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18 June 2019

To: All Councillors

As a Member or Substitute of the **Community & Environment Committee**, please treat this as your summons to attend a meeting on **Wednesday 26 June 2019 at 6.00pm in the Council Chamber, Town Hall, Matlock DE4 3NN.**

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 the Committee Team 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

21 February 2019

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. GYPSIES AND TRAVELLERS

04 - 20

To receive an update in respect of a Gypsy and Traveller family who have presented themselves as homeless and to determine an appropriate course of action in order to discharge the Council's statutory duties under the Homelessness Reduction Act 2017. Also to provide information to Members in relation to the scale of unauthorised encampments experienced across the District and the nature of the responses to those encampments.

7. DERBYSHIRE DALES ECONOMIC PLAN UPDATE

21 – 31

To receive an update seeking approval of the further progress on the Derbyshire Dales Economic Plan 2014-2019 and that the Performance and spend of the Launchpad business start-up programme against the contract is noted. Also to seek approval for a revised expenditure programme and financing from the Economic Development Reserve which will be presented as a new Economic Plan for consideration at Council on 21 November 2019.

8. MARKETING PEAK DISTRICT AND DERBYSHIRE: PARTNERSHIP AGREEMENT 2019-2022

32 – 43

To receive a report seeking approval of a partnership agreement between the District Council and Marketing Peak District and Derbyshire (the official Tourist Board for this area) and that authority is given to the Head of Regeneration and Policy to negotiate and enter into the agreement.

9. DARLEY DALE NEIGHBOURHOOD PLAN

44 – 59

To note a report on the representations received during the statutory publicity period for the Darley Dale Neighbourhood Plan and the comments made in respect of the policies and proposals contained within it and that these are forwarded to the Examiner appointed to undertake the examination; at a future date a further report will be presented to the Community and Environment Committee that sets out the Examiner's Report findings and any recommended modifications to the Darley Dale Neighbourhood Plan.

10. AFFORDABLE HOUSING DEVELOPMENT PROGRAMME

60 - 65

To note a report on the progress towards increasing affordable housing within the Derbyshire Dales district.

**11. REVIEW OF STRATEGY FOR EVENTS IN DERBYSHIRE DALES 2019- 66 - 92
2022**

To receive a report seeking approval of a revised strategy for events on District Council land and the provisions for charging for them, which is to be implemented from 01st August 2019. Also, that the Head of Community & Environmental Services is delegated authority to approve applications for events on Council owned land, in accordance with the Events Strategy and approved schedule of fees and that the Chief Executive is delegated authority to act in the absence of the primary contact or in the event of a conflict of interest.

Members of the Committee - Councillors Sue Bull, Martin Burfoot, Neil Buttle, Helen Froggatt (Vice Chair), Chris Furness (Chair), Clare Gamble, Susan Hobson, Tony Morley, Peter O'Brien, Joyce Pawley, Garry Purdy, Mike Ratcliffe, Andrew Statham, Alasdair Sutton, Colin Swindell, Steve Wain and Mark Wakeman.

Substitutes - Councillors Robert Archer, Jason Atkin, Richard Bright, Matthew Buckler, Paul Cruise, Tom Donnelly, Graham Elliott, Richard FitzHerbert, Alyson Hill, David Hughes, Stuart Lees, Elisa McDonagh, Michele Morley, Claire Raw, Mark Salt, Andrew Shirley and Peter Slack

COMMUNITY AND ENVIRONMENT COMMITTEE
26 JUNE 2019

Report of the Head of Regulatory Services and the Head of Community and Environmental Services

GYPSIES AND TRAVELLERS

PURPOSE OF THE REPORT

To update the Committee in respect of a Gypsy and Traveller family who have presented themselves as homeless and to determine an appropriate course of action in order to discharge the Council's statutory duties under the Homelessness Reduction Act 2017. To provide information to Members in relation to the scale of unauthorised encampments experienced across the District and the nature of the responses to those encampments.

RECOMMENDATION

1. That the Council's duties and responsibilities to Gypsies and Travellers under the Homelessness Reduction Act 2017 are acknowledged.
2. That it is agreed that the Travellers currently sited on an unauthorised encampment at the Agricultural Business Centre be directed to return to the temporarily tolerated site at Old Station Close, Rowsley.
3. That the on-going search for a suitable permanent site is noted and that the approach outlined at paragraph 4.3 and 4.4 of this report is endorsed
4. That the information provided in respect of car park entry systems is noted.

WARDS AFFECTED

All

STRATEGIC LINK

The District Council's duties under Planning and Housing legislation underpin its corporate objectives in relation to the whole of the District.

1. BACKGROUND

- 1.1 At its meeting on 29 September 2016, Council accepted its duties and responsibilities towards Gypsies and Travellers under housing and planning legislation, and endorsed the principle of development of land at Watery lane, Ashbourne as a permanent Gypsy and Traveller site.
- 1.2 At its meeting on 26 January 2017, Council resolved that a sum of £10,000 be made available to draw up a design specification for the Gypsy and Traveller site, that this specification be used to invite tenders for the development of the site, that all opportunities for external funding to assist with the development be explored and that

authority be delegated to the then Corporate Director to agree appropriate heads of terms for the Council to become the leaseholder of the Watery Lane site.

- 1.3 On 12 July 2018 the Community and Environment Committee considered an updating report which noted that the site at Watery Lane, Ashbourne was not available at the present time due to the fact that the County Council had indicated (Cabinet Report 26 April 2018) that the acquisition or disposal of property in their ownership which might be impacted by a future A515 by-pass for Ashbourne should be suspended.
- 1.4 This decision directly impacted upon the District Council's ability to provide a Gypsy and Traveller site at Watery Lane, Ashbourne despite the Council securing an allocation of land at Watery Lane for the provision of a Gypsy and Traveller site in the Adopted Derbyshire Dales Local Plan (Policy HC6). In the meantime, the District Council is failing to deliver against its requirement to provide 6 Gypsy and Traveller pitches by 2019 and continues to experience unauthorised encampments in locations such as Bakewell, Matlock Bath, Doveridge and Ashbourne.
- 1.5 As a consequence, it was resolved that Officers should undertake a comprehensive site identification and evaluation exercise to consider the potential for an alternative Gypsy and Traveller site within the Derbyshire Dales (outside the Peak District National Park) and that a further report should be presented to Committee on the outcome of this exercise.
- 1.6 At a meeting held on 15 November 2018, the Community and Environment Committee resolved to initiate as quickly as practicable a search of land in private ownership and / or offered for sale on the open market with the intention of the District Council purchasing a suitable site subject to Council approval. That process is currently underway.
- 1.7 Following the resolution of the Community and Environment Committee on 15 November 2018, matters progressed quickly in that the Traveller family submitted a homelessness application which was accepted by the Council. The basic circumstances in relation to this application were that although the family had caravans in which to live, they had no land on which they could legally site these caravans. The acceptance of this application has placed a duty of the Council to provide a series of temporary tolerated sites for the family whilst the search for a permanent site has continued. The circumstances of this family are considered in the early parts of this report.

2. THE HOMELESSNESS REDUCTION ACT 2017

- 2.1 On 3rd April 2018 the Homelessness Reduction Act 2017 came into force. The Act puts a legal duty on Local Authorities to offer more support and provide free advice to all residents within the local area.
- 2.2 The Act introduces a fundamental change to the way the Council delivers homeless support and advice services and focuses on providing assistance earlier and the prevention of homelessness. New legal duties mean that the Council must:
 - provide advice and carry out prevention work so that, where possible, people can be supported to remain in their current home;
 - offer everyone who is homeless or at risk of homelessness access to meaningful help, irrespective of their priority need status, as long as they are eligible for assistance; and

- carry out prevention and relief work for anyone threatened with homelessness within 56 days.
- If prevention and relief work does not resolve the homelessness the housing authority have a duty to secure a suitable offer of accommodation ('the main housing duty').

2.3 Under section 175(2) of the Housing Act 1996, applicants are homeless if the accommodation available for their occupation is a caravan, a houseboat or other movable structure and they do not have a place where they are entitled, or permitted, to put it and live in it. If a duty to secure accommodation arises in such cases, the Housing Authority is not required to make equivalent accommodation available (or provide a site or berth for the applicant's own accommodation). However, the Housing Authority must consider whether such options are reasonably available, particularly where this would provide the most suitable solution to the applicant's accommodation needs.

2.4 The circumstances described above are particularly relevant in the case of Gypsies and Travellers. Where a duty to secure accommodation arises but an appropriate site is not immediately available, the Housing Authority may need to provide an alternative temporary solution until a suitable site, or some other suitable option, becomes available. Some members of the Gypsy and Travelling Community may have a cultural aversion to the prospect of 'bricks and mortar' accommodation and, in assessing such cases, the Housing Authority should seek to provide accommodation which is suitable for the person to whom the duty is owed. However, where the Housing Authority is genuinely satisfied that there is no prospect of a suitable site for the time being, there may be no alternative to an offer of bricks and mortar accommodation. Housing Authorities must give consideration to the needs and lifestyle of applicants who are Gypsies and Travellers when considering their applications and how best to discharge a duty to secure suitable accommodation, in line with their obligations to act consistently with the Human Rights Act 1998 and, in particular, the right to respect for private life, family and the home; as well as their duties under section 149 of the Equality Act 2010.

2.5 The District Council is currently in a situation where, in accordance with the 2015 Gypsy and Traveller Accommodation Assessment, we have a requirement to provide 6 pitches by 2019 and a further 3 pitches by 2034 within the Derbyshire Dales (outside the Peak District National Park). At the present time, we have no pitch provision in the Derbyshire Dales outside the Peak District National Park. We are, therefore, not in a position to discharge our statutory duties under the Homelessness Reduction Act 2017 by directing Gypsy and Traveller families to a designated site (temporary or otherwise).

3. TEMPORARY TOLERATED SITE

3.1 As outlined above, where a duty to secure accommodation arises but an appropriate site is not immediately available, the Housing Authority may need to provide an alternative temporary solution until a suitable site, or some other suitable option, becomes available. The District Council, therefore, needs to determine whether it is prepared to accommodate the Traveller family on a temporary tolerated site pending the provision of a more permanent or suitable option.

3.2 At the present time, following the resolution of this Committee on 10th December 2018, the Traveller family is located on the car park at Old Station Close, Rowsley. They occupied this site upon leaving their previous tolerated encampment at the

coach park at Matlock Bath Station Car Park, despite being directed to land at Middleton Road, Wirksworth. Prior to occupying the site at Matlock Bath, the family had been located on a tolerated site at Fishpond Meadows car park, Ashbourne and then an unauthorised encampment at Ashbourne Leisure Centre car park. A plan of the Rowsley site is shown at Appendix 1 to this report.

