was well received.

1.6 Attendance

In 2017, attendance fell slightly in comparison to 2016, with 52,087 visitors compared to 55,308.

The reduction from 8,000 capacity to 6,000 helps improve the customer experience and movement of the crowd(s). Three Saturdays sold out, two of which were sold out online prior to the ticket office opening on the night. Four Saturdays and three Sundays were also subject to bad weather.

1.7 Expenditure

The expenditure for the 2017 event is £162,587, against an original budget of £160,111. Details are provided in the table below. Some additional costs were incurred as a result of having to change the security company at late notice and the necessary commission to Ticketsource due to the surge and success of online ticketing.

Expenditure	2017 Actual Expenditure £	2017 Budget £	Variance £
Employee costs	28,381	28,389	-8
Repairs, energy, water & other premises costs	3,708	6,047	-2,339
Decorated Boats	10,260	8,523	1,737
Marketing & promotion	3,891	4,500	-609
Firework Displays	35,959	26,232	9,727
Entertainment	5,480	5,000	480
Stewards & First Aid	13,880	14,800	-920
Commission on ticket sales	16,603	8,500	8,103
Contractors	35,316	37,370	-2,054
Other supplies and services	9,109	20,750	-11,641
Total	162,587	160,111	2,476

1.8 Income

There was a decrease in income from ticket sales in 2017 (£160,961) compared to 2016 (£185,472). The overall position on income received at the time of writing this report is as follows:

Income	2017 Actual Income £	2017 Budget £	Variance £
Traders' Pledges/ Sponsorship	4,810	1,000	3,810
Park & Ride	1,488	3,605	-2,117
Concessions	10,468	16,992	-6,524
Ticket Sales (not invoiced)	160,341	190,550	-30,209
Ticket sales (invoiced)	620	515	105
Total	177,727	212,662	-34,935

1.9 Financial Outturn

The 2017 event operated at an overall surplus of £15,140. However, the budgeted surplus for the event was £52,551, meaning that there was a shortfall of £37,411 against the projected surplus.

1.10 Online Ticket Sales

As per 2016, online tickets were processed through www.ticketsource.co.uk. with Ticket Source offering customers a number of secure payment options and allowing customers to receive tickets via email, post or text message.

Ticketsource allow tickets to be sold up until 6.00pm on the day of each event. Enabling members of the public to track the weather and decide to buy tickets closer to their preferred date.

The pricing structure provided advanced tickets at £2.00 cheaper than on the night purchases, in order to encourage a greater number of advanced sales.

This resulted in an 80% increase of online sales, from 22,775 (2016) to 41,027 (2017). The increase in online tickets allowed for a reduction in staffing of the ticket office. It also ensured good crowd numbers on weekends that suffered from bad weather.

1.11 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 Facebook 'likes' is currently 19,917, an increase of approximately 3,000 since the 2016 event. The District Council's Illuminations webpage received 78,926 visits during the event.

1.12 Customer Feedback

A post-event consultation exercise was undertaken to gauge feedback on the success of the event. This included an online survey and pre-arranged meeting in Matlock Bath with interested parties, which was held on the 21 November at the Fishpond in Matlock Bath. The information and feedback provided will form part of the discussions for the working group.

1.13 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. In 2017 the review team became the working group which consisted of Council officers, local ward members and members of the boat builders association.

The plan for 2018 is to increase the members of the working group with more local interest from the Matlock Bath area.

2.0 PLANS FOR THE 2018 EVENT

Areas which will be considered by the working group for 2018 are.

What?	Why?
Explore the use of alternative online ticketing options.	Over £16,000 was paid in commission to Ticket Source in 2017. Should the District Council purchase its own online ticketing system, it would reduce the costs of future events. The District Council could also offer the system to other event organiser for a fee.
Improve the sponsorship package	Introduce a four-tiered sponsorship package to improve sponsorship income, see appendix 1.
Increase online ticket prices by 50p	The £2.00 difference helped increase online sales; a small increase would still appeal to customers.
Investment in new lighting	To consider the cost of new lighting. The current equipment is old and costs money each

	year to maintain.
Review programme/timing	Boats coming out at 19:00 until 20:45 will allow for more people to see the boats earlier and in return allow the sale of more tickets. Customer comments state that the event is late finishing and this would allow for a slightly earlier close to the evening.
Introduce Park and Ride on Sundays during October	Due to increased numbers on Sundays it's becoming more difficult for customers to park, also with the reduced train service on a Sunday this has an impact on the customer experience. The proposal is to introduce a park and ride offer at Cromford Meadows.
Consider options for activity in the memorial gardens	The Working Group to discuss introduction of market stalls, additional fair rides and or acts. Utilising this area will offer more for visitors on the south side of the parade.

2.1 Fees & Charges

It is recommended that the Working Group discuss the impact of a 50p rise in advance ticketing costs making it a £1.50 difference between the prices of online tickets and public transport users (with valid ticket) compared to tickets brought on the night .

The table below shows the pricing structure for 2018 to be discussed and agreed by the working group.

Saturday		Sunday	
On-the night	£7.50	On-the-night	£6.50
Advanced/Online/Public Transport	£6.00	Advanced/Online/Public Transport	£5.00
Concession (on-the-night)	£6.50	Concession (on-the-night)	£5.50
Concession (Advanced/Online)	£5.00	Concession (Advanced/Online)	£4.00
Child (<16yrs)	FREE	Child (<16yrs)	FREE

2.2 Delegated Powers

It is recommended that the Illuminations Event Officer is given delegated authority to make operational decisions in relation to the staging of the 2018 event, in consultation with the Working Group and Head of Community & Environmental Services.

2.3 Illuminations Staff Roles

Staff roles will remain the same as previous years with the addition of a communication role for the weekend, who will be paid at the same rate as Duty Officer.

2.4 Health & Safety

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

2.5 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. This 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

Dave Turvey
Active Communities Officer (Event Organiser)
Tel: 01629 761224
Email: dave.turvey@derbyshiredales.gov.uk

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

6 BACKGROUND PAPERS

None

7 ATTACHMENTS

Appendix 1 – Sponsorship Packages

Sponsorship packages

Platinum Package x1

- Sponsor the overall event - £5,000
- Company Name & Logo next to MBI title on all publicity, including online tickets, posters, flyers, Facebook, DDDC website, marketing boards, event banner inside Derwent Gardens.
- On the night announcements throughout each night – minimum of 3 per night.
- Marketing opportunities throughout each night
- 2 free family tickets for every night.

Gold Package x4

- Sponsor a section of the event - £2,500 (Fireworks, Boats, Entertainment, Themed nights)
- Company Name on all posters. Name and logo on online tickets, flyers, Facebook, DDDC website, marketing boards, event banner inside Derwent Gardens.
- On the night announcements throughout each night – minimum of 1 per night.
- 1 Marketing opportunity throughout the event.
- 1 free family ticket for each Saturday.

Silver Package (unlimited)

- Shop donation - £250
- Mention on DDDC website with link to website
- Mention on event banner inside Derwent Gardens.
- Proud to support MBI window sticker

Bronze Package (unlimited)

- Shop donation - £100
- Mention on DDDC website
- Proud to support MBI window sticker

BACK TO AGENDA

COMMUNITY & ENVIRONMENT COMMITTEE
11 JANUARY 2018

Report of the Head of Regeneration and Policy

ASHBOURNE AIRFIELD LINK ROAD – PREPARATION OF FULL BUSINESS CASE

PURPOSE OF REPORT

To report progress on accelerating the construction of the Ashbourne Airfield Link Road project and confirm the District Council's contribution to project.

RECOMMENDATIONS

1. Progress on accelerating the construction of the Ashbourne Airfield Link Road is noted
2. The strategic objectives and potential economic benefits of the project - which provide the basis for the Stage 2 Business Case for Local Growth Funds - are noted
3. The District Council's remaining contribution to the project is confirmed subject to D2N2 grant approval.

WARDS AFFECTED

Ashbourne South; Clifton and Bradley

STRATEGIC LINK

Economic development is highlighted in the Corporate Plan 2015-2019 as the District Council's highest priority. *Business growth and job creation* is the top priority, following extensive public consultation confirming that a thriving district is residents' overriding wish. The District Council's vision is for a Derbyshire Dales with high-wage, high-skill jobs.

1 BACKGROUND

- 1.1 Ashbourne Airfield Industrial Estate is the largest employment location in the Derbyshire Dales, and is the focus of the district's manufacturing economy. The 35 hectare site is fully occupied, with more than 70 businesses employing an estimated 2,000+ people, including four of the top-ten contributors of private sector jobs in the Derbyshire Dales.
- 1.2 Accelerating the provision of a new link road is **required to address existing highway capacity problems and facilitate the faster delivery of serviced land and employment floorspace**, providing:

- space for businesses on the existing industrial estate to expand (17 of the 28 firms surveyed on the Airfield have plans to grow)
- opportunities to attract new business investment into the district
- access to Derby Road via the existing industrial estate and a second route to a new junction off the A52
- and enabling the delivery of new homes (contributing towards the District's five-year housing land supply).

1.3 Public intervention is required to accelerate the provision of the link road in a single phase, opening up the full employment site for development. Members will recall, from previous reports (in October 2015, October 2016, January 2017 and June 2017) that the project has received a Growth Deal allocation of £1m from D2N2 Local Enterprise Partnership. Release of this funding is subject to detailed appraisal of the project (a two stage process).