- 3.3 Having occupied the Rowsley site, the family was visited by officers, who agreed that the site provided reasonable temporary accommodation. Water, toilets and a perimeter fence were provided for the family. Discussions have been held with the Clerk to the Parish Council and at the present time the site is working well. Officers continue to visit several times a week to ensure that the site is being managed by the Travellers and to take any action that may be required. The car park is not 'in charge' and is used mainly by local residents and by traders on the industrial estate. An area at the front of the car park remains available for public use, with the Travellers being sited towards the rear of the car park, mainly on the site of the old District Council compound. Officers are of the view that the site is suitable for continued temporary use throughout the summer months, on this basis.
- 3.4 However, the Rowsley site is not considered to be suitable as a permanent site, not least because it lies on the line of the proposed extension of the Peak Rail line and the White Peak Loop cycle way. Therefore there remains a need to find a suitable permanent site.
- 3.5 Since this report was first drafted the family has moved from the site at Old Station Close, Rowsley to land at the Agricultural Business Centre, Bakewell. The new site is not considered suitable as a temporary tolerated site and action has begun to recover possession of the land. Officers have directed the family to return to the previous site at Old Station Close. It is recommended that this direction be endorsed.
- 3.6 This is obviously a dynamic situation and it may be that further updates are required leading up to the Committee meeting. Where possible written updates will be given prior to the meeting and in any event a verbal update will be given at the meeting itself.

4 POTENTIAL PERMANENT SITES

- 4.1 In accordance with the Committee resolution on 15 November 2018, consultants were appointed to undertake a search of open market / privately owned land holdings across the district (outside the Peak District National Park) to determine a suitable site. The consultant's formal report was received in February 2019 and identified 7 sites that were on the market at the time of the research. These sites were: an area of meadow land at Winster, the Woodyard at Homesford, Mayfield Road Service Station at Ashbourne, Thatch Meadow Barn at Brassington, land at Smith Hall Lane at Hulland Ward, land at Fenny Bentley and Leys Farm at Ashbourne. Location plans for all these sites are shown at Appendix 2 to this report. Each of these sites was evaluated against the criteria contained in Policy HC6 of the adopted Derbyshire Dales Local Plan and all other practical considerations, and were discounted for the following reasons.

Site	Reasons
Winster	Outside the Derbyshire Dales planning area, doubtful access provision, lack of services, within flood risk zone

The Woodyard	Previously refused permission on appeal, located away from local amenities, known to be unacceptable to the family on reasons of safety
Mayfield Road Service Station	Likely to have detrimental impact on neighbouring amenity, subject to planning application as housing site, land not available at reasonable cost
Thatch Meadow Barn	Likely to have detrimental impact on neighbouring amenity, located away from local amenities
Smith Hall Lane	Located away from local amenities, thought to provide some potential if site could be divided, but subject to potential use of the rest of the site
Fenny Bentley	Outside the Derbyshire Dales planning area, likely to have detrimental impact on neighbouring amenity
Leys Farm	Existing housing site, likely to have detrimental impact on neighbouring amenity

- 4.2 A 'call for site' was also put out through the District Council's media network in March 2019 and this remains 'live' on the District Council's website. So far this resulted in 2 sites being put forward, one at Derby Road, Ashbourne and the other in Swadlincote. The site at Derby Road is currently a care home and is surrounded by residential accommodation, and the site in Swadlincote is outside of the District Council's area. Therefore neither site is considered to be suitable for development as a permanent Traveller site.
- 4.3 Given the limitations of the land known to be on the market, additional work has been commissioned from consultants, making use of a slightly different methodology. This work starts from the principle of identifying suitable sites, whether they are currently on the market or not, and then approaching the land owners in order to identify if any would be willing to work with the District Council to develop the site, or to sell the site to the District Council for development. This is obviously a sensitive piece of work and results are still awaited. Whilst this work is ongoing, it is recommended that the temporary site at Rowsley continues to be tolerated throughout the summer months.
- 4.4 Initial recommendations from the survey work have suggested that the best chance of finding a landowner who might be willing to work with the Council is likely to be based on a hierarchical approach. In the first instance it has been suggested that public sector landowners, such as Government departments and agencies, and local government might form the most co-operative partners, followed by utility companies, the private sector and then agricultural landowners. To facilitate the search it is recommended that the District Council contacts the public sector bodies to ascertain whether they have any land within the area that might be surplus to their needs and then to engage the consultants to undertake further work to check the suitability of any potential site and to progress matters towards a possible sale or lease.
- 4.5 When a suitable location for a permanent site is identified, it is intended that a further report will be brought to Committee and Council setting out the financial implications and seeking any capital funding that might be required. At the current time, the issue is referenced on the list of Potential Future Liabilities, with no costs attributed to the project.

5 UNAUTHORISED ENCAMPMENTS

- 5.1 In addition to the encampments of the family to whom a homelessness duty is owed, the district also suffers from a number of unauthorised encampments of other Gypsies and Travellers each year, as do many council areas up and down the country. To illustrate the scale of the issue the number of encampments during the last 2 complete financial years, together with the number of encampments so far this year have been broken down by location and by type (ie those belonging to the family and those not):

Year	Family	Other
2017/18	4 ABC	3 Matlock Bath
	2 Matlock Bath	2 Matlock
	2 Rowsley	1 ABC
	1 Sudbury	1 Ashbourne
	Total = 9	1 Wirksworth
		Total = 8
2018/19	4 Ashbourne	1 Ashbourne
	2 ABC	1 Darley Dale
	2 Matlock Bath	1 Doveridge
	1 Rowsley	1 Matlock
	1 Cromford	1 Matlock Bath
	Total = 10	1 Wirksworth
		Total = 6
2019/20 to date	1 Matlock Bath	1 ABC
	1 Rowsley	1 Matlock
	Total = 2	1 Matlock Bath
		Total = 3

- 5.2 The table above is most useful in terms of identifying the locations of the most regular unauthorised encampments, which tend to be the 2 Matlock Bath car parks, Matlock Station car park and the ABC. However, it is also worth noting that the overall number of encampments remains relatively low.
- 5.3 The District Council receives no prior notice of unauthorised encampments in the majority of cases and is left to react to any such encampment through the use of legal powers to recover possession. The powers most often used by the Council are Part 55 of the Civil Procedure Rules, which enable the grant of a Possession Order in the County Court. Other powers are available to local authorities such as section 77 of the Criminal Justice and Public Order Act 1994 and the use of injunctions. The Police also have discretionary powers to take action under sections 61 and 62 of the Criminal Justice and Public Order Act 1994. Recent action taken under Part 55 has indicated that it is becoming more difficult to use these powers effectively and it is intended that these alternative powers be thoroughly reviewed by officers.
- 5.4 One method of protecting vulnerable locations from unauthorised encampments would be through target hardening, or physical protection. Officers have been investigating options for car park entry systems, based on barrier controls, which may be either staffed or unstaffed (automated).
- 5.5 A staffed system of controlled entry is often deployed for temporary events and may involve payment on entry or evidence of payment on departure. It is suited to car parks which have restricted times of operation and where the sites can be locked when not in use. The disadvantage to such a system is the high staffing/welfare

costs, making it unsuitable for public car parks which are available for use 24 hours per day throughout the year.

5.6 Automated barrier systems requiring payment on exit are commonplace in urban areas, with numerous manufacturers/suppliers offering a range of control features. Common to all automated systems are:

- Barrier controlled entry lanes
- Barrier controlled exit lanes
- Secured car park perimeter
- Pay points for making payment prior to departure
- Intercom call points at entry/exit barriers
- Internet based management system & off-site monitoring

In addition, ANPR cameras may be deployed to recognise authorised/pre-registered vehicles by licence plates, allowing entry/exit without the need for an on-site payment. This feature is of particular importance where third parties have free and legal rights of access or where prepayment has been made, in the form of a season ticket.

5.7 Following a recent visit by officers to PARKEX, the annual showcase event for manufacturers and suppliers in the parking industry, several companies who specialise in pay on exit systems were identified and approached for general advice. These are summarised in Appendix 3 to this report. Three expressed a wish to visit the Derbyshire Dales and offer first hand advice, based on specific site surveys and one has subsequently undertaken such a visit to Matlock Bath and provided further guidance and basic outline costs for the supply of their associated hardware and software. Their summary guide price is also given in Appendix 3 to this report.

5.8 All suppliers were keen to point out that automated barrier systems are not intended as a means of security, but as a means of encouraging motorists to make the appropriate payment for the use of the car park. It is suggested, nonetheless, that the presence of barriers and restricted access/egress might serve as a deterrent to travellers in many cases.

6. RISK ASSESSMENT

Legal

6.1 The District Council is seeking to address the lack of authorised Gypsy and Traveller Sites within the District to meet its duties under the Planning Policy for Traveller Sites 2015. In the absence of a permanent site, the temporary site will minimise the risk of legal action being taken against the Council for failing in its statutory duty to provide such a site.

6.2 The Council also has duties under the Homelessness Reduction Act 2017. The temporary site, reduces the risk of challenge against the Council for failing in its duties under the homelessness legislation.

6.3 The Council is also under a duty to protect its assets and ensure they are used for their intended purpose. Therefore eviction of illegal encampments is a necessary but temporary solution to the lack of authorised sites within the District. However due to the lack of a permanent site the risk of a legal challenge is medium to high and without the use of a temporary site to place families, the risk would be high.

Financial

- 6.4 The cost of officer time spent dealing with unauthorised encampments and undertaking a comprehensive site identification and evaluation exercise to identify the potential for an alternative Gypsy and Traveller site has been met from within existing budgets. Other costs incurred in dealing with unauthorised encampments (such as legal fees) and the temporary tolerated sites (such as temporary toilets) are currently within budget. Revenue budgets will be reviewed as part of the revised estimates process due later this year.

There is no provision in the revenue budget or capital programme for car park entry systems.

The financial risk associated with this report is assessed as low.

Corporate Risk

- 6.5 The corporate risk in terms of the Council's reputation and failing to fulfil a legal obligation, is high.

7. OTHER CONSIDERATIONS

- 7.1 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.