2 ASHBOURNE BUSINESS PARK

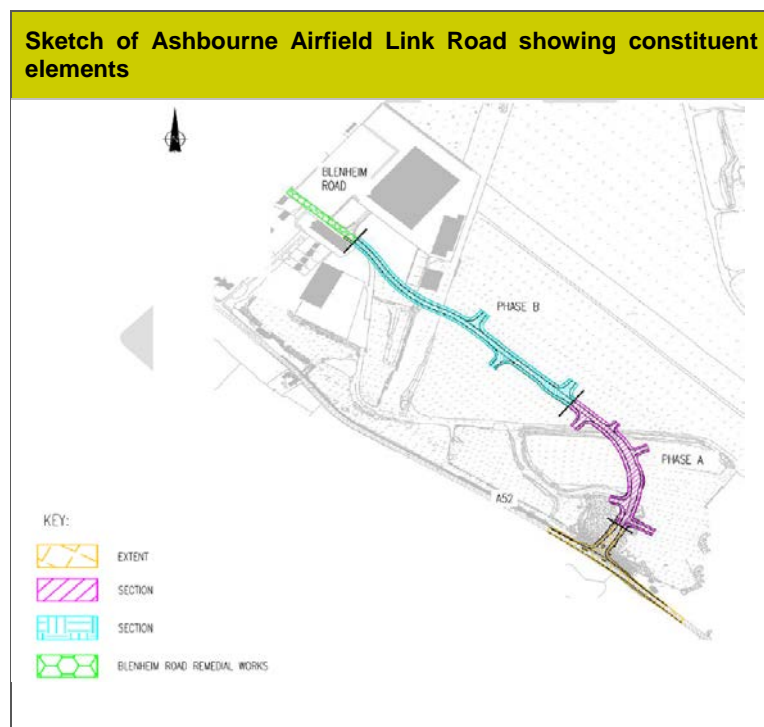
2.1 Immediately to the east and south-east of the existing Industrial Estate, the Airfield site has a further opportunity of 33.5 hectares of development land owned by FW Harrison. The mixed-use development, allocated in the Derbyshire Dales Local Plan, would extend the employment location as a 9ha high-quality business park – Ashbourne Business Park – with the potential for almost 34,500m² of new commercial floorspace. The site also has the potential to deliver up to 367 new homes with associated retail, food service and community facilities.



- 2.2 The agreed masterplan for the site is shown above. It is based upon the landowner and local authority's shared ambition for a high-quality business park; a detailed review of relevant planning policies; the detailed design of the route of the link road and flood attenuation works and property market analysis conducted by Thomas Lister Ltd.
- 2.3 The site benefits from outline planning consent for the new business park, residential development (367 dwellings) and associated commercial and community facilities (14/00074/OUT). The link road and new access has full planning consent (16/00168/FUL) and a Section 106 Agreement for the development as a whole is in place. Discharge of pre-commencement planning conditions is underway. A revised planning application to deal with minor modifications to the design of the link road and updated drainage strategy for the site was submitted in November. The project has received Stage 1 approval from D2N2 and the Stage 2 Full Business Case has been completed for submission by the County Council.
- 2.4 The site for the proposed business park accounts for a third of all new employment development land allocated within the district, and is by far the biggest potential employment site in the Dales.

3 LINK ROAD PROJECT

- 3.1 The project involves construction of a new 720m, 7.3m wide, single-carriageway road in a single phase to act as the main route through the new business park, connecting to the existing industrial estate via Blenheim Road to the west, and to a new signalised traffic junction on the A52 to the south east. The new access, link road and improved Blenheim Road (within the ownership of the District Council) will be promoted for adoption by Derbyshire County Council as Highways Authority.



- 3.2 In addition, the proposal includes the direct delivery of 5,575m² (60,000 sqft) commercial floorspace to catalyse the development, delivered by FW Harrison by 2021 (subject to 80% occupancy of each phase). The grant of £1m is towards the costs of the link road and forms part of a circa £9m scheme comprising the new A52 access, link road construction, utilities to service the commercial area, and first phases of commercial development by FW Harrison.
- 3.3 The proposal has been developed through close working between public and private sector partners. Derbyshire County Council (Highways Authority) is the promoter of the project (project lead), working in partnership with FW Harrison (landowner and delivering the first phase of commercial floorspace) and Derbyshire Dales District Council (Local Planning Authority and owner of the Blenheim Road cul-de-sac to be brought up to adoptable standard) for which the delivery of the employment site is an economic development priority.
- 3.4 Progress to date includes:
- Waterman Infrastructure & Environment Ltd. has prepared a detailed design, specification, tender pack and cost estimate for the Link Road scheme. This was commissioned by Derbyshire County Council and jointly funded by the three project partners.
 - Investigation works to establish the condition of the District Council-owned final 300m stretch of Blenheim Road (funded by the District Council and carried out by Aecom) have been completed. An allocation has been made in the District Council's Capital Programme (Council, 30 November 2017) to fund the remediation works that will be necessary to secure adoption of the highway and associated service infrastructure.
 - Appointment of a consultancy team (funded by the District Council) to work with the District Council, County Council and landowner to support project development. The team comprises Genecon (business case preparation - completed), David Lock Associates (site masterplan and phasing – completed) and Thomas Lister Ltd. with Freeths (market assessment and viability, negotiation with landowners, State Aid advice - completed).
 - Led by Derbyshire County Council and using an open tender procedure, procurement of contactors for the delivery of the link road and infrastructure works commenced on 2 November 2017. The closing date for tenders was 19 December (currently being assessed by project partners).
 - Following completion of due diligence, Derbyshire County Council has agreed in principle to offer terms for a loan to complete the funding package for the project (final amount subject to agreed tender price and final utilities costs).
 - Draft legal agreements are due to be prepared by Derbyshire County Council between the landowner and the County Council with regard to: (1) the loan agreement and, (2) novation of planning consent, transfer of land, the economic outputs and outcomes required from the project and other matters.
 - Orders are due to be placed for utilities diversions and new services in early 2018.

3.5 The following section includes key information from the Business Case including the strategic objectives, proposed outputs and outcomes, and funding proposal for the scheme.

4 BUSINESS CASE

4.1 The full Green Book-compliant Business Case comprises: Strategic case (strategic fit and rationale); Commercial case (market assessment); Economic case (economic analysis of project benefits and VfM); Financial case (costs and funding); and Management case (governance, project management, programme and risks).

4.2 The strategic objectives of the project and the supporting rationale for public intervention are outlined in the table below:

Ashbourne Airfield Link Road project strategic objectives	
PROJECT OBJECTIVE	INTERVENTION RATIONALE
1. Delivery of the full length (720m) of link road from Blenheim Road to the A52 in a single construction phase by the end of 2018	To bring forward £4.5m (£1.5m plus £3.0m cost of buildings) private sector investment in economic infrastructure, accelerate commercial and residential development. To accommodate the expansion of existing Airfield occupiers following creation of a direct link with the Industrial Estate and other larger occupiers. To achieve cost and resource efficiencies through single phase delivery and to remove growth constraints on existing businesses
2. Unlock a 9 hectare serviced employment site by 2019	To deliver the district's single largest and most important employment growth site – comprising a third of the district's land allocation for new employment development – within the earliest years of the Local Plan period to 2033
3. Provide capacity for the accelerated development of 14,540m ² of commercial employment floorspace by 2021 and 34,480m ² in total by 2027.	To provide a combination of modern fit-for-purpose commercial employment floorspace and serviced development land to address the evidenced requirement for growth of indigenous businesses with new commercial premises supporting 148 net local on-site jobs by 2021 and 340 in total. To contribute towards the D2N2 target of 55,000 private sector jobs by 2023
4. Facilitate the accelerated development of 122 housing units by 2021 and 367 in total by 2027	To ensure the completion of the link road thereby ensuring that the development of the housing site is not stalled with only 75 units allowed by planning condition before the full link road is completed. To contribute towards the D2N2 target of 77,000 new homes by 2023
5. Reduce the morning and evening peak hour delays at existing Blenheim Road / Derby Road junction by at least 50% by 2019	To address productivity constraints on existing businesses at Ashbourne Airfield Industrial Estate imposed by the movement of labour and goods
6. Remove growth constraints on businesses located on the Airfield Industrial Estate, enabling the expansion of (at least) 3 existing companies by the end of 2023	To ensure that growing businesses are retained within the Derbyshire Dales and D2N2 areas, helping to safeguard jobs and provide opportunities for expansion and new job creation

- 4.3 The short-term project objective is to provide serviced development capacity for 14,540m² of commercial floorspace by 2021. As indicated, 5,575m² of this floorspace is committed by the landowners FW Harrison (subject to 80% occupancy of each phase), with the remainder based on market evidence of the likely commercial take-up profile.
- 4.4 The proposed direct outputs from the LGF investment are therefore:
- a. Delivery of a 720m link road in 2018.
 - b. Construction of 20,000 sqft (1,860 m²) of commercial employment floorspace in 2019; followed by a further 40,000 sqft in 2020 and 2021; totalling **60,000 sqft (5,575 m²) by 2021** (subject to 80% occupancy of previous phases).
 - c. **9 ha serviced employment site** by 2019.
- 4.5 The total net local employment on and off site supported by new commercial premises over the life of the project is estimated at **469 FTE jobs** (340 on site and 129 created off site through indirect and induced effects within the local economy e.g. through the supply chain). 148 net on site jobs are estimated by 2021.
- 4.6 The proposed funding package for the project at this stage (subject to final tender prices) is as follows:

Itemised investment package for Ashbourne Airfield Link road and Ashbourne Business Park	
Funding source	Value
D2N2 Local Growth Fund Grant	£1.00m
FW Harrison cash reserves	£1.50m
FW Harrison land in kind for the Link Road	£0.20m
Derbyshire Dales DC contribution to Blenheim Road improvements	£0.20m
Derbyshire County Council and Derbyshire Dales in kind contributions inc. officer time	£0.06m
Derbyshire County Council contribution of highway authority fees and commuted sums	£0.336m
Derbyshire County Council loan (to be repaid via a separate loan agreement with FW Harrison through land receipts)	£3.024
LINK ROAD AND INFRASTRUCTURE SUB-TOTAL	£6.320m
FW Harrison Barclay's Bank loan facility	
Commercial employment floorspace (20,000sqft x 3 developments)	£3.00m
TOTAL	£9.320m

5 DISTRICT COUNCIL CONTRIBUTION

- 5.1 Based on AECOM investigations of the unadopted section of (the District Council owned) Blenheim Road and further work to assess the improvements required to service infrastructure underground, the approved Capital Programme includes an allocation of £200,000 to meet the cost of this work and bring this section of road (the point of connection for the new link road) up to adoptable standard.
- 5.2 The specification for the highways work was included in the link road tender and, subject to LEP funding approval for the project as a whole and appointment of a contractor, improvements will be completed as part of the works contract.
- 5.3 In addition to the proposed capital contribution, the District Council has and will continue to support the project by way of significant (in kind) officer time contributions (as referred to in the funding proposal) principally through input from both Economic Development and Planning officers.