8. CONTACT INFORMATION

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Email: tim.braund@derbyshiredales.gov.uk

Ashley Watts – Head of Community and Environmental Services
Telephone 01629 761367
Email: ashley.watts@derbyshiredales.gov.uk

9. BACKGROUND PAPERS

29 th January 2016	Report to Council (Gypsies and Travellers)
26 th January 2017	Report to Council (Gypsies and Travellers Update)
12 th July 2018	Report to Community & Environment Committee (<i>Gypsies and Travellers Update</i>)
15 th November 2018	Report to Community & Environment Committee (<i>Gypsies and Travellers Update</i>)
10 th December 2018	Report to Community & Environment Committee (<i>Gypsies and Travellers – Discharge of Homelessness Duty</i>)
21 st February 2019	Report to Community & Environment Committee (<i>Gypsies and Travellers – Discharge of Homelessness Duty</i>)

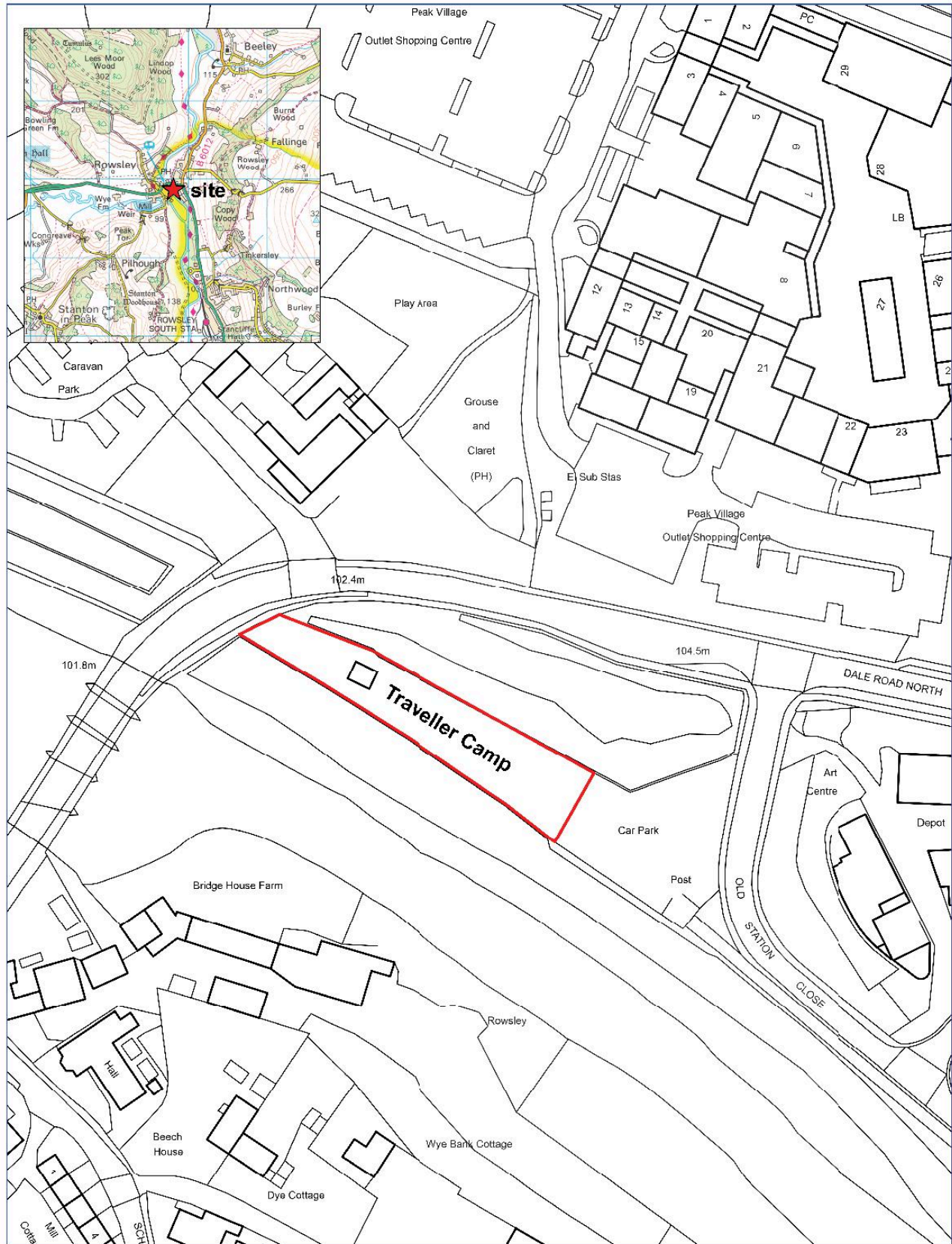
10. ATTACHMENTS

Appendix 1: Site Plan of Old Station Close, Rowsley

Appendix 2: Location Plans of Sites Identified in Initial Consultancy Work

Appendix 3: Costings for Car Park Target Hardening Systems

Appendix 1 – Site at Old Station Close, Rowsley



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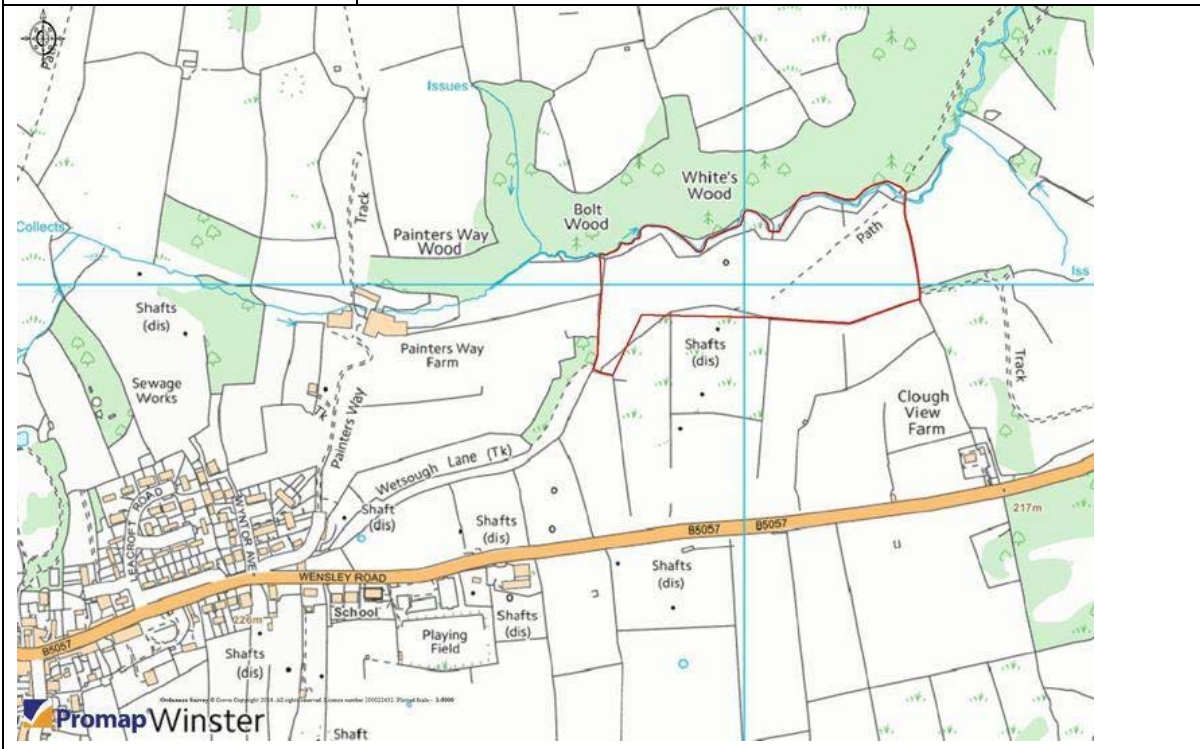
Derbyshire Dales District Council, Town Hall, Bank Road,
 Matlock, Derbyshire, DE4 3NN.
 Telephone: (01629) 761100.



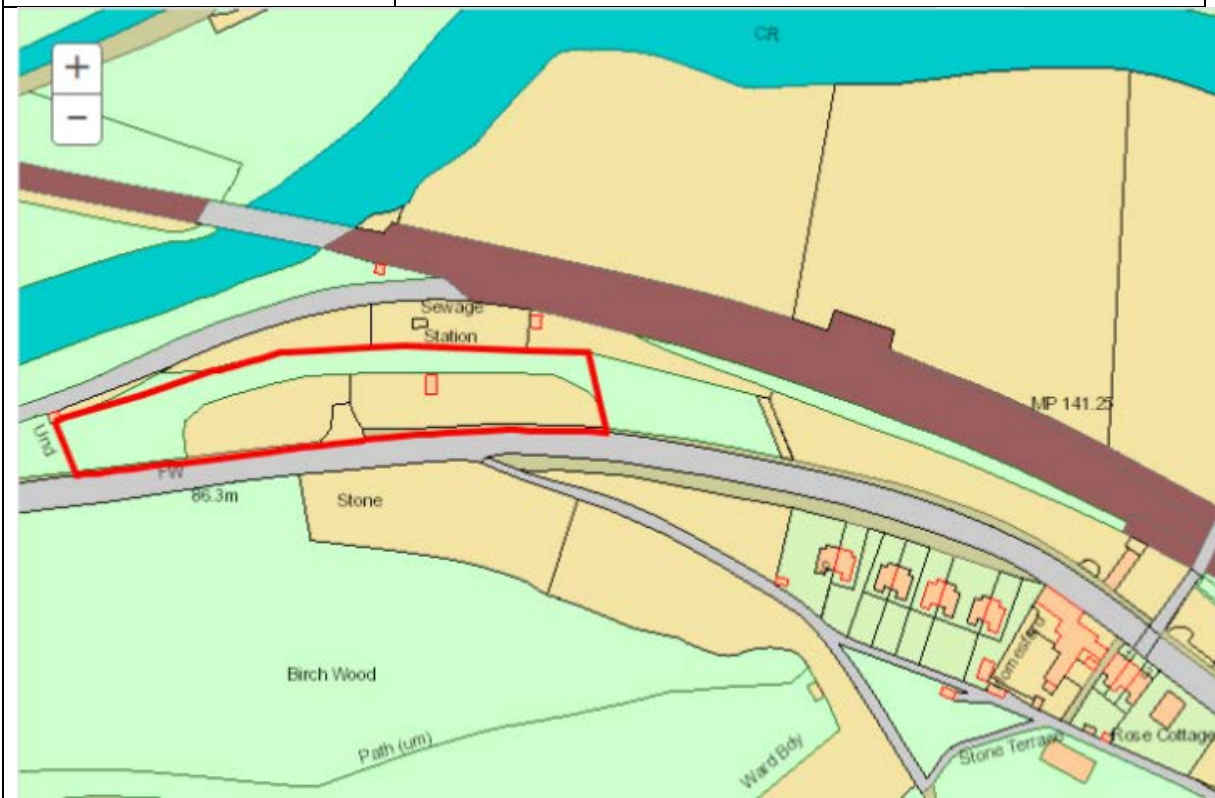
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WWW.DERBYSHIREDALES.GOV.UK

Potential site 1. Winster, Matlock, Derbyshire (Near DE4 2DJ)



Potential site 2. Woodyard, Derby Road, Homesford near Matlock



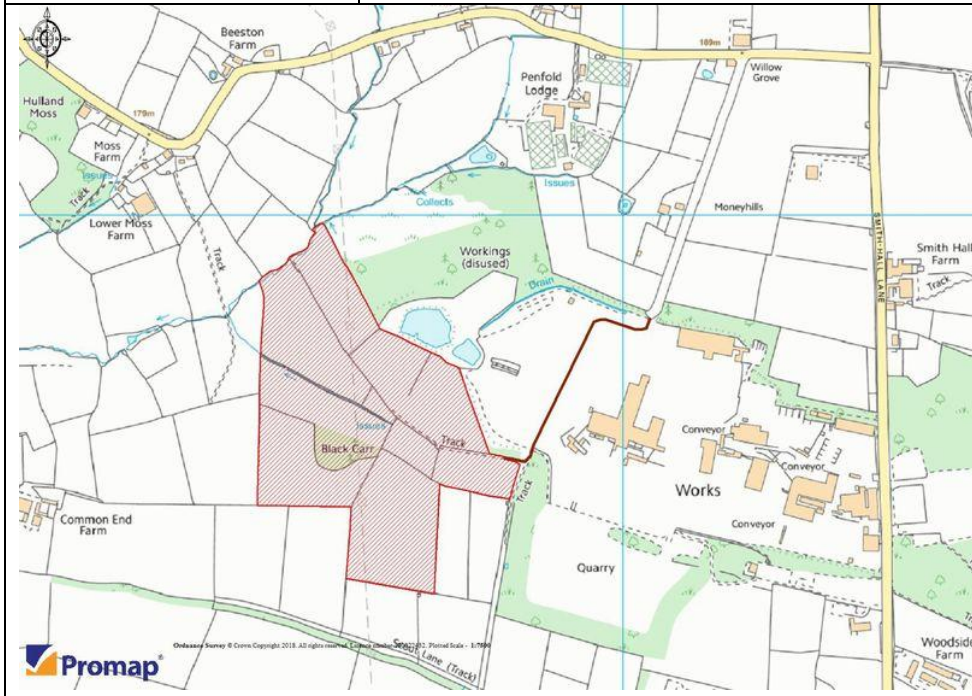
Potential site 3. Old Service Station, Mayfield Rd, Ashbourne DE6 1AR



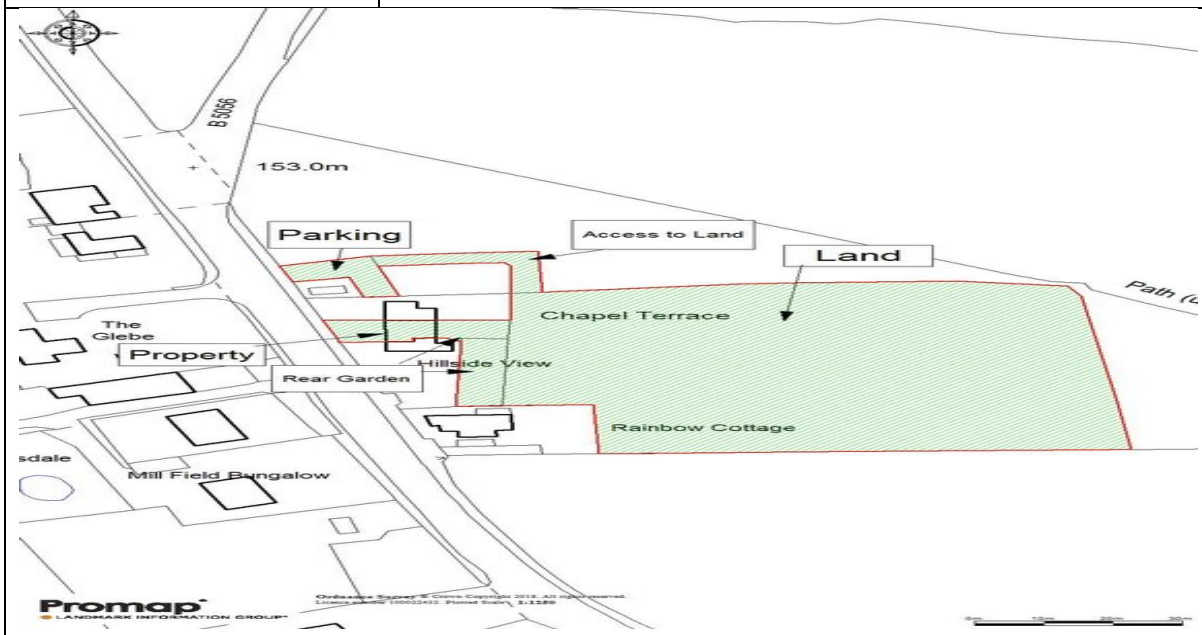
Potential site 4. Thatch Meadow Barn, Brassington, Matlock, DE4 4DA



Potential site 5. Smith Hall Lane, Hulland Ward, Ashbourne, DE6 3ET

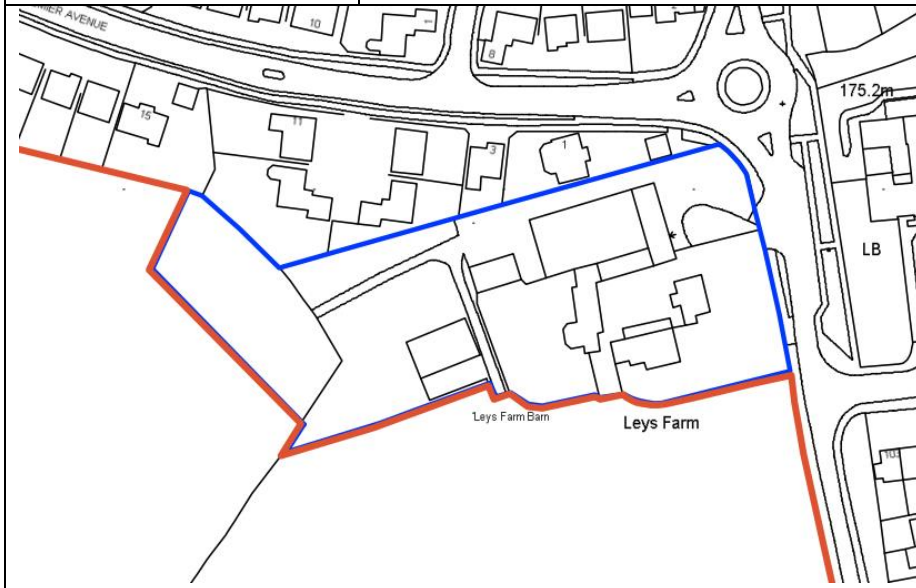


Potential site 6. Fenny Bentley, Ashbourne DE6 3BN



Potential site 7.

Leys Farm, Wyaston Gardens, Willow Meadow Road,
Ashbourne DE6 1BN



Appendix 3: Barrier Control Measures

OPTION 1 – GATED AND LOCKABLE ACCESS POINTS (UNMANNED)

Ideal for locations which require limited access by authorised vehicles, but which are kept locked at all other times. Keys (or combination codes) are held by those with authority to enter. Examples of current use are:

- High Tor Pleasure Grounds, Starkholmes
- Temple Car Park (Upper Level), Matlock Bath
- Fishpond Meadow (Recreational Land), Ashbourne
- Fishpond Meadow (Overspill Car Park), Ashbourne

Pros Low cost installation - circa £1,000
Low annual maintenance costs

Cons Once opened for public access, site remains vulnerable unless manned.
Potential system failure if third parties leave gate unlocked

OPTION 2 - GATED AND LOCKABLE ACCESS POINTS (MANNED)

As with option 1, gated entrance points can be locked to prevent access by unauthorised vehicles when the site is not in use. By manning the entrance, however, during times when the site is open for public access, it would be possible to exercise some control over who is given consent to enter.

Pros Relatively Low Cost installation (barriers and welfare facilities) – circa £5,000

Cons High staffing costs – estimated £50,000 per site per annum
Potential vulnerability of staff members on duty
Existing evening/overnight parking would no longer be viable

OPTION 3 – HEIGHT BARRIERS

Used as an effective way to prevent access to sites by larger vehicles. The traditional method of securing the barrier in place has been by padlock, with keys distributed to those with larger vehicles who require access. More high-tech option is through the use of magnetic locking, which may be deactivated by swipe card or pin code. Examples of traditional height barriers in use are:

- Imperial Road (rooftop) car park, Matlock
- Olde Englishe Car Park, Matlock
- ARC Leisure, Matlock
- Artist Corner Car Park, Matlock Bath

Chesterfield Borough Council have recently installed traditional height barriers at three locations in the town which have previously been the subject of unlawful encampments in recent years. The average cost has been £1,700 per location.

Appendix 3: Barrier Control Measures

Pros Low cost installation (padlock/key option) – circa £2,000
Highly visible deterrent for larger vehicles

Cons Potential misuse as keys are distributed to third parties
Potential system failure if third parties leave barrier open.
No access for coaches and minibuses
Cannot be used in locations where large delivery/freight vehicles have a right of access
Magnetic locking version is more expensive, requiring mains power, key pad/swipe pad hardware and connectivity.

OPTION 4 – AUTOMATED LOW LEVEL BARRIERS (Pay on Exit)

Originally designed for use in controlling access/egress from covered multi-story car parks, the use of automated barrier controls for open air car parks is now fairly widespread, most recently in relation to hospital and university campus car parks. The system is primarily designed to allow entry to a car park, but restrict subsequent departure unless a parking fee is paid or authorised pass presented. Through the use of associated ANPR cameras, it is possible to allow free access to authorised pre-registered vehicles and, conversely, deny access to unwanted vehicles where registration numbers are known to the authority.

In April 2019 officers attended PARKEX, the annual showcase event for manufacturers and suppliers in the parking industry, where several manufacturers were able to demonstrate specific attributes of pay on exit systems. All of those approached were keen to point out that automated barrier systems are not intended as a means of security, but as a means of encouraging motorists to make the appropriate payment for the use of the car park. It is suggested, nonetheless, that the presence of barriers and restricted access/egress might serve as a deterrent to travellers in many cases. Whilst some companies were keen to highlight their own unique features, all systems that were presented share the following common attributes:

- Barrier controlled entry lanes
- Barrier controlled exit lanes
- Secured car park perimeter
- Pay points for making payment prior to departure
- Intercom call points at entry/exit barriers and provision for manual override
- Internet based management system & off-site monitoring
- H&S biased barriers – designed to shear under stress and remain open if an obstacle is present
- ANPR cameras optional, but would offer the benefit of allowing unhindered entry/exit of pre-registered vehicles through licence plate recognition.