6 NEXT STEPS

- 6.1 Subject to submission by the County Council, and assessment by the LEP's appraisers, it is hoped that the Stage 2 Business Case will be considered at the LEP's Infrastructure and Investment Board in early 2018. The project will be presented by representatives of the project partners and consultancy team.
- 6.2 The £1m LEP grant is the final part of the funding package. Should it be released, and subject to a satisfactory construction contractor being procured, it is expected that work on site will commence in 2018, with road construction completed towards the end of the year. The first new industrial units would follow in 2019.
- 6.3 There is a future possibility of further development on adjacent land allocated within the Local Plan. A large part of this site is within the ownership of Bamford Property Limited, a JCB company. However, there are no formal proposals at this time for developing JCB's land. It is important to be clear that the FW Harrison / County Council / District Council scheme (for which Members have already approved funding) is the only extant proposal.
- 6.4 However, the masterplan does safeguard a route for a possible distributor road through the site and a further connection to the A52. JCB have previously chosen not to engage in the scheme currently proposed.
- 6.5 The rationale for public intervention in the Airfield expansion is to accelerate delivery of the link road and new employment land. There is good reason to believe that the landowner would progress development eventually in stages, but in a phased fashion which could take a number of years, during which there is very limited local supply of suitable land and significant ongoing risk of losing existing businesses. Without the approved scheme, the link road would not be delivered in a single phase, neither opening up the full extent of

employment land nor providing access from the existing industrial estate (needed to enable existing occupiers to expand) nor relieving congestion at the existing road junction. Moreover, without a completed link road the number of houses permitted is only 75.

- 6.6 The original aim was for the full Business Case to be submitted in December. However, recent discussions regarding access to adjacent development land and further discussions proposed by the County Council in January mean the date of submission is now to be finalised.
- 6.7 The scheme described in this report relates to land in FW Harrison's ownership and, subject to D2N2 and County Council funding support the scheme is deliverable within the timescales identified. Tenders from contractors have been submitted and the remaining funding package is in place. It is therefore recommended that the project as proposed is confirmed and the proposed start on site of 2018 is noted.

7 RISK ASSESSMENT

7.1 Legal

Whilst Derbyshire County Council is the lead authority on this project, the District Council will be a major funder. This will require the formalisation of the governance arrangements set out in the business case to protect the Council's investment and entering into formal agreements with the County Council and landowner. At this stage in the proceedings the legal risk is considered to be medium, reducing to low once all formalities are in place.

7.2 Financial

Derbyshire County Council is the lead authority for this project but Derbyshire Dales District Council will contribute £200,000 to meet the cost of improvements to Blenheim Road to bring this section of road (the point of connection for the new link road) up to adoptable standard. The Council's Capital Programme includes £200,000 for this project.

The investment should result in new business and residential properties that will generate business rates and council tax income for the Council once occupied. The financial risk is assessed as high.

7.3 Corporate

Accelerating the delivery of the link road is important to growing the Ashbourne and wider Derbyshire Dales economy. Completing the road in a single phase will help accelerate the delivery of workspace, job creation and the safeguarding of jobs, and will help address the risk that significant employers will relocate from the Derbyshire Dales due to the lack of serviced sites to accommodate their growth.

Without the completed Link Road, only 75 homes can be provided at Ashbourne Airfield. By contributing financially to the Link Road project (by bringing the point of connection at Blenheim Road up to adoptable standard), the District Council is helping increase the likelihood of its completion in the

shorter term, and helping to sustain and grow the local economy. Nevertheless, the corporate risk is assessed as High at present.

The Ashbourne Airfield Link Road was highlighted as a Strategic Risk within the Annual Risk Management report considered by the Governance and Resources Committee on 23 November 2017.

8 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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BACKGROUND PAPERS

- Derbyshire Dales Economic Plan, September 2014
- Corporate Plan 2015-2019
- Community and Environment Committee, 29 October 2015: Derbyshire Dales Economic Plan
- Community and Environment Committee, 27 October 2016: Ashbourne Airfield Link Road
- Community and Environment Committee, 12 January 2017: Employment Sites Regeneration
- Council, 22 June 2017: Capacity and Skills for Economic Regeneration

BACK TO AGENDA

COMMUNITY AND ENVIRONMENT COMMITTEE
11 JANUARY 2018

Report of the Head of Housing

HURST FARM REGENERATION PROJECT

PURPOSE OF REPORT

This report sets out the progress made by the recently appointed Estate Regeneration Manager, delivering on the successful Department for Communities and Local Government regeneration funding awarded to Hurst Farm, Matlock.

RECOMMENDATION

That the report is noted.

WARDS AFFECTED

Matlock St Giles

STRATEGIC LINK

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

1 BACKGROUND

- 1.1 The Committee previously received a report concerning the Government's Estate Regeneration programme on 16th March 2017. At that time the Committee was asked to note the District Council's submission of a Capacity Building Fund bid to the Department for Communities and Local Government (DCLG). Since the last report the District Council has been successful, with funding awarded for the Hurst Farm Estate. This report sets out the work undertaken to date by the Estate Regeneration Manager who has been in post since 4th September 2017.

2 REPORT

- 2.1 In 2016 the Government sought expressions of interest (EOI) for an ambitious estates regeneration programme with 100 estates from around the country. £200m of capital loan funding had been set aside for partnerships and joint venture arrangements. The Department for Communities and Local Government (DCLG) had made revenue grants available to help develop ideas. An EOI to be part of the programme was submitted by Derbyshire Dales District Council, the focus of this being Hurst Farm Estate. To aid the bid and show a commitment to the programme the Committee agreed a £21,525 contribution from the Revenue Grants Unapplied reserve at no cost to the General Fund. Waterloo has also offered in kind support linked to the development and finance skills available within their group structure.

- 2.2 On 31st January 2017 representatives from the District Council, Derbyshire Dales Council for Voluntary Services (DCCVS), Friends of Hurst Farm (FOHF) and Waterloo Housing Group submitted a joint bid. The bid was successful and the District Council received £100,000 to fund a two year Regeneration Project officer. Waterloo Housing has received £80,000 in order to meet the cost of feasibility studies and spot purchasing of specialist consultancy services.
- 2.3 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 strategy aims to bid for and attract all necessary capital finance from a range of external funding sources to deliver environmental improvements and community projects on the estate.
- 2.4 The Estate Regeneration Manager started her post on 4th September 2017. Since then she has established working relationships with Waterloo Housing, Derbyshire County Council, CVS, Dept. for Work Pension, FOHF, Social Club and Castle View Primary School. Ward Members have also attended a short briefing on the project. The Estate Regeneration Manager has been gathering and analysing data concerning the estate in order to establish the underlying issues to be addressed within a regeneration strategy for the estate.
- 2.5 Since starting the post there have been two Steering group Project Board meetings on the 11th October and the 22nd November 2017. At the last meeting the board agreed a Communication & Marketing Plan for the project. Actions taken forward from this plan include FOHF setting up a quarterly community newsletter. The first newsletter has been produced and was distributed at end of October 2017. News of the successful bid and project information has been publicised in the FOHF newsletter, the Mercury and in Dales Matters. A page has been added to the District Council's website (see www.derbyshiredales.gov.uk/housing-a-council-tax/hurst-farm-regeneration-project) and the Waterloo Website. A Logo for the project was created by the children from the Estate Youth Club with support from a local artist, on the 11th December 2017.
- 2.6 Waterloo, FOHF and the Project Board separately agreed to the Head of Housing contacting the owners of the remaining 37 Non Traditional Homes on the estate to consider options to improve these homes. The Head of Housing, Estate Regeneration Manager and the CVS were able to meet and talk with two owner occupiers to gauge their views on how best to work with owners. In addition a visit to North Warwickshire District Council was undertaken in November to learn from their experience of estate regeneration.
- 2.7 The next steps of the regeneration project are to collate the available data and establish the vision of the project with the Project Board. From this the Project Board will be developing the Consultation Strategy to engage the residents on the estate in the spring of 2018. Study visits to relevant councils are being considered over the next year to look at successful regeneration schemes in places such as Newark and Sheffield. Emerging ideas will be developed considering their potential costs, sustainability and how external funding might be used to fund them.
- 2.8 A detailed report of the project progress is available in the appendix.

3 RISK ASSESSMENT

3.1 Legal

There are no legal considerations arising directly from the report.

3.2 Financial

This project is funded by grants and, therefore, there is no net cost to the General Fund. The financial 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

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6 BACKGROUND PAPERS

Date	Description	Location
2016	Community and Environment Committee 2 nd June 2016, Estate Regeneration Programme: Expression of Interest	Head of Housing
2016	DCLG regeneration programme bid documents	https://www.gov.uk/government/publications/estate-regeneration-fund
2017	Environment Committee 16 th March 2017, Hurst Farm Regeneration Bid	Head of Housing

7 ATTACHMENTS

Appendix 1: The Outline Project

THE OUTLINE PROJECT

Part 1:

Estate Regeneration Project for Hurst Farm, Matlock

Project Background:

DDDC submitted a bid for DCLG funding together with Waterloo Housing Group (formerly Dales Housing) and have been allocated £180,000 to a) appoint a project manager and b) to pay for feasibility studies; that will tell us what the issues are on the estate and provide the partnership with a platform to secure external capital funding. Our bid was one of only three successful bids in the east midlands and only 100 estates nationally.

The regeneration project and process has at its heart the community of Hurst Farm and their views and aspirations. 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. We aim as an outcome of this project to develop a full project plan and funding strategy for the estate which can inform funding applications, inform the work of local agencies, and which can be regularly reviewed and revised.

Key Facts about Hurst Farm:

- The Hurst Farm estate in Matlock is the most deprived ward in the Derbyshire Dales and the 16th most deprived ward in Derbyshire, according to The English Indices of Deprivation 2015.
- Hurst Farm comprises of 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 and Airey homes which did not get improved through the 1980s Defective Premises Act.
- According to figures from DWP over 50% of unemployment claims in Matlock are based on Hurst Farm. These figures identify the two main groups as single mothers and the long-term unemployed, who are over 50 years old.
- Reported crime figures on the estate are relatively low with the largest figure being for domestic violence.
- Car ownership on the estate is 40% of residence vs. 60% for the wider Matlock area (Census information).
- Average Life expectancy on the estate is 10 years shorter compared to the wider Derbyshire Dales average.
- Average tenancy length on Hurst Farm is 35 years (figures by Waterloo Housing). Residents on the whole are happy and proud to live on the estate.
- The historic perceptions of Hurst Farm within Matlock and wider Derbyshire Dales area are widespread and undeservedly poor.
- There are a number of families that are reliant on school meals and some children go hungry during weekends and holidays.

In the first stages of the project, we are working towards seeing the following things happen:

- Finding different ways to engage the community
- Identify the underlying issues that affect the estate and find solutions for them.