Companies who provided information on barrier systems and who had expressed interest in tendering for any proposed 'pay on exit' installations were:

Appendix 3: Barrier Control Measures

CAME PARKARE
DESIGNA
FLOWBIRD (formerly PARKEON & CALE)
HUB (Hubparking.co.uk)
METRIC
NEWPARK
ORBILITY
SCHEIDT-BACHMANN

One company, SCHEIDT-BACHMANN, has subsequently contacted the District Council and carried out site survey of Matlock Bath Station car park, in order to determine the feasibility of such a system in a semi-rural location and to provide broad outline costs of associated hardware and software. Their submission for the supply of a basic system is summarised below:

- Single Entry Lane Barrier control and ticket station, with ANPR recognition, season ticket reader and intercom
- One single touch screen Pay Station featuring coin, banknote and card payment options, with intercom
- One 'card only' Pay Station with intercom
- Two exit stations with barrier control, ANPR and intercom
- One web based Central Management Parking System

Total Hardware/Software Cost £60,800 + Vat.

In addition to the above, there would be a requirement for the District Council to install mains power supply to each of the proposed entry, exit and pay stations, undertake civil engineering works to create dedicated directional lanes/secure boundary definition and, for the purpose of allowing coaches to access the site via a barrier system, a reconfigured parking layout to accommodate coach turning and split level ticket reading devices at entry/exit stations. This would likely impact on the number of parking spaces in the main body of the car park.

There would be further requirement to provide suitable accommodation for a dedicated hardwired internet connection on site and construct secure housings for the pay station which would hold denominations of notes and coins, for the purpose of dispensing change.

The intercom system installed at each station would need to be relayed to a dedicated line provided and staffed by the District Council or appointed partner organisation.

COMMUNITY AND ENVIRONMENT COMMITTEE
26 JUNE 2019

Report of the Head of Regeneration and Policy

DERBYSHIRE DALES ECONOMIC PLAN UPDATE

PURPOSE OF REPORT

To report further progress on the Derbyshire Dales Economic Plan to take forward Members' economic development priority, and approve the timetable for preparing an updated Economic Plan.

RECOMMENDATIONS

1. Progress to date in delivering the Derbyshire Dales Economic Plan 2014-2019 is approved
2. Performance and spend of the Launchpad business start-up programme against contract is noted
3. Council be recommended to approve the revised expenditure programme as set out in section 5 of the report, and its financing from the Economic Development Reserve
4. A new Economic Plan is prepared for consideration at Council on 21 November 2019.

WARDS AFFECTED

All

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 The Derbyshire Dales Economic Plan was adopted by the District Council in September 2014. The Plan resulted from a workshop held with district councillors in June 2014. A progress report was last considered by the Community and Environment Committee on 12 July 2018, with subsequent updates reporting the results of the 2018 Business Survey and seeking authority for proposed site feasibility work on 15 November 2018.

- 1.2 This report updates Members on subsequent progress and seeks approval for the revised expenditure programme and a timetable for preparing the updated Economic Plan.

2 DERBYSHIRE DALES ECONOMIC PLAN 2014-2019

- 2.1 Evidence indicates a pressing need to provide new employment floorspace, particularly light industrial workspace within the Derbyshire Dales. Previous reports to Members have shown that:

- manufacturing firms employ twice as many people than the tourism sector in the district
- 44% of Derbyshire Dales businesses surveyed have expansion plans, of which many require new premises, particularly light industrial space
- 97% of firms considering expansion wish to create additional jobs
- bringing forward new employment sites is of high importance to the economy of the Derbyshire Dales
- unless employment site delivery accelerates, there is a significant risk that more firms will choose to re-locate out of the district
- the Derbyshire Dales Business Advice service continues to experience significant demand.

- 2.2 The Derbyshire Dales Economic Plan 2014-2019 aims to enhance economic growth and job creation, with a particular focus on the creation of higher value jobs (to replace lower-skilled, lower-paid roles). This reflects the fact that jobs in the Derbyshire Dales suffer from low pay – only 37 out of 326 districts in England have lower average workplace pay levels than the Derbyshire Dales.

- 2.3 The Economic Plan recognises the requirement to bring forward sites to provide good quality employment accommodation. The following priority sites are identified, all of which are in private ownership and subject to mixed use proposals to overcome viability issues:

- Ashbourne Airfield Industrial Estate extension (Ashbourne Business Park)
- Cawdor Quarry, Matlock
- Riverside Business Park, Bakewell
- Halldale Quarry, Matlock
- Middleton Road / Cromford Road, Wirksworth

- 2.4 The Economic Development and Tourism service has 2.3 FTE permanent employees and a 1.0 FTE temporary employee (to March 2022), plus support from the Head of Regeneration and Policy. Corporate coordination is provided by the Place Shaping Hub, which reports quarterly to the Corporate Leadership Team.

- 2.5 The Place Shaping Hub focuses on unlocking priority employment sites in order to enable the growth of small-to-medium sized firms. The reasons for this focus are to:

- (i) support business growth and job creation, without which our ageing population and youth exodus (to areas with better-paid jobs and homes they can afford) threatens the viability of the Derbyshire Dales;
- (ii) increase Business Rates and income from the council's own assets, in order that the District Council can afford to fund its frontline services.

2.6 The activity undertaken under the Economic Plan has focused on the following priority themes. Each is updated below, with progress in the past year highlighted and next steps proposed. Broadly speaking, progress on theme 1 (employment sites) remains challenging but good progress has been made on the other four themes.

1. Employment sites
2. Business engagement
3. Derbyshire Dales Business Advice
4. Visitor Economy
5. Enterprise Peak District partnership projects

3 PROGRESS WITH THE ECONOMIC PLAN

3.1 **Employment sites:** the **Ashbourne Airfield Industrial Estate** is the largest employment location in the Derbyshire Dales and the focus of the district's manufacturing economy. The 35ha site is understood to be fully occupied, hosting more than 70 businesses employing 2,000+ people, including four of the top-ten contributors of private sector jobs in the Derbyshire Dales. Accelerating the construction of a new access and link road remains a corporate priority to unlock significant new employment land – Ashbourne Business Park – and housing development. The project has received a £1m funding allocation from the D2N2 Local Growth Fund (Stage 1 approval received) and the County Council remains the scheme promoter.

The project has been delayed pending final proposals for a new roundabout solution on the A52 of sufficient capacity to service both the Phase 1 and Phase 2 allocations within the Local Plan (together comprising up to 16ha of employment land and 1,467 new dwellings) and completion of a private sector Landowner Agreement. Progress is being made on the roundabout solution and discussions continue on the Landowner Agreement. The County Council provided an update on progress to the D2N2 Infrastructure Investment Board on 30 May.

D2N2 require submission of the final (Stage 2) Business Case in the autumn and (subject to approval) the full grant must be drawn down by March 2021. The District Council is supporting the process through officer time and consultancy input. The District Council has also allocated £222,410 within its Capital Programme to support necessary remedial works on Blenheim Road to facilitate adoption and the link road tie in.

Regarding other development sites, the District Council facilitated a series of meetings between Homes England and the landowners of **Cawdor Quarry** (Matlock), **Halldale Quarry** (Matlock) and **Middle Peak Quarry** (Wirksworth)

earlier in the year, again with a view to accelerating delivery of these sites. Discussions continue.

As reported in November 2018, the District Council previously submitted an application to Strand 2 of the D2 Business Rates Retention Programme for a grant to support the cost of feasibility work at **Middleton Road / Cromford Road, Wirksworth** (Dales Central Area Workspace Feasibility Study & Options Assessment). The purpose of the study is to establish the costs, values, options and risks associated with potential District Council intervention in delivering the 2ha employment site. The funding award (£18,000) was received on 29 April 2019.

Post submission of the funding bid, the District Council was advised of an application to Historic England to extend a designated Scheduled Monument across a significant part of the mixed use development site which, if approved, will potentially impact on the delivery of the site. The feasibility study (and current planning application) is therefore on hold pending a decision from the Secretary of State.

The Stage 2 Local Growth Fund Business Case for **Riverside Business Park, Bakewell**, submitted by Riverside Business Park Ltd. (a subsidiary of Litton Holdings Ltd.) was approved at the May meeting of D2N2's Infrastructure Investment Board. A grant of £3.35m was approved, subject to contract, to support infrastructure works - including site clearance, new bridge access and flood remediation works - enabling the phased redevelopment of the site, ultimately providing over 130,000sqft (gross internal) employment and commercial floorspace supporting over 150 new jobs.

The Economic Plan also identifies **one key Town Centre redevelopment opportunity – the Bakewell Road site, Matlock**. Working closely with Matlock Community Vision and accompanied by letters of support from the Town Council, County Council, D2N2 and other partner organisations, the District Council submitted a stage 1 expression of interest for Matlock to the Government's Future High Streets Fund in March 2019. The submission focuses on the mixed use redevelopment of the Bakewell Road gateway site as the catalyst for revitalising the town centre. A cinema development is envisaged at the heart of the scheme to help re-shape the town centre offer, increasing footfall, prolonging dwell time and boosting the evening economy.

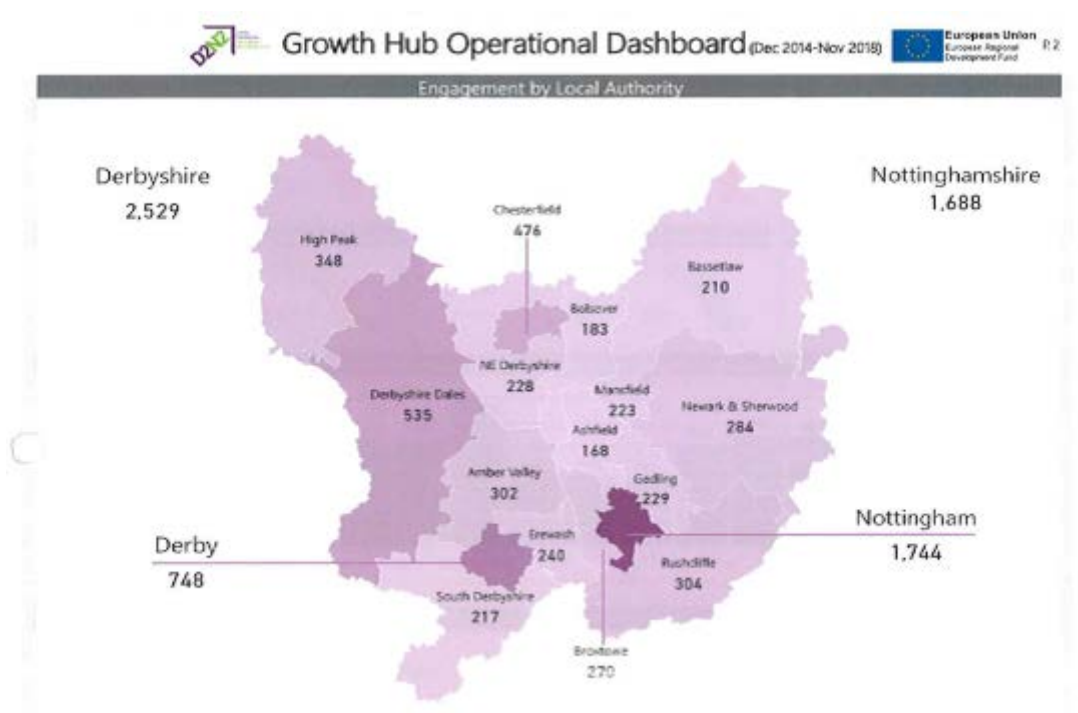
Competition for the Fund is fierce. Officers therefore continue to pursue redevelopment opportunities for the site and two independent cinema providers have confirmed potential interest in Matlock. Discussions are ongoing and further information is being supplied, including a measured survey of the building. A decision on the Future High Streets Fund bid is expected in the summer.

- 3.2 **Business engagement:** good progress continues on this theme. The biennial Derbyshire Dales Business Survey was undertaken in September 2018 with just under 200 businesses taking part (as reported to the Community and Environment Committee on 15 November 2018).

The District Council publishes a monthly e-newsletter for businesses, and organises business events both alone and with partners. On the evening of the Committee meeting an event – *Mastering the Financial Basics for Small Companies* – is taking place at Cromford Mill, delivered in partnership with D2N2. This will be followed in July with the second Derbyshire Dales Chief Executives Forum for larger companies following its successful launch last year. Agenda items this year will include impacts associated with the delayed exit from the EU and views on a proposed invest in Derbyshire Dales campaign.

- 3.3 **Derbyshire Dales Business Advice:** good progress continues on this theme. During 2018/19, one-to-one assistance has resulted in 16 Dales businesses being offered grants approaching £300,000. In addition, a number of other businesses receiving grant offers have received light touch support. Several grants have been awarded from the Derbyshire Business Support Grant Scheme (funded via the D2 Business Rate Retention Programme) and a number of applications await consideration (in total 22 applications have been submitted from the Derbyshire Dales seeking over £600,000 in grant compared to 12 in the next nearest district) demonstrating the value of investing in a dedicated service and the importance of smaller grant programmes to enabling business growth. The Derbyshire Dales Business Advice service, part of the D2N2 Growth Hub, is funded by the District Council and European Regional Development Fund (ERDF).

The chart below shows the number of businesses engaged by the D2N2 Growth Hub up to November 2018 (latest available) since the Growth Hub launch in December 2014. To note, Derbyshire Dales had the highest level of business engagement of all D2N2 districts to the end of this period:



The service has exceeded targets for businesses assisted to March 2019:

DDBA	July 2016 – March 2019	
Indicator	Target	Actual
P13 No. of enterprises receiving Information, Diagnostic and Brokerage (min 3 hrs)	55	57
C1/C4 No. of enterprises receiving min 12 hrs support	55	56
C5 No. of new enterprises supported for min 12 hrs	14	14
C8 Employment increase in supported enterprises (FTEs)	41	41.7

N.B. The targets and performance figures above refer to businesses receiving 'intensive' assistance (i.e. 12hrs or more) as per the requirements of the ERDF programme.

The service has also achieved its corporate targets for engaging and assisting businesses (Council report of 30 May refers). Further European Union funding has been secured to continue the service in the Derbyshire Dales until March 2022 with 'match' funding provided by the District Council.

A dedicated business start-up advice service has also been provided through the **Sheffield City Region Launchpad** programme, providing advice and support services to pre-start, new and early stage businesses (under 2 years old). The service, which completed in the Dales on 31 March 2019, was funded by the District Council and EU via Sheffield City Region and delivered under contract by Growing Rural Enterprise Ltd.

Since it began in August 2016, Launchpad worked with over 80 clients, including individuals thinking of starting a business, new businesses registered but not yet trading and early stage businesses requiring help to develop and grow. Clients assisted include:

- AJ Holmes Butchers – opened 2018 on the Tissington estate
- Finishing Flourishes - bespoke wedding and event styling – opened in 2018 based in Bakewell
- Afiovana Hair Couture – NHS approved supplier and manufacturer of specialist handmade human hair wigs and hairpieces based near Matlock

The Launchpad service exceeded its targets for pre-start clients assisted and for jobs created (primarily the self-employed position when a business started):

Launchpad	August 2016 – March 2019	
Indicator	Target	Actual
P13 No. of enterprises receiving Information, Diagnostic and Brokerage (min 3 hrs)	43	49
P11 No. of potential entrepreneurs receiving min 12 hrs support and assisted to be enterprise ready	24	31
C1/C4 No. of enterprises receiving min 12 hrs support	12	12
C5 No. of new enterprises supported for min 12 hrs	20	15
C8 Employment increase in supported enterprises (FTEs)	12.8	18.4

Final expenditure, associated with the delivery of additional outputs, exceeded the contract figure by £4,098:

Original contracted amount:	£53,306.35
Contract variation amount	£57,404.35

50% of the additional £4,098 funding required has been provided from the EU allocation, with £2,049 funded by the District Council under Delegated Decision / Waiver from Contract Standing Orders – approved by the Head of Service on 22 March 2019 using existing budgets and approved on the basis of additional outputs being delivered. In accordance with Contract Standing Orders, Members are asked to note this. This contract has now ended.

Press releases showcasing local firms supported by the District Council's business advice services have been regularly produced and picked up in the local and regional press.

- 3.4 **Visitor economy:** visitor economy work continues well. Sales of the new Limestone Way walk guide have exceeded income projections by 300%, with orders placed by from visitors as far-a-field as Southend on Sea and Dundee.

Part of the 'Growing and Developing the Visitor Economy in Derbyshire' programme led by Marketing Peak District and Derbyshire and part funded by the European Regional Development Fund, the District Council and Peak District National Park Authority (lead delivery partner), the 'Pedal Peak for Business' project has benefitted a significant number of businesses in the Derbyshire Dales. A total of 89 Dales businesses have been engaged in the project of which 39 received grants totalling over £92,000 (90% of the total project grant allocation) to improve or introduce new cycle facilities. The project has also produced 20 cycle route maps contained within four guides covering the Bakewell, Ashbourne, Matlock and the Hope Valley areas; nine inspirational short videos; and has linked with a national 'Cyclists Welcome' scheme which helps people find cycle-friendly places to eat and stay. The combination of new routes, grants and cycle friendly toolkit has helped establish a number of cycle friendly 'hubs' in the Dales and wider Peak District. Funding for this project has now come to an end.

Derbyshire Dales businesses have also benefitted from a range of training events delivered by Marketing Peak District and Derbyshire including workshops on: Exceeding customer expectations, Accessible tourism, and Welcoming overseas visitors. Over half the programme beneficiaries were visitor economy businesses based in the Derbyshire Dales.

- 3.5 **Enterprise Peak District partnership projects:** this theme has again seen good progress. The 'Inspired by the Peak District' branding initiative (which also received European funding through the Growing the Visitor Economy project) now has over 600 businesses signed up (half from the Derbyshire Dales) and a protocol has been prepared to support joint working going forward.



Officers have also continued to meet regularly with Digital Derbyshire to encourage them to address gaps in superfast broadband coverage in the

district with a particular focus on industrial estates and business parks. Further fibre cabinets in the district have 'gone live' this year.

There has been good take up in the Dales of Better Broadband Voucher Scheme, the Government subsidy scheme to provide an affordable, basic broadband installation to homes and businesses unable to access a broadband service with a download speed of at least 2Mbps in parts of the Dales that fibre does not reach.

4 NEW ECONOMIC PLAN

4.1 The Derbyshire Dales Economic Plan covers the period up to December 2019. Aligned with District Council consideration of a new Corporate Plan it is proposed to prepare an updated Economic Plan for consideration at Council on 21 November 2019. Preparation of the Plan also coincides with D2N2's work on preparing a Local Industrial Strategy for the area.

4.2 Working on preparing a new Economic Plan is due to start in the summer and is anticipated to comprise the following stages:

- Review of progress against priority actions (June 2019)
- Evidence base update / drafting (July – September 2019)
- Members workshop (September 2019)
- Partner and business consultation (October 2019)
- Presentation to Council (November 2019)

4.3 As part of work to prepare for a new Economic Plan, it is proposed that the evidence base be updated. Whilst we have recent views from the 2018 business survey, the statistical evidence on the state of the Derbyshire Dales economy has not been collated and reviewed for five years. It is therefore proposed that a short piece of work is commissioned to update the local economic evidence base.

4.4 Without pre-empting this work, it is considered likely that similar priority themes might emerge for the new Economic Plan:

- Employment sites
- Business engagement
- Derbyshire Dales Business Advice
- Visitor Economy
- Enterprise Peak District partnership projects

and that action plans for each theme might therefore need to be developed.

5 ECONOMIC DEVELOPMENT RESERVE

5.1 A plan for expenditure of the Economic Development Reserve was agreed by Council on 27 September 2018. The Reserve had £163,944 remaining at 31 March 2019. However, of this, £95,940 is committed and a further £68,004 is proposed against identified Economic Plan activities. These include £43,504 to support site delivery work, focusing on key employment sites in the central

area of the district and further work necessary to support delivery of the Bakewell Road town centre site, Matlock.

5.2 The expenditure programme in the following table and paragraphs has been updated to summarise committed and proposed expenditure from the Economic Development Reserve. It is recommended that the expenditure programme be referred to Council for approval.

ECONOMIC DEVELOPMENT RESERVE EXPENDITURE PROGRAMME

Priority	Work Area	Activities	Committed expenditure	Proposed expenditure	Year
Employment Sites	Site Delivery	Commercial Development Advisory Services inc. updates to Ashbourne Airfield Business case Dales Central Area Workspace Feasibility & Options Assessment Technical studies, utilities searches; detailed design, planning fees - Dales Central Area Workspace / Bakewell Road site, Matlock	£25,000 (£18,000) funded from external grant	£12,500 (extension option to 30.09.20) (Blenheim Road imp works allocated in Capital Programme) £43,504	2019 to 2020/21
Business Engagement	2020 Derbyshire Dales Business Survey, Business forums and events	Independent business survey, Economic Plan evidence base Events budget, promotional materials Derbyshire Dales Place Branding initiative / inward investment promotion	Next survey due 2020 £3,000 £1,290	£6,000 £5,000	2019/20 to 2020/21
Business Advice	Full time Derbyshire Dales Business Advice service*	One to one business advice, one to many events, Enhanced Local Growth Hub services	£66,650 (salary plus on costs - excludes indirect costs)	/	2019/20 to 2021/22
Enterprise Peak District Package / Visitor Economy	Inspired by the Peak District	Marketing materials, brand development and events to increase take-up / usage		£1,000	2019/20
		Totals	£95,940	£68,004	

* European Regional Development Fund project via D2N2 (final Funding Agreement awaited)

- 5.3 A further £109,440 was added to the Economic Development Reserve on 1 April 2019 from Small Business Rate Relief section 31 grant received from the Government (in accordance with the resolution by Council on 27 September 2018 to secure funding to support businesses deliver high-quality jobs in the Derbyshire Dales), and is uncommitted at this time. The end of EU funding and uncertainty surrounding priorities for the Government's proposed new 'Shared Prosperity Fund' necessitate the requirement to plan ahead. It is proposed that this £109,440 is used to continue the focus in two key areas: (a) workspace delivery, and (b) business support and advice.
- 5.4 With regard to workspace / employment sites, current work aims to establish the opportunities and risks associated with potential District Council intervention in accelerating the delivery of employment or commercial land within the district. Future work could include: detailed site investigations / ground condition surveys; drainage strategy; detailed design; utilities searches / plan; tender pack and legals in order to progress proposals to the point of delivery. Continuing to work with landowners and developers to secure the earlier release of land and employment space, supporting the retention of existing companies requiring space to grow, will remain vital to secure a sustainable economic future for the Derbyshire Dales.
- 5.5 With regard to business support and advice, external funding to support both the Derbyshire Dales Business Advice service and the provision of grants for rural business growth is uncertain when EU funding ceases in 2022. DDBA, particularly in terms of the level of external funding levered into Dales businesses is a valuable service which, alongside locally-delivered rural funding programmes has delivered tangible economic benefits. More detailed proposals on these themes will be developed in conjunction with work on the new Economic Plan, and brought to Council for consideration. In the meantime, it is proposed that the Economic Development Reserve is used to underwrite the (full) costs of delivering the Derbyshire Dales Business Advice Service prior to a final Funding Agreement being received from the Accountable Body.