- Working to identifying '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 context.
- Produce an asset map the estate.
- Establish the resident's views and aspirations by developing an appropriate Consultation Strategy and conduct 'drop in sessions' and 'planning for real' exercises.
- Apply a good marketing and communication strategy and use social media and events to gain support and inform local residents of progress with the project.

The projects we are likely to be focusing on come under four main headings;

- **Built Environment:** including traffic management and highways, environmental improvements, improvements to housing, community assets and resources such as the social club and school buildings
- **Community Assets & Engagement:** supporting Friends of Hurst Farm, the Social Club and primary school. Support the development of community run assets, increase support for residents with training, employment and schemes promoting health and wellbeing.
- **Economy:** all estate regeneration needs to be underpinned by economic development. On Hurst Farm work needs to be done to improve income levels, training, employment and enterprise opportunities on the estate.
- **Re-branding:** Build a positive Hurst Farm brand and change perception within the wider Derbyshire Dales community.

To oversee the regeneration project a stakeholder steering group was set up. This Project board is made up of representatives from local agencies and residents of the estate. They include representatives from Derbyshire Dales District Council, Derbyshire County Council (DCC), Waterloo Housing Group, Council for Voluntary Services (CVS), Friends of Hurst Farm (FOHF), Social Club, Castle View Primary School and Job Centre Plus Department Work Pensions (DWP). The first meeting was held at the Social Club on Hurst Farm Estate on 21st September 2016. There have been two further meetings since the Estate Regeneration Manager started in post on the 11th October and 22nd November 2017.

During the last meeting the Board agreed a Communication and Marketing Plan to support the aims and vision of the project. From this plan we have already realised the following:

- First quarterly estate newsletter was produced and distributed by the FOHF.
- Information on the project has been posted on the DDDC and Waterloo websites and articles have been published in the Mercury and Dales Matters.
- The FOHF are in the process of developing a digital database to allow them to communicate with residents digitally.
- The Youth Club on the estate are working on the logo for the Regeneration project.

The ideas outlined below are based on the research undertaken since starting in post and supported by discussions held at the Project Board meetings. Together with local residents and agencies these ideas will be developed into a detailed project plan over the next two years as part of the regeneration process. This document is intended to give an overview of

some of the issues and opportunities that have been identified and how these might be taken forward. Some pieces of work could be taken forward quite quickly, while others will require considerable time, resources, co-ordination and effort. Underlying this regeneration project we identified that to ensure successful and sustainable outcomes:

- The involvement of the community is vital, and the regeneration project should be a partnership between the community itself and local agencies.
- Understanding the history of the area, and building a detailed and sophisticated picture of the community is important in developing a strategy for regeneration.
- A funding strategy will be developed as part of the regeneration process identifying external funding for each idea.

Built Environment

Traffic Management & Highways

An initial infrastructure assessment of the estate has shown that the road layout and parking provision is a concern. With only one way in-and-out, traffic-flow on the estate is poor. In areas parking spaces are at a premium with inappropriate parking taking place. Overall many of the pedestrian surfaces on the estate are in poor condition. The road crossing points are ill considered making it dangerous for pushchairs, mobility scooters, children and older people. It has been noted that the steep hills and poor drainage design is causing a large amount of water run off. Possible suggestions around these issues include:

- a one-way system and priority give-ways;
- Improving road safety;
- more parking space in front of houses;
- redesign traffic calming measures;
- re-imagine pedestrian routes across the estate improving safety & security;
- considering visibility and street lighting;
- bus stop locations;
- radical redesign of estate traffic flow;
- deal with potholes and poor surface conditions;
- gritting of roads in bad weather.

None of these issues can be easily or quickly actioned, but a multi-agency approach, including input from the community, could achieve some real improvements over time. One way forward might be an external review by an independent consultancy.

Environmental Improvements

Another frequent complaint on the estate is about dog fouling, littering, some small pockets of anti-social behaviour and the condition of public parks and green spaces. Building on good work already delivered over the last few years we want to support the community by exploring options for doing this maintenance work differently in the future and providing opportunities for the community to take on ownership of these spaces themselves.

Suggestions for improvements included:

- re-view of litter / dog bins;
- increased enforcement of dog fouling rules;
- improving access routes and the walking footpaths around the estate;
- Improve the access into the wooded areas around the estate,

- re-siting some bus stops;
- better maintenance of green spaces generally;
- access audit of properties and efforts made to improve access;
- create a 'playfull' estate that offers opportunities to engage with the environment in new ways, especially during the walk to school;
- introduce a 'Forest School' project utilizing the surrounding wooded areas;
- setting up a community garden/allotment project.

Housing improvements

Spread throughout the estate are 37 non traditional RTB Unity & Airy 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 these 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 energy efficiency ratings.

Within Matlock there are several large market housing developments that will be required to make both on and off site affordable housing contributions. 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

As highlighted in the previous paper, Hurst Farm has only a small number of community assets, and therefore, there is a need to develop these to their full potential, and to create new ones. Further work 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:

- Asset mapping exercise identified the Community Centre, Social Club and the Castle View School Dinning Hall as possible important community assets.
- Create a community 'Hub';
- The Social Club is undergoing a condition survey to establish what improvements are needed.
- Look at leasehold of social club with DDDC.
- School buildings at Castle View need improvement. The school is a significant part of the community, and the buildings, especially the Dinning Hall, could be much better used by the school and the wider community.
- A community garden could be created.
- The 'Helicopter park' and other land could go into community ownership through asset transfer.
- Community centre could be further improved.
- Establish a Café or pub, and improve the shops to encourage more people to come on to the estate to visit;
- Improve the football pitch drainage and facilities further to make it usable all year round.

Building Community Engagement

Developing more 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. However, the number of engaged residents needs to be increased to facilitate the many good ideas that are coming up. Ideas that have been proposed so far include:

Organisational Development

- Support the development of the members of 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, or community land trust?
- Review the management and business model for the 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;
- Organise a calendar of community events;
- Develop a culture around food, such as a 'Super kitchen' Community Café and community veg growing project;
- Increase profile of other agencies on the estate, e.g. Age UK, CAB, Derbyshire Community Bank.

Economy

To facilitate the vision of a vibrant and prosperous community on Hurst Farm it is imperative that opportunities are created that allow residents to upskill, gain confidence and receive guidance and support to go into employment, or start their own business. We propose that we consider employability interventions that will help to connect those in need of work with the economic opportunities that arise:

- During the consultation process establish what skills are present on the estate and establish the actual needs and interest of the residents;
- Use refurbishment of the social club to provide tailored employment, training and create apprenticeship opportunities;
- Encourage different training providers to offer relevant training and qualifications on the estate;
- Support for residents into employment through joined-up services and providers that have a presence on the estate that together create a co-ordinated approach that is easily accessible and is well sign posted;
- Create volunteering opportunities. Train local residents to become 'community champions' and provide information and signposting to services. Such as 'Digital Champions' that can support digital upskilling on the estate;
- Support the setting up of social enterprise and SME start ups.

Re-branding of Hurst Farm

One of the key aims of this regeneration project is to promote the image of Hurst Farm both within the estate and externally to the wider Derbyshire Dales Community and to combat prevailing negative perceptions of the estate. To facilitate this aim the Project Board have approved a Marketing and Communication Strategy. The communications and marketing strategy for Hurst Farm wants to promote the following:

- Provide correct information about the project and funding to all residents to dispel misinformation;

- Encourage residents and stakeholders to engage with the regeneration process and build a stronger sense of ownership and pride;
- Publicise regular good news stories of Hurst Farm in the media;
- Raise the profile of the Friends of Group, the Social Club and Castle View School;
- Encourage the wider community to visit the estate and see it 'in a new light';
- Encourage new business to set up and settle on the estate;
- Encourage more service providers to run services/events from within Hurst Farm using the available community facilities;
- Raise aspirations, especially among the children on the estate;
- Establish the central position of the Project Board as the 'recognised' central steering group for the estate;
- Develop a new visual identity for the estate;
- To celebrate the successes of the regeneration project and the community.

Next Steps

We believe that the fundamental aim of this project is to empower the community 'to do it for themselves'. This means that we are now looking into developing practical opportunities, through training and events, to run side by side with the main regeneration process. We believe this is as important to engage residents and build the capacity of the community. Thereby, ensuring the best possible outcomes for the residents that are sustainable, autonomous and viable long term and that will make Hurst Farm a better place to live.

As you can see from this paper there are already many great ideas emerging. These have come from engaging with the different stakeholders, through assessing the site and looking at the available data. We are now starting to developing the consultation strategy and are planning to engage the residents through different consultation activities in the spring and summer of 2018. The outcome of these consultations will provide us with the information needed to fine tune the ideas and build a viable regeneration strategy that will impact the estate over the next 10-15years.

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.

BACK TO AGENDA

COMMUNITY & ENVIRONMENT COMMITTEE
11 JANUARY 2018

Report of the Head of Regulatory Services

FOOD LAW ENFORCEMENT SERVICE BUSINESS PLAN 2017/18

PURPOSE OF THE REPORT

This report introduces the District Council's business plan for food law enforcement activities for 2017/18 for formal approval and adoption.

RECOMMENDATION

That the Food Law Enforcement Service Business Plan 2017/18 attached as Appendix 1 to this report is approved.

WARDS AFFECTED

All

STRATEGIC LINK

The provision of an effective food law enforcement service can aid business growth and job creation and contributes towards a distinctive, high quality rural environment where people of all ages are healthy and safe.

1. REPORT

- 1.1.** Derbyshire Dales District Council's Environmental Health team is responsible for ensuring the safety of food in approximately 1400 food premises. Along with all other food safety authorities the District Council is required to produce an annual business plan that sets out how it will provide its food safety enforcement service. This Plan must conform to guidance issued by the Food Standards Authority.
- 1.2.** An audit of the District Council's food safety arrangements undertaken towards the end of 2015 highlighted the need to update the business plan on an annual basis and to ensure that elected Members had the opportunity to scrutinise and question the plan.
- 1.3.** The enforcement of food safety law is aimed at protecting public health by improving the safety, standard and quality of food and food outlets. This is achieved by a number of key activities:
 - The inspection of food outlets
 - Emergency and voluntary closure of food outlets
 - Seizing and destroying unfit and potentially unfit food

- Food and environmental sampling
- Responding to complaints about food and food outlets
- Intelligence gathering
- Investigation of food related cases/outbreaks of infectious diseases
- Education and advice
- Food Hygiene Rating Scheme (FHRS)

1.4. All these activities are aimed at improving the safety and quality of food and food outlets, and reducing the number of cases of food related illness arising in the District. More information on each of these activities is contained in the full Food Law Enforcement Service Business Plan itself, which is attached as Appendix 1 to this report.

2. RISK ASSESSMENT

2.1 Legal

Food law enforcement is a highly regulated activity. This report is also required in a set format to comply with statutory guidance. The legal risk is therefore low.

2.2 Financial

The costs associated with the delivery of the Food Law Enforcement Service Business Plan 2017/18 (mainly officer time) can be accommodated within existing budgets. The financial risk is, therefore, assessed as 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 INFORMATION

Food Standards Agency Audit of Service Delivery and Food Business Compliance – Derbyshire Dales District Council

6. ATTACHMENTS

Appendix 1: Food Law Enforcement Service Business Plan 2017/18



REGULATORY SERVICES

ENVIRONMENTAL HEALTH

COMMERCIAL TEAM FOOD SAFETY SERVICE PLAN 2017–18

Aim	<p>The Commercial Team aims to work with others:-</p> <ul style="list-style-type: none"> • to maintain and improve food safety standards for residents, employees and visitors to Derbyshire Dales; • to meet the council's statutory responsibilities for food safety; and, • contribute to the council's Corporate Plan
Service Manager	Amanda Goodwill - Principal Environmental Health Officer
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Contents	Page No
Section 1 Introduction and Background	2
Section 2 Service Delivery	4
Section 3 Work-plan and Resources	7
Section 4 Food Safety	9
Section 5 Other Work Areas.....	13
Section 6 Partnership Working.....	15
Section 7 Review of Service in 2016/17.....	16
Appendix 1 Links with council's Corporate Plan 2015-19....	19
Appendix 2 Organisational Chart.....	21
Appendix 3 Customer Survey Responses.....	22
Appendix 4 Specialist Service Providers.....	23

1. INTRODUCTION and BACKGROUND

This document details the activities of the council's Commercial Team. It has been produced to reflect the requirements contained in:-

- The Food Standards Agency's Framework Agreement on Local Authority Food Law Enforcement.

1.1 CORPORATE PLAN LINKS

The work of the team needs to link with the council's Corporate Plan priorities for 2015/19 which are:-

CP1 Business Growth & Job Creation

TA1 Help New Businesses to Start

TA2 Help Existing Businesses to Grow

TA3 Promote Key Development Sites

CP2 Affordable Housing

TA4 Identify and Deliver New Affordable Housing Sites

TA5 Improve Housing for Vulnerable People

CP3 Market Towns

TA6 Reviving Stall Markets

TA7 Seeking Public Realm Improvements

CP4 A Clean and Safe District

CP5 Continue to Seek Efficiencies and Innovative Working Practices

The direct links with the council's Corporate Plan priorities are made in Section 2.1 Statutory and Discretionary Services. More details on how we deliver CP1, CP4 and CP5 are given in Appendix 1.

1.2 DESCRIPTION OF THE DISTRICT

Derbyshire Dales is a large rural district (approx.800 Sq Km) with a low population density. The population of approximately 71,281 (mid 2014 Population Estimate), is evenly spread across the area, as opposed to being clustered around large towns. There is a low ethnic population of 2.9% of residents and approximately 22% of the population are of retirement age. It is estimated that 4.9 million tourists (STEAM report 2013) visit the Dales each year due to its location in the Peak District National Park. It is interesting to note that a third of the nation's population live within one hours drive of the district due to its proximity to major cities such as Manchester, Sheffield, Derby and Nottingham. However, despite its affluent image there are pockets of deprivation.

1.3 THE COMMERCIAL TEAM

The Commercial Team is one of two operational teams within Environmental Health. The staffing resource is comparable between the two albeit slightly weighted in the Commercial Teams favour. An organisation structure of the council is provided at Appendix 2.

The service is based at the Town Hall, Matlock, Derbyshire DE4 3NN, together with the majority of council services. The offices are open to the public, however all officers within the Team work in an 'agile' fashion whereby they are able to access all of the necessary council systems remotely to

carry out their duties, therefore a 'hot-desk' only facility is provided at the Town Hall site. 'Front of house' and the first point of contact with the service is invariably carried-out by the Business Support Unit (BSU). Where a request for service requires an officer response the officer will endeavour to do so as soon as practicable and within 5 working days. If the issue is more involved or complex the officer may make a mutually agreeable appointment to progress the matter.

The Team does not operate an out of hours or call out service. Routine out of hours calls via the main daytime Customer Service number 01629 761100 default to the District Council's answerphone service. Emergency calls are routed via Derbyshire County Council's Emergency Planning duty officer. He or she will refer the matter to an appropriate officer detailed in the Council's Emergency Plan depending on the nature and urgency of the problem.

Service users may also contact the service, in the following ways:

- Council reception at the Town Hall (as stated above), open Monday to Friday between 9am and 5pm (with the exception of Wednesday morning which is 9.30am)
- By telephone – 01629 761212, 8.30am to 5pm Monday to Friday.
- By E-mail to officers individual e-mail addresses or to the general address: envhealth@derbyshiredales.gov.uk
- The Council also operates a general enquiries on-line form www.derbyshiredales.gov.uk/general-enquiries
- Environmental Health fax number: 01629 761165

2. SERVICE DELIVERY

Delivery of food safety is a statutory function for the council. The Commercial Team is a front line service that provides the council with a positive opportunity for community and business engagement, protection and economic development.

2.1 STATUTORY AND DISCRETIONARY SERVICES

CP ref	SP Ref ¹ No.	Statutory
CP1 CP4	EH 1	Act to bring about compliance with requirements of the food safety legislation in relevant premises via number of food interventions completed.
CP1 CP4		Meet the requirements of relevant government and agency requirements, codes of practice and guidance, for example:- <ul style="list-style-type: none"> • Food Standards Agency Agreement on Local Authority Food Law Enforcement. • Food Law Code of Practice. • Health and Safety Executive's Section 18 Standard on Enforcement.
		Operate the national Food Hygiene Rating Scheme for food business which is designed to improve public access to information about food hygiene and food safety standards of food business.
		Undertake a programme of food sampling to meet the requirements of the Food Law Code of Practice.
CP4		Investigate and respond to requests for service from the public in respect of commercial premises.
CP4		Act to achieve compliance with other relevant legislation in commercial premises e.g. smoke free and Sunday trading requirements.
CP4		Control the spread of infectious disease in the community by undertaking the investigation, statutory action and enforcement as appropriate of:- <ul style="list-style-type: none"> • Food poisoning outbreaks. • Food related illness. • Other relevant notifiable diseases (e.g. legionella).
		Discretionary
CP1 CP4		Provide information and advice to businesses where appropriate.
		Work in partnership with Derbyshire County Council to support the 'Heart of Derbyshire'.
		Provide information to the public on food safety.
		Support other service areas on environmental health issues.
		Work with and consult with partners and service users.

¹ Service Plan Reference

2.2 BUSINESS SUPPORT AND BETTER REGULATION

The Commercial Team aims to support positive business growth and development. The Head of Regulatory Services is involved in the Better Regulation programme by the D2N2 (Derby, Derbyshire; Nottingham, Nottinghamshire) Local Enterprise Partnership (LEP). The wider council is also a non-constituent member of the Sheffield City Region LEP to ensure the geographical spread and diversity of the district is recognised and represented. The Better Regulation programme aims to link regulators and businesses together to remove barriers and so promote business growth. The Council also has the benefit of a full-time Business Advisor within Economic Development who has positive links with the Team.

2.3 DEALING WITH NON-COMPLIANCE AND ENFORCEMENT

2.3.1 Enforcement Policy

An Enforcement Policy has been adopted by the council in respect of enforcement activities to ensure they are proportionate, consistent, transparent and accountable. A copy of the Enforcement Policy is available on the council's website at www.derbyshiredales.gov.uk/your-council/policies-plans-a-strategies/corporate-enforcement-policy ; paper copies or electronic versions are available on request via legal@derbyshiredales.gov.uk or alternatively by telephoning 01629 761303.

A key priority for the Commercial Team is to ensure enforcement decisions are consistent with our Enforcement Policy, and any other enforcement guidance and standards issued by relevant government agencies such as the Food Standards Agency, the Home Office and the Regulators' Code.

2.3.2 Proportionality and Consistency

Enforcement action taken by officers will be reasonable, proportionate, risk-based and consistent with good practice and will take account of the full range of enforcement options. This includes educating business operators, giving advice, informal action, sampling, detaining and seizing food, serving hygiene improvement notices/ improvement notices, hygiene prohibition procedures/ prohibition procedures and prosecution procedures.

Where a Primary Authority partnership exists officers will attempt to resolve non-compliance by liaising with the Primary Authority where appropriate.

Except where circumstances indicate a significant risk, officers use a graduated approach (*the hierarchy of enforcement*) starting with advice/education and informal action and only moving to more formal action where the informal approach does not achieve the desired effect.

2.4 STATUTORY RETURNS

The service is required to make the following statutory/national returns with respect to 'food':

- Food safety service annual returns to Food Standards Agency.
- Private water supply information to Drinking Water Inspectorate.

2.5 EQUALITIES

The Commercial Team operates to the council's Equalities Plan available on the website at www.derbyshiredales.gov.uk/your-council/equalities/equality-plan .

From the 2011 Census data it was identified that 2.9% of the Derbyshire Dales population is not English/Welsh/Scottish/N. Irish or British. Derbyshire Dales District Council subscribes to a telephone based interpretation service which can be used by Officers at any time, however where circumstances dictate, the Council will make arrangements for interpreters to visit in person. Some information from the Food Standards Agency is also available in other languages.

2.6 QUALITY ASSESSMENT OF OFFICER WORK

Monitoring arrangements to assist in the quality assessment of the officers' work include:-

2.6.1 Internal Monitoring

- Periodic review of high risk premises letters and post-inspection paperwork by the Lead Food Officer or Principal Environmental Health Officer (PEHO)
- Periodic review of Food Hygiene Rating scores and associated reports issued by officers
- Team meetings on an approximate 6 week basis
- Regular meetings between officers and PEHO
- Monitoring of performance at team meetings
- Participation in the inter-authority audits organised by the Derbyshire Food Liaison Group
- Participation in local and national consistency exercises for the Food Hygiene Rating Scheme

It is also anticipated that accompanied inspection audits and associated documentation audits by the Lead Food Officer would prove beneficial in future years.