6 RISK ASSESSMENT

6.1 Legal.

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

6.2 Financial.

As funding for the proposed schemes is available from the Economic Development Reserve (subject to Council approval), the financial risk at this stage is assessed as low. However, the potential resource implications of infrastructure and workspace development will need to be considered and the financial risk may change at that time.

6.3 Corporate.

The risk of progressing the options identified will need to be managed. Overall, the corporate risk is assessed as Medium at present.

7 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.

C&E ED Plan June 2019.docx

CONTACT INFORMATION

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BACKGROUND PAPERS

Derbyshire Dales Economic Plan, September 2014

ATTACHMENTS

None

COMMUNITY AND ENVIRONMENT COMMITTEE
26 JUNE 2019

Report of the Head of Regeneration and Policy

MARKETING PEAK DISTRICT AND DERBYSHIRE: PARTNERSHIP AGREEMENT 2019-2022

PURPOSE OF REPORT

To approve a Partnership Agreement between the District Council and Marketing Peak District and Derbyshire (the official Tourist Board for this area).

RECOMMENDATION

1. The Partnership Agreement between Marketing Peak District and Derbyshire and Derbyshire Dales District Council 2019-2022 is approved.
2. The Head of Regeneration and Policy is authorised to negotiate and enter into the agreement.

WARDS AFFECTED

All

STRATEGIC LINK

Economic development is highlighted in the Corporate Plan 2015-2019, with *Business growth and job creation* the top priority. One objective of the Economic Development service, as set out within its Service Plan 2019/20, is: *To maximise the value of the visitor economy.*

1 MARKETING PEAK DISTRICT AND DERBYSHIRE

- 1.1 Marketing Peak District and Derbyshire (MPDD) is the official Tourist Board for this area. It is a public-private partnership, and its role is to support and grow the visitor economy. Annual core funding for MPDD is approximately:

Derbyshire County Council	£100,000
Derbyshire Dales District Council	£17,000
Chesterfield Borough Council	£14,000
High Peak Borough Council	£12,000
Peak District National Park Authority	£12,000
Bolsover District Council	£10,500
North East Derbyshire District Council	£10,500
Amber Valley Borough Council	£4,500
Commercial income	£215,000

In addition, MPDD has succeeded in bidding for one-off Visit England and European Union funding for specific projects. In 2018/19 this added some £1.3m to its budget.

- 1.2 The 2019/20 MPDD Board comprises private sector industry representatives and local authority representatives. The District Council is represented on the Board of MPDD by Councillor Michele Morley in 2019/20.

Chair of the Board	Paul Jones (Camping and Caravan Club)
Four Public Sector Directors	Derbyshire County Council Peak District National Park Authority Derbyshire Dales District Council Bolsover District Council
Four Private Sector Directors	Rupert Pugh (Heights of Abraham) Sally Ambrose (Chatsworth) Peter Dewhurst (University of Derby) vacant
East Midlands Chamber CX	Scott Knowles
MPDD Managing Director	Jo Dilley

- 1.3 All local authorities that contribute funding to MPDD sit on its Local Authority Investor Group, a sub-committee of the Board.

2 VISITOR ECONOMY

- 2.1 The visitor economy is a small but significant sector in the Derbyshire Dales. It accounts for 7% of employment in the district, which is roughly half the size of the manufacturing sector at 13% but rather greater than agriculture and quarrying at 2% of jobs (Source: Office for National Statistics UK Business Register and Employment Survey).
- 2.2 Jobs in the visitor economy are often characterised by part-time working, low wages, and seasonal/casual conditions. It is therefore important to the economic health of the Derbyshire Dales to grow the value of the visitor economy, with a view to creating better jobs in the sector. To achieve this, a District Council aim 2015-19 has been to encourage visitors to spend more when they come to the Derbyshire Dales. Providing better visitor 'experiences', and working towards a higher-value visitor 'offer' help achieve this aim.
- 2.3 There are estimated to be some 5 million visitors to the Derbyshire Dales each year (Source: STEAM model). 85% of these are day visitors – people coming to the Dales for a few hours, mostly by car, and going home the same day. Day visitors contribute, relatively speaking, little to the local economy. By contrast, 15% of visitors to the Derbyshire Dales are staying visitors – people whose visits include an overnight stay(s) in the district. Staying visitors contribute more to the Dales economy, both in terms of spend per head and overall spending.

- 2.4 To generate greater value for the Derbyshire Dales economy, leading to better local employment opportunities in the visitor economy, priorities are:
- developing the short break market – two or three night rural breaks (or similar) for people visiting from surrounding cities. Further mid-range hotel accommodation is needed to facilitate more overnight/weekend stays, with a Premier Inn having opened in Matlock and another planned for Bakewell
 - greater emphasis on quality – providing a high quality visitor experience
 - product development activities in growth markets – especially cycling and walking. There has been considerable investment in cycling in recent years, supported by the District Council: we were a partner in the Pedal Peak project which helped local businesses provide new cycling facilities and created maps of cycle routes; and we facilitated the extension of the White Peak Loop cycle trail beside the Matlock to Rowsley railway line
 - raising the profile of locally produced products – the ‘Inspired by the Peak District’ brand, with District Council support, is helping local businesses develop a marketing edge based on their association with this iconic brand
 - providing information the visitor wants, the way they want it – primarily digitally
 - maintaining Ashbourne, Bakewell, Matlock and Matlock Bath as vibrant visitor hubs and destinations in their own right. The District Council continues to produce printed miniguides and maps for these three towns.
- 2.5 Given the small resource of the District Council, it cannot achieve the above on its own. Therefore it looks to Marketing Peak District and Derbyshire to take the lead in delivering many of the above priorities.

3 DISTRICT COUNCIL TOURISM RESOURCE

- 3.1 An in-depth review of the tourism service was conducted during 2014, and the outcomes determined by the then Environment Committee on 17 July 2014. The review out of necessity took into account the tightening budget position of the District Council, and whilst making savings it resolved not to cease the tourism service altogether. Instead, the service has focused on the economic value to be gained by improving the quality of tourism in the district.
- 3.2 The tourism resource at the District Council now principally comprises:
- 0.5 FTE tourism officer capacity
 - £5,100 p.a. net budget for tourism publications
 - £2,750 p.a. IT support for Visitor Information Points in the district
 - £17,000 p.a. contribution passed directly to MPDD
- 3.3 One example of savings made is that the net budget for tourism publications was £15,500 in 2016/17. This has been reduced to £5,100 for 2019/20 (by printing fewer copies and increasing advertising income). The publications produced by the District Council are town miniguides for Ashbourne, Bakewell, and Matlock and Matlock Bath (free); a Derbyshire Dales visitor guide leaflet (free); and the Limestone Way walking guide (sold).

3.4 Throughout this period, the District Council's contribution to MPDD of £17,000 has remained constant. Given the slim resource now available to the District Council, it is more important than ever that maximum value for money is secured from MPDD. It is in that light that the following Partnership Agreement has been drafted.

4 PARTNERSHIP AGREEMENT

4.1 It is regarded as crucial that MPDD is evaluated not on inputs (e.g. money spent) nor just on outputs (e.g. clicks on websites), but is also measured by outcomes (e.g. number and value of overnight stays). The only way to assess these is to ask tourism businesses themselves, which is why requiring MPDD to carry out an annual "How's business?" survey of visitor economy businesses is a key element in the Partnership Agreement. The first business survey by MPDD started in June 2019.

4.2 Another requirement, from the Derbyshire Dales perspective, is for MPDD to focus on extracting greater spend from domestic visitors via short break packages. A key 'ask' in this Partnership Agreement is for MPDD to deliver and promote short break packages (e.g. cycling or food & drink themed) where visitors stay two or three nights in the Derbyshire Dales.

4.3 The draft Partnership Agreement between the District Council and Marketing Peak District and Derbyshire (Appendix 1) sets out

- shared aims and objectives
- obligations of both parties
- outputs and outcomes that MPDD agrees to achieve in return for the £17,000 p.a. contribution made by the District Council.

4.4 The Agreement confirms that Derbyshire Dales District Council will provide MPDD with £17,000 in 2019/20. Subject to available resources and achievement of the Outputs specified in the Agreement, it would be the intention of the District Council to continue to contribute funding at this level in 2020/21 and 2021/22. Performance against the Agreement will be reviewed annually. Should resources not be available at that level, or should the outputs/outcomes not be achieved in full, then the Agreement states that the funding contribution from the District Council may be reduced.

5 RISK ASSESSMENT

5.1 Legal.

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

5.2 Financial.

The £17,000 contribution to Marketing Peak District and Derbyshire is incorporated in the approved 2019/20 budget. Its inclusion in the budget in future years would be subject to the annual review process incorporated in the draft Partnership Agreement. The financial risk of this report is therefore assessed as low.