2.6.2 Customer Survey

An on-line customer satisfaction survey was launched in October 2016. The link to the said survey is included within every food inspection report as standard. Uptake is also supported by a targeted mail-shot to 18 randomly selected premises that received a food safety inspection in the previous quarter. Satisfaction ratings and comment is included within this report at Appendix 3.

2.7 OFFICER TRAINING and CPD (continuing professional development)

Officer training needs and CPD requirements are reviewed as part of the council's annual Performance Development Review (PDR) process and flagged through 1-2-1's and team meetings as necessary. Officers receive structured on-going training relevant to the activities undertaken by the team.

2.7.1 Food Safety

The Food Law Code of Practice contains specific competency requirements for officers carrying out food safety official controls. Officers are actively encouraged to consider competency gaps that may prevent them from effectively delivering official controls through the PDR process and 1-2-1 discussions. To meet the Food Law Code of Practice officers undertake 20 hours CPD per year of which a minimum of 10 hours must be on core food matters directly related to official control delivery.

3 WORK-PLAN and RESOURCES

3.1 2016-17 WORK PLAN with relevant performance targets

Ref	Action	Performance Target/ comment	Actual
D	Customer survey respondents from business 'agree' or 'strongly agree' that their interaction with the service was fair, transparent and informative.	80% 'agree' or 'strongly agree'	92%
		Respond if requested	n/a
D	Food advice given in response to enquiries	85% first response in 5 w/ds	90%
S S	Food service requests		97%
	Food complaint investigations		100%
	Food safety planned interventions (A-D)	100% undertaken	81% ¹
	Food safety unplanned interventions	Prioritise as necessary	112
	Food safety revisits	Revisits undertaken	43
	Food other visits (e.g. advice/ premises checks)	As necessary	5
	3 days to undertake sampling	Sampling undertaken	1 day
	Respond to food safety incidents	Appropriate action	2
S	Percentage of food businesses rated 3, 4 or 5	Target 75%	95%
D	Support DCC's 'Heart of Derbyshire' scheme	Advice and audit visits	10
S	Undertake Employee Personal Development Reviews and interim reviews	by end May 2016 by end November 2016	Complete
	Training to meet Food Law Code of Practice		
	Training to maintain officer competency	Relevant training provided	Complete
	Submit required statutory returns	Returns submitted	Complete
S	Other requests for service	85% first response in 5 w/ds	n/a
S	Smoke-free or Sunday trading requests for service	100% of letters responded to within 5 w/ds	n/a
S	Investigation of confirmed or suspected infectious disease outbreaks	100% response in 1w/d	100%
	Respond to reports of food related illness or other relevant notifiable diseases	85% first response in 5 w/ds	96%
S	Private water supplies and private distribution systems	Risk assess any identified systems – referral to Public Health Team	Complete
D D	Support on environmental health issues and partnership working	Appropriate action	Complete

* Ref Indicator of Statutory (S) and Discretionary (D) Services

¹ See section 7.3.6 as regards resourcing

3.2 RESOURCE ALLOCATION

3.2.1 Full Time Equivalent (FTE) Officers

No. of Posts	Officers Resource	Food
1	Head of Service	0.04
1	Principal Environmental Health Officer ¹	0.30
2.5	Environmental Health Officers	2.09
1.6	Technical Officers	1.05
	FTE TOTALS²	3.48

¹The Principal Officer is also responsible for managing activities other than food within the Commercial Team, plus the activities of the Public Health Team.

²Officers within the Commercial Team also cover other core activities such as Health & Safety, Infectious Disease and Animal Welfare. The 3.48 FTE equates to food only activity.

3.2.2 Resource Allocation Unplanned Events and Impact on Service Delivery

Limited resources within the team together with an extremely flat structure continue to present very real challenges against a back-drop of ever increasing number of food premises/food activities springing-up in the borough and the general churn of businesses changing hands. This situation is compounded still further by the proportion of unplanned work and unforeseen events based on current service demands and past experience.

A high percentage of the Team's work is planned but there is a significant proportion of unplanned work through-out the year from a number of work areas such as:-

- food and food premises issues;
- food premises requiring approval;
- food alerts;
- dealing with new businesses;
- general requests for service;
- health and safety accidents;
- infectious disease cases and/ or outbreaks;
- established and 'pop-up' festivals/events;
- enforcement and investigation work; and,
- undertaking a prosecution.

Presently issue prioritisation is tackled through 1-2-1 meetings with staff and team meetings. Traditional approaches to operations continue to be challenged and redesigned, however the STEP review which comes on-line in the third quarter of the year is seen as a real opportunity for service re-design and targeted investment. The nature of any operational change will be considered in the context of public protection.

The nature of the service is such that an unplanned event which poses a significant risk to public health may occur at any time. In such cases a judgement will be made to determine the level and nature of resource required and the ability of the Team to deal with the event. There are a number of options either in isolation or combination which shall be considered:-

- Request for additional funding from the council's contingency budgets.
- Engaging specialist contractors or support to deal with the event or backfill officer time.
- Suspension of low risk planned work activities.
- Enhanced administrative support from BSU.

4. FOOD SAFETY

The work of the Commercial Team is linked to the Food Standards Agency's (FSA) Strategic Plan 2015-20 and in particular:

- regulation is effective, risk-based and proportionate -see 4.1
- enforcement is effective, consistent, risk-based and proportionate and is focused on improving public health - see 4.2
- food is safe to eat – see 4.3
- consumers can make informed choices about what to eat - see 4.4

4.1 FOOD SAFETY REGULATION

4.1.1 Food Premises Profile

The profile of food businesses on 31st March 2017 is:-

Type of Food Premises ¹	Cat A	Cat B	Cat C	Cat D	Cat E	Unrated/ outside	Totals
Primary Producers A	0	0	0	0	39	4	43
Manufacturers/Processors C	0	10	8	9	49	2	78
Packers D	0	0	0	0	4	0	4
Importers E	0	0	0	0	0	1	1
Distributors F	0	0	0	1	32	5	38
Retailers G,G01-03	1	12	20	46	199	24	302
Restaurant/Caterers H, H01-08 & I	0	24	194	354	418	33	1023
Total Number	1	46	222	410	741	69	1489

¹Premises list above includes a total of 9 Approved Premises – all based around manufacture

4.1.2 Food Safety Intervention Plan for 2017-18

Food safety interventions are planned using the risk rating criteria detailed in the Food Law Code of Practice. A computerised database generates a list of the premises due for an intervention during the year based on the risk rating given as a result of conditions found during the last intervention.

The intervention plan

Risk Category / minimum Intervention frequency	No. of Premises (at 31/03/2017)	Interventions outstanding from 2016/17	Interventions due in 2017/18	Revisits estimated 2017/18
A / 6 months	1	0	1	3
B / 12 months	46	3	44	11
C / 18 months	222	22	121	25
D / 24 months	410	52	206	30
E / 36 months or alternative enforcement ¹	741	611	44	50
Unrated	61	0	0	0
Outside scheme	8	2	2	2
Unplanned ² -new businesses			100	20
Total	1489	690	518	141

¹See 4.1.4 ²See 4.1.5

4.1.3 Food Safety Interventions

Where possible an intervention will be undertaken without prior notification in line with Regulation 882/2004 Article 3(2) which also identifies that visits may be carried out on an ad hoc basis.

Interventions are carried out in accordance with the Food Law Code of Practice and other recognised guidance as well as internal documented procedures. An intervention rating will only be given following an intervention that is an 'official control' that is an inspection, partial inspection or audit as defined by Regulation 882/2004 Article 2(1).

4.1.4 Alternative Interventions

The Food Law Code of Practice allows an alternative intervention strategy to be applied to Category E and some Category D risk rated food businesses that present little or no risk to public health or food safety. The alternative intervention can only be applied if the premises were previously subject to an official control but will not result in a change to the intervention rating.

At Derbyshire Dales District Council an on-line 'alternative intervention' scheme has been established for Category E rated premises. It is envisaged the scheme will be further developed to suitably accommodate some Category D rated premises in the near future, whilst also ensuring compliance with the Food Law Code of Practice and the Food Hygiene Rating Scheme (FHRS). Presently the challenge for the service is the ability to suitably review existing Category E premises. Many domestic based businesses come and go or can morph into something less or more significant in terms of Food Safety risk. Small and medium sized businesses can change hands rapidly without the Council being notified. This is a continuing battle which will require additional targeted resources moving forwards with the backlog of premises being chunked-up into areas of focus.

4.1.5 New Premises

An initial visit to undertake an official control of a new food establishment will, whenever practicable, be made within 28 days of registration, opening of the business or the Team becoming aware an establishment is operating. However this requirement will be balanced against other work priorities. All interventions are undertaken in a risk based manner, this includes new business following an assessment of any available information including the registration form if submitted.

4.1.6 Overdue inspections

The Team aim to visit premises within 28 days of the date they are due for intervention to meet the Food Law Code of Practice. However, priority is given to higher risk premises (Category A to C), and requests for service concerning a risk to public health. This may result in Category D premises being visited past the 28 days. It should also be noted that some parts of the District are heavily geared towards the tourist trade, e.g. Matlock Bath. And therefore the trading year of some food businesses does not always sit comfortably alongside central guidance on inspection frequencies (as there can be periods of the year when premises are closed for a number of weeks at a time). In these instances 'next inspections' will be either brought forwards or put back at the discretion of Authorised Officer in conjunction with the Principal Officer. Every effort is made to complete the inspection programme by the end of the work-plan period as regards A to D rated premises. The planned intervention programme is monitored at team meetings to check on progress and if necessary appropriate measures can be put in place to help meet the intervention plan. (See Para 3.2.2)

4.2 FOOD SAFETY ENFORCEMENT

4.2.1 Not 'Broadly Compliant' Premises

Resources are focused at those food establishments in the District that do not meet the criteria for being 'broadly compliant'. These are premises that have a compliance score as set out in the Intervention Rating Scheme in section 5.6 of the Food Law Code of Practice of:-

- 15 or higher for hygiene and / or structure; and / or,
- 20 or higher for confidence in management / control procedures

Food businesses that fail to comply with significant statutory requirements will be subject to appropriate enforcement action and revisit(s). Revisits will focus on the contraventions identified at the intervention to ensure that they have been remedied before deciding that no further action is required. The timing of the revisit is determined by the result of the earlier intervention.

A staged enforcement approach which includes revisits, service of legal notices, informal interviews, issuing of simple cautions or prosecution is taken. All enforcement decisions are made in line with the council's Enforcement Policy (See Section 2.3).

4.2.2 Enforcement of E.coli Contamination Control Requirements

The Food Standards Agency has issued guidance on the steps that food businesses must have regard to control the risk of contamination from E.coli O157. Due to the serious consequences of E.coli food poisoning greater focus is placed on ensuring all food business have adequate controls in place. However butchers premises that handle ready-to-eat and raw foods often present the highest risk, due mainly to the high levels of contamination which occur during butchering carcasses and cutting meat. Such premises are subject to more detailed examination of their control measures.

Officers also use the guidance during food safety interventions in all premises to make an assessment of compliance against the guidance. Prompt and decisive action will be taken to ensure that public health is protected as necessary.

4.3 FOOD IS SAFE TO EAT

4.3.1 Food Sampling

Food sampling is used to gather information about the microbiological quality and possible presence of harmful micro-organisms in foods produced and/or sold or used locally. Based on this information appropriate action can be taken to protect the consumer. Food sampling in the District is carried out in accordance with our sampling policy. The annual programme is aligned with regional and local priorities as appropriate. Samples are examined and/or analysed by specific laboratories, see Appendix 4.

4.3.2 Food Complaints

A food complaint is classed as food (including drink) which has a problem concerning its fitness, its wholesomeness, or possible foreign body contamination. Investigations are carried out in accordance with the Food Law Code of Practice and relevant guidance and internal procedures.

4.3.3 Food Safety Incidents

The Team respond appropriately to any food safety incident notifications received from the Food Standards Agency. Given the sporadic and unpredictable nature of food safety incidents it is impossible to predict with any accuracy the likely activity and resources required. The resource implications when responding to a "For Action" report can be significant. Such incidents often require an immediate response involving significant resources. In such circumstances it may be

necessary to meet these demands by disrupting other priority work, secondment of employees from other work teams within the council or the provision of funding for temporary resources.

This area also links with

- 4.1 Regulation - effective, risk-based and proportionate
- 5.4.1 Investigation and Control of Outbreaks
- 5.4.2 Investigation and Control of Food Related Illness

4.3.4 Imported Food

Imported food responsibilities are included as part of routine food hygiene inspections and sampling programme. A check for imported food is made during all planned food premises interventions. Any issues found are then investigated further to ensure food is legally imported.

4.4 INFORMATION FOR CONSUMERS

4.4.1 Food Hygiene Rating Scheme (FHRS)

The Food Hygiene Rating Scheme was introduced in Derbyshire Dales on 13th April 2012. Ratings for all relevant businesses are available to consumers via the website at <http://ratings.food.gov.uk/>

Under the terms of the scheme food businesses can appeal against the rating given and can also request a revisit with a view to re-rating the premises. Although the level of such requests is low, going forwards there is the opportunity to charge for revisits. The latter will be included within the scope of the STEP review. Further details of the scheme are available at <http://ratings.food.gov.uk/>

4.4.2 Food Allergen Information Rules

Food allergens can be life threatening to those affected. Food allergens cannot be removed by cooking. It is essential to practice good kitchen hygiene, as well as careful separation, storage and labelling of ingredients when preparing food to protect customers with a food allergy.

The EU Food Information for Consumers Regulation (No.1169/2011) requires all food business to provide information about the allergenic ingredients used in food sold or provided by them. The lead for enforcement sits with Derbyshire County Council. However the power to undertake enforcement has also been given to district councils.

The initial focus during 2015-16 was to provide advice and information for businesses to comply. During 2017-18 and beyond a staged approach to enforcement shall be adopted in line with the Council's Enforcement Policy.

5. OTHER WORK AREAS

5.1 COMMERCIAL PREMISES REQUESTS FOR SERVICE

A diverse range of requests for service continue to be received by the Commercial Team from members of the public, commercial premises and other stakeholders. All requests are actioned as appropriate and the target is to provide a first response to 85% of requests in 5 working days.

5.2 ADVICE TO BUSINESSES

The Commercial Team work with businesses to help them to comply with the law and to encourage best practice. This is achieved through a range of activities including:-

- advice given during the course of an inspection and other visits;
- sign posting of significant topical issues at the footer of inspection reports;
- the provision of appropriate advice and sign posting from central government agencies;
- the Council website at www.derbyshiredales.gov.uk; and,
- in response to direct enquiries (either to the Department or direct to officers).

5.3 ADVICE TO PUBLIC

Direct advice is given to members of the public via our website or on request; invariably this may result in electronic sign posting. Relevant information is developed, produced and/or purchased if the need is identified. This may be in conjunction with educational and promotional activities (see paragraph 5.8.1) or in response to topical issues. Articles may also be published in 'Dales Matters', the Council's magazine for residents delivered to all households in the District.

5.4 COMMUNICABLE DISEASE CONTROL

5.4.1 Investigation and Control of Outbreaks

The Commercial Team investigate any outbreaks or suspected outbreaks of food related infectious disease. This is undertaken in accordance with national guidance and on the advice of the Council's Proper Officer for Medical Advice who is the Consultant in Communicable Disease Control (CCDC) of Public Health England (PHE) (See Appendix 4). Actions are in line with procedures developed in conjunction with Public Health England and Derbyshire Food Liaison Group.

In the event of a major outbreak, the resources required will be significantly higher due to the intensive demands created. In such circumstances it may be necessary to meet these demands by the disruption of other priority work, secondment of employees from other work areas within the council or the provision of funding for temporary resources.

5.4.2 Investigation and Control of Food Related Illness

Notifications of confirmed food related illness suffered by residents of the District are reported by Public Health England on a weekly basis. A response matrix developed by Public Health England (PHE) and the Derbyshire Food Liaison Group is used to identify who may be contacted for further information or for an investigation to be undertaken. Arrangements are in place for PHE to contact us directly if they become aware of specific types of infections of public health significance that require a more immediate response such as a suspected outbreak or a person which falls within a high risk category as defined in national guidance.

5.4.3 Investigation and Control of other Notifiable Diseases

The Health Protection Regulations 2010 have widened the number of infectious diseases that are legally notifiable. The inclusion of legionellosis means that the Team may be called on to be involved in the investigation of legionella cases within the District.

5.5 SMOKE FREE

The Commercial Team enforce the Health Act 2006 and Smoke Free (Premises and Enforcement) Regulations 2006 in all food premises. Compliance checks are included in other visits to commercial premises and responses made to requests for service or concerns against premises.

5.6 SUNDAY TRADING

The Commercial Team enforce the Sunday Trading Act 1984. Responses are made to requests for service or concerns against premises.

5.7 PRIVATE WATER SUPPLIES

5.7.1 Private Water Supply

The Private Water Supplies Regulations 2016 require a risk assessment of all private water supplies; except for supplies to single non-commercial dwellings (unless a risk assessment is requested). Currently the council are aware of 224 private water supplies in the District (167 springs, 53 bore holes and 4 mixed borehole and spring). Of that number 13 springs, 4 bore holes and 1 mixed spring and borehole serve food businesses (18 total).

5.7.2 Private Distribution Systems (PDS)

The Private Water Supplies Regulations 2016 include “private distribution systems” where mains water is further distributed e.g. industrial units, college/university campuses. The council has a statutory duty to identify such systems and carry out risk assessments to determine if the water in those systems meets statutory water quality parameters. The council can charge for undertaking risk assessments and recover the cost of any sampling required. The council must then carry out a risk assessment review every five years.

The council is not currently aware of any PDS in the District but efforts to identify a PDS continue as required by the Regulations.

5.8 EDUCATIONAL ACTIVITIES

5.8.1 Educational Events and Awareness Raising

The Commercial Team recognise the importance of education and promotion of relevant food safety messages. The Team are therefore fully engaged with other stakeholders such as the Food Standards Agency and Derbyshire County Council in this regard.

6. PARTNERSHIP WORKING

6.1 Liaison with Other Organisations

The Commercial Team liaise with other relevant organisations such as:-

a) Derbyshire Food Liaison Group

- Discussion on issues of consistency and enforcement.
- Development of county wide procedure documents and information resources.
- Development and periodic implementation of an Inter Authority Audit process.
- Development of partnership working with Derbyshire local authorities and Derbyshire County Council Trading Standards,
- Formal links via the Food Liaison Group with other agencies such as the Food Standards Agency, Public Health England and regional government offices such as the Care Quality Commission and Ofsted Early Years.

b) Derbyshire Food Sampling Group

- Development of a regionally co-ordinated sampling programme.
- Liaison with the Public Health England Food Examiners.

c) Public Health England

- Meetings with Consultant in Communicable Disease Control to discuss communicable disease control within Derbyshire.

d) Other Organisations

- Derbyshire County Council Public Health to help support public health initiatives in the District such as 'Heart of Derbyshire'.
- D2N2 (Derby, Derbyshire; Nottingham, Nottinghamshire) Local Enterprise Partnership.
- Sheffield City Region Local Enterprise Partnership.
- Violence and Alcohol Licensing (VAL) Group which links the Police, Derbyshire Fire and Rescue Service and relevant Council services involved in licensing of premises.
- UK Border Agency.
- Severn Trent Water Authority in respect of drinking standards and supply continuity.

6.2 Referrals to other organisations

Referrals are made where relevant information identifies that there is a wider regulatory interest.

Relevant agencies to which referrals may be made include:

- Food Standards Agency
- Health and Safety Executive
- Other local authorities via Primary, Home or Lead Authority schemes
- Public Health England
- Derbyshire Fire and Rescue Services
- Derbyshire Police
- Ofsted Early Years
- Care Quality Commission
- Severn Trent Water Authority

6.3 Internal Consultations

The Team are statutory consultees on licence applications under the Licensing Act 2003 and for temporary event notices. The Commercial Team also consult:-

- With other sections within the Council; and,
- On building control and planning applications relating to food premises.

7. REVIEW OF SERVICE in 2016-17

7.1 ACTIONS AGAINST 2016-17 WORK PLAN

7.1.1 Intervention Programme

During 2016/17 we undertook a combined total of 418 interventions – (programmed and non-programmed food hygiene interventions).

In 2016/17 we achieved 88 % of our high risk food inspection targets. (Category A, B and C rated premises).

We also inspected 146 of 198 required category D (low risk) rated premises (73%).

7.1.2 Reactive Work Monitoring

In addition to the planned programme of work the Team receives a large number of requests for service both from business and members of the public. The list below gives details and numbers for those requests received in 2016/17 which is significantly higher than the previous year:

- Complaints about extraneous matter in food = 7 (total of 5 in 2015/16)
- Complaints about chemical contamination of food = 0 (total of 2 in 2015/16)
- Complaints about microbiological contamination of food = 2 (total of 3 in 2015/16)
- Complaints about food labelling = 0 (total of 5 in 2015/16)
- Complaints about hygiene of food premises = 51 (total of 23 in 2015/16)*
- Alleged food poisoning = 24 (total of 15 in 2015/16)
- Food enquiries = 183 (total of 82 in 2015/16)*
- Requests for food hygiene advice = 113 (total of 99 in 2015/16)
- Requests for health certificates = 26 (equalling 2015/16 figure)

The total number of requests for service stands at 406

Previous total 260

*indicates significant increase on previous year (56%)

7.1.3 Food Sampling

As in previous years we participated in the regional Food Sampling Programme.

A lesser number of samples were taken for analysis i.e. sanitizer spray-bottles from 6 premises. Of these 1 sample produced unsatisfactory results; the details of which were considered and worked through with the business concerned.

7.2 ENFORCEMENT ACTIONS DURING 2016-17

7.2.1 Legal Notices, Actions and Prosecutions at 31st March 17

Food	Reason
3 Voluntary Closure	Details in 7.2.2 below
1 Hygiene Improvement Notice (HIN)	Details in 7.2.3 below
Nil Prosecutions	N/A

7.2.2 Voluntary Closure of Premises

During the last financial year three food serving pubs opted to close to remedy aspects of serious non-compliance found by inspecting officers on routine, unannounced visits. All the said businesses were revisited promptly with positive improvements being noted.

7.2.3 Hygiene Improvement Notice (HIN)

In February 2017 it was considered necessary to serve a Hygiene Improvement Notice on a food serving pub due to the absence of an adequate food safety management system (FSMS). The food business operator (FBO) responded positively to the concerns expressed by the inspecting officer and secured compliance within the said notice period.

7.3 SIGNIFICANT ACTIVITIES in 2016-17

7.3.1 Supporting New Local Businesses & Business Diversification

During the 12 month period three existing small local businesses made enquiries with the Commercial Team as regards the 'up-scaling' of their existing food production activity in a bid to diversify and add value, whilst also reaching a wider customer base. Nominated officers have been working closely with the three dairy based businesses with a view to achieving 'approved' status in 2017-18.

In order for the food business operators (FBO) to distribute over a wide geographical area they require conditional and ultimately full approval status from the council. Approval also allows a business to sell their products across the EU as they are given a unique approval number as part of the approval process which must be included on their labels.

This type of production and associated distribution requires detailed food safety management systems and ownership thereof. The officers have continued to work with the businesses to ensure compliance and consumer confidence.

7.3.2 Supporting and Ensuring Compliance at Significant Local Events

Officers within the Commercial Team together with Public Health Team colleagues and other stakeholders continue to make a significant contribution to the smooth running and ultimate success of large scale high profile events within the District, considering aligned Food Safety, Health & Safety and potential Nuisance activity. The summer of 2016 brought with it the news that the Royal Horticultural Society (RHS) were due to launch a new event at Chatsworth in 2017.

Representatives from the Commercial Team were briefed in 2016 as regards the intended scope of the event and involved in the pre-planning for the event from February 2017.

7.3.3 Working in Partnership Locally

2016-17 saw the continuation of the Heart of Derbyshire Healthy Eating Scheme for a third year. The scheme compliments the national Food Hygiene Rating Scheme (FHRS), by informing customers about the healthy options available as well as the safety of the food on offer. The scheme works by allowing businesses to make pledges to offer healthier options by, for example, reducing the amount of fatty foods on offer, reducing salt and sugar content, increasing the range of fruit and vegetable on offer and providing information about food allergens. The more pledges a business makes the higher the rating it will receive, with awards ranging from bronze to gold. To ensure that the food served is safe as well as 'healthy' all participating businesses have to score a minimum of 3 under the FHRS.

The scheme operates in partnership with Derbyshire County Council and is open to all Derbyshire Local Authorities. Participating businesses are shown on the County Council website. During

2016-17 a further 10 businesses received compliance audits, pushing the total of participating businesses up to 40.

7.3.4 Working in Partnership with Overseas Regulators

In early December 2016 the FSA made the Council aware that their equivalent in America, the United States Food and Drug Administration (USFDA), were intending to carry out compliance inspection visits with a cohort of 50 food businesses that regularly export to the USA. One of the businesses selected during 2016-17 fell within the Derbyshire Dales. As a direct response arrangements were made to attend the February site visit together with a representative from Trading Standards. During the time spent on site both the officer from the Commercial Team and the Trading Standards colleague were able to offer clarity on EU aspects of food regulation as required. Overall such an exercise helps to maintain and hopefully expand trading opportunities for local businesses whilst also ensuring positive relations with other regulatory bodies.

7.3.5 Educational/Media Campaigns

Throughout 2016/17 the Commercial Team together with colleagues in Communications helped the FSA to cascade and engage with the public and business on matters of food safety by joining three national awareness activities on Summer and Christmas food preparation, plus the Valentine's 'avoid a dating disaster', by looking up the Food Hygiene Rating of your chosen premises before you book.

7.3.6 Health & Safety Prosecution

Outside of the various food related activities detailed in this section of the report it should be noted that the Council undertook a Health & Safety prosecution in July 2016, as a result of a fatality in the district back in 2013. The lead investigating officer for the case is a key member of the Commercial Team and as such available officer resource within the team for food inspections was compromised in the first 5 months of the 2016/17 financial year, hence the drop in performance figures.

End.

APPENDIX 1: LINKS WITH COUNCIL'S CORPORATE PLAN 2015-19

CP1 Business Growth & Job Creation

The team deliver a front line service that provides a positive opportunity for community engagement and for the Council to interact with local businesses and protect our community. It has been recognised in previous national indicator measurements that food grown and manufactured in an area helps contribute directly to a sense of local identity. The Derbyshire Dales boasts a wealth of start-up and well established food businesses of varying size, many of which have national and international brand recognition. All of which make a contribution to sustainable employment and communities whilst also helping to maintain the draw of significant visitor numbers throughout the calendar year.

We achieve this by:-

- Checking standards of hygiene in food premises to reduce the incidence of food poisonings and the impact that has on lost time from sickness.
- Operate the national Food Hygiene Rating Scheme for food business which helps the public make informed choices about where they eat.
- Interacting at an early stage with large scale event organisers in order to ensure compliance.
- Provide help and advice to new and existing businesses and help sign post them to other regulators as necessary.



CP4 A Clean and Safe District

The Council has a statutory duty to deliver the services provided by the Commercial Team. Most of the work of the team is based on the preventative side of public health and contributes to keeping Derbyshire Dales 'clean' and 'safe'.

We achieve this by:-

- Checking standards of compliance with food law including cleanliness within food premises and the production of safe food.
- Taking samples of food produced in the District to ensure it is safe.
- Checking standards of hygiene in food premises to help prevent food poisoning.
- Dealing with refuse and waste disposal issues associated with food premises to prevent pests in an area and problems to neighbouring residents.
- Operating the national Food Hygiene Rating Scheme for food businesses which is designed to improve public access to information about food hygiene and food safety standards of food businesses.
- Investigating cases of communicable disease such as food poisoning outbreaks or food related illness to help with control measures and prevent spread of illness in the community.
- Making checks during visits or responding to concerns to ensure premises meet smoke free laws which prevent exposure to the harmful effects of second hand smoke.

CP5 Continue to Seek Efficiencies and Innovative Working Practices

The Commercial Team led the way on agile working. It is fair to say this is now fully embedded and has become the norm as regards operational practise. Officers are able to access all back office systems from home and any web enabled locations. A hot desk facility is also operational from the Town Hall site; therefore officers have an increased flexibility to their working day, reducing down time and unnecessary mileage whilst promoting greater efficiency. The Environmental Health STEP

Review is the catalyst to driving greater efficiency and effectiveness which the Team is fully engaged with and keen to embrace.

Looking forwards we want to:-

- Maximise Channel Shift opportunities as regards service delivery
- Trial light touch inspections and partial inspections for high performing businesses
- Trail new technologies and inspection approaches to reduce time on report writing etc.
- Refine and further develop the alternative enforcement strategy for low risk businesses

APPENDIX 2: ORGANISATIONAL CHART

APPENDIX 3: CUSTOMER SURVEY RESPONSES (Quarter 4 trial)

Please indicate whether you agree or disagree with each of the following statements about your last contact with Environmental Health services:	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree	Total
1. I felt my business was treated fairly	13	5	1	1	1	21
2. I felt the contact was helpful	12	7	2			21
3. I felt that communications (written or spoken) were easy to understand	12	8	1			21
4. I was satisfied with the service I received	14	6			1	21
* Note – 33 premises targeted with mail-shot, 21 returns = 64% response rate	92%			4%		

5. Do you have any comments or any suggestions on how we could improve?
- *Maybe call us in 6 months to see how we are getting on and if we have implemented any of the suggestions made and if we have any new questions. We had a business in a neighbouring authority area and we felt their aim was to put businesses down; you have a much better approach.*
 - *The inspector knows we are a small business with high standards. It would have been fair to allow us a few days to make the repairs rather than mark us down.*
 - *I'm very happy with your inspector and found them very helpful and professional. Many thanks. Just keep on doing what you are doing.*
 - *The officer was courteous & helpful and tried to assist in every way possible.*
 - *Excellent helpful service and sound constructive advice.*
 - *Our EHO made us feel at ease. We were setting up a new business and have worked together, which has made the experience a good one.*
6. Are there aspects of your business operation where you would value more detailed support from the council and would consider paying for such a service? If 'yes' please expand on your answer.

All but 1 of 21 responses failed to really consider this question, the single response was as follows:

- *Possibly – more info on what falls outside the day to day requirements e.g. What licences are necessary & why, additional documentation and certificates.*

End.

APPENDIX 4: SPECIALIST SERVICE PROVIDERS

FOOD & WATER EXAMINERS

Public Health England
Food, Water and Environmental Microbiology Laboratory, York
Block 10, The National Agri-Food Innovation Campus
Sand Hutton
York
YO41 1LZ

YorkFWElab@phe.org.uk

General Office Tel: 01904 468 948
Transport Tel: 01904 468 949
Office Fax: 01904 468 082

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BACK TO AGENDA