6 OTHER CONSIDERATIONS

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

C&E MPDD june2019.docx

CONTACT INFORMATION

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BACKGROUND PAPERS

- Environment Committee, 17 July 2014: Review of Tourism Services
- Council, 23 April 2015: Visitor Economy Plan 2015-2019

ATTACHMENTS

Appendix 1 Draft Partnership Agreement between Marketing Peak District and Derbyshire and Derbyshire Dales District Council 1 July 2019 to 31 March 2022



PARTNERSHIP AGREEMENT

BETWEEN

MARKETING PEAK DISTRICT AND DERBYSHIRE

AND

DERBYSHIRE DALES DISTRICT COUNCIL

FROM 1 JULY 2019 TO 31 MARCH 2022

(SUBJECT TO ANNUAL REVIEW)

PARTNERSHIP AGREEMENT

This Agreement is entered into on 1st July 2019 by and between:

MARKETINGPEAKDISTRICT AND DERBYSHIRE with registered number 1785710 of East Midlands Chamber, Commerce House, Millennium Way, Chesterfield, S41 8ND

And

DERBYSHIRE DALES DISTRICT COUNCIL of Town Hall, Matlock, DE4 3NN

1. Purpose

The purpose of this agreement is to outline the guiding principles by which both organisations will work jointly together to grow the value and economic impact of the Visitor Economy Sector across the Derbyshire Dales.

2. Background

Marketing Peak District and Derbyshire (MPDD) is the official Tourist Board for the area and as such represents one of the best opportunities to grow the volume and value of both domestic and international visitors to the area. To grasp the many opportunities MPDD needs to continue to raise the profile of the Peak District and Derbyshire, package up its assets and make the most of its location and accessibility to convince consumers both from domestic and overseas markets that it is a great place to visit and stay.

Through this agreement MPDD will showcase the Derbyshire Dales, introducing visitors to the stunning landscapes, cycle network, heritage, culture, food and drink and many major attractions by creating tactical marketing campaigns inspiring visitors to take decisive action by booking their next holiday/short break in the area.

MPDD will work closely with the District Council, other Local Authorities and private sector partners to grow the value of the sector. Aligning strategies with national partners including, for example, Visit England/ Visit Britain, the Midlands Engine and D2N2 LEP.

3. Core Aims

- Provide a strategic lead for the development and marketing of tourism in the area
- Optimise the profile and recognition of the iconic Peak District and Derbyshire brand
- Promote the area through tactical marketing campaigns agreed in advance with the MPDD Board to identified target markets and demographics
- Ensure that high quality research is undertaken and market intelligence is applied and shared with Local Authority partners and the industry
- Develop the potential of the website www.VisitPeakDistrict.com and Destination Management System (DMS) as the foundation of effective marketing and visitor services
- Signpost visitor economy sector businesses to enable access to generic advice and business support through the D2N2 Growth Hub.
- Provide specialist business support and training specific to the needs of the visitor economy sector addressing gaps in provision

- Provide networking opportunities encouraging collaboration between visitor economy businesses in the area
- Represent the interests of Peak District and Derbyshire visitor economy businesses and organisations of all sizes at regional and national level
- Promote the improvement of quality in every aspect of the product and service to visitors
- Advise on public investment in tourism product, such as attractions, activities and events

3. Core Objectives

- Encourage visitors to spend more year round, by staying longer increasing visitor spend
- Attract higher spending visitors who are likely to buy local products and able to repeat and recommend
- Exploit growth markets including cycling, walking and accessible tourism
- Grow business tourism through business visits
- Raise the quality of core tourism services and products providing competitive advantage through repeat visits and referrals
- Improve engagement with the private sector and increase investment from major industry players
- Grow the domestic and international profile of Peak District and Derbyshire as a place to visit and invest

We have identified the following key activity strands during 2019/20:

- Develop the food and drink offer of the Peak District and Derbyshire creating a food and drink tourism campaign
- Deliver marketing campaigns targeting the year round short breaks market, promoting distinctive experiences linked to local products and events
- Promote cycle tourism following on from recent investments in cycle infrastructure, facilities and cyclist welcome
- Increase private sector membership and advertising
- Develop the domestic and international offer of the Peak District and Derbyshire
- Secure Phase 2 of the 'Growing and developing the Visitor Economy Sector within Derbyshire' ERDF funded project – supporting a further 200 businesses
- Develop strategic partnership initiatives to grow the value of the visitor economy sector e.g. Tourism Action Zones

3.1 Outputs

Overall target outputs relating to this agreement for 2019/20 are as follows. They will be measured and reviewed annually, and taken into account under the 'Finances' section of this agreement:

Project	Key Performance Indicators	Target KPI (pa)	Outputs
Short Breaks/Holidays	Domestic staying visitor spending	+2% (STEAM)	+2% by March 2020
	Bed nights (conversion research)	+2% (STEAM)	+2% by March 2020
How's Business Survey	Deliver annual survey of visitor economy business with questions measuring: - <i>No. and value of overnight stays (+ annual % increase/decrease) (via Guestlink and other means)</i> - <i>% increase/decrease in turnover</i> - <i>% increase/decrease in overseas visitors</i>	Min 50 businesses surveyed in Derbyshire Dales	Survey completed in November 2019
Website satisfaction	- % of visitors who consider the DMO website good or excellent - % of businesses who consider the DMO website good or excellent	{TBD with JD using current baselines}	TBD
Visitor Economy sector support	No. of Derbyshire Dales businesses supported through MPDD events	50	50
Tactical campaigns			
Food and Drink marketing campaign	Develop and deliver a campaign to support the food and drink sector	Min 10 businesses assisted in Derbyshire Dales	Campaign delivered and evaluated by March 2020
Short breaks campaign	Deliver year round campaign including distinctive experiences in the Derbyshire Dales	Min 25 businesses assisted in Derbyshire Dales	Campaign delivered and

			evaluated by March 2020
Cycle tourism campaign	Deliver campaign promoting cycle infrastructure and cycle friendly business hubs and circular cycle routes developed in the area	Min 20 businesses assisted in Derbyshire Dales	Campaign delivered and evaluated by March 2020
Vital Valley	Successful delivery of marketing campaign	Raising the profile of and visitor numbers to DVMWHS	Campaign evaluated 2021

4. Finances

This agreement confirms that Derbyshire Dales District Council will provide MPDD with £17,000 in 2019/20. Subject to available resources and achievement of the Outputs specified in this agreement, it is the intention of the District Council to continue to contribute funding at this level in 2020/21 and 2021/22. Performance against this agreement will be reviewed annually. Should resources not be available at that level, or should the Outputs not be achieved in full, then the funding contribution from the District Council may be reduced.

5. Obligations of Marketing Peak District

MPDD will ensure the following:

- A strategic plan for the sector and destination incorporating the needs of and agreed with the MPDD Board
- Effective delivery of the priorities set out in the D2N2 Visitor Economy Action Plan and promoting the influence of the sector in the development of the Midlands Engine and Local Industrial Strategy
- Support local authorities and businesses to further develop partnerships and open up new tourist markets
- Work in partnership with the MPDD Board to plan, develop, agree and implement an annual programme of campaigns and other initiatives to support the visitor economy sector, including Tourism Action Zones
- Align and complement inward investment activity to ensure the Peak District and Derbyshire develops and maintains a high profile as a 'Great Place'
- Continuity of strong branding and brand messaging, maintaining a competitive position for the Peak District and Derbyshire in both domestic and international markets
- Continue the partnership approach to promoting the "Inspired by the Peak District" brand with Local Authority partners and businesses

- Acknowledge in publicity and publications the contribution of Derbyshire Dales District Council as a funding partner of MPDD; to include use of the Derbyshire Dales District Council approved logo, naming Derbyshire Dales District Council in text where appropriate, and including an agreed quote from a Derbyshire Dales District Council representative where appropriate
- Collect data and undertake research on behalf of the sector, providing key insights and the needs of future visitors – for example, generation Y and generation Z – for discussion with partners and action by the Board.
- Explore commercial income opportunities and develop a plan for Board consideration
- Maintain sufficient reserves to cover and financial liabilities as required by East Midlands Chamber as the accountable body.

6. Obligations of Derbyshire Dales District Council

Derbyshire Dales District Council will support MPDD by:

- Signposting visitor economy sector businesses to MPDD as appropriate, promoting the work of MPDD
- Support networking events held in the Derbyshire Dales by promoting the offer through local networks
- Work in partnership with MPDD on marketing campaigns as and when appropriate offering local knowledge and expertise
- Attend Tourism Officer Group meetings, sharing information on local campaigns and tourism activities
- Alert the industry team of any new visitor economy sector businesses setting up in the area interested in MPDD Membership, assisting with membership growth targets

7. Annual Review

The Agreement is subject to review on an annual basis to agree any amendments and overview performance. The review will be undertaken prior to the release of the annual contribution as set out in section 4 above.

Signed for and on behalf of MARKETING PEAK DISTRICT AND DERBYSHIRE:

Signed..... Date.....

Print Name.....

Job Title.....

Acceptance for and on behalf of DERBYSHIRE DALES DISTRICTCOUNCIL:

Signed..... Date.....

Print Name.....

Job Title.....

COMMUNITY AND ENVIRONMENT COMMITTEE
26 JUNE 2019

Report of the Head of Regeneration and Policy

DARLEY DALE NEIGHBOURHOOD PLAN

SUMMARY

This report sets out the responses received during the statutory publicity period on the Darley Dale Neighbourhood Plan. The report also sets out officer comments made in respect of the contents of the Darley Dale Neighbourhood Plan, and outlines the next steps with regards to examination of the Darley Dale Neighbourhood Plan.

RECOMMENDATION

1. That the representations received during the statutory publicity period for the Darley Dale Neighbourhood Plan, as set out in Section 2 of this report be noted, and forwarded to the examiner appointed to undertake the Examination of the Darley Dale Neighbourhood Plan.
2. That the comments made in respect of the policies and proposals contained within the Darley Dale Neighbourhood Plan set out in Section 3 are noted and that they be forwarded to the examiner appointed to undertake the Examination of the Darley Dale Neighbourhood Plan.
3. That a further report be presented to the Community and Environment Committee that sets out the Examiner's Report findings and any recommended modifications to the Darley Dale Neighbourhood Plan.

WARDS AFFECTED

Darley Dale

STRATEGIC LINK

The implementation of the Darley Dale Neighbourhood Plan will provide a wider planning framework for the Derbyshire Dales, focused within Darley Dale. The Neighbourhood Plan will complement policies set out within the Derbyshire Dales Local Plan (adopted 2017) to achieve high quality developments and environments for existing and new residents and communities of Darley Dale, and form part of the development plan for the District.

1 BACKGROUND

- 1.1 The Parish of Darley Dale was designated as a Neighbourhood Area in accordance with Section 61G of the Town and Country Planning Act (as amended by the Localism Act 2011) on the 18th August 2014. The designation

of a Neighbourhood Area is one of the statutory requirements to enable a Neighbourhood Plan to be adopted and formally become a part of the Development Plan, and be used in the determination of planning applications by the District Council.

- 1.2 Since that time the Darley Dale Neighbourhood Plan Steering Group, along with the Darley Dale Town Council, has undertaken consultation amongst the local community to determine the key issues in Darley Dale and prepare the draft Darley Dale Neighbourhood Plan.
- 1.3 In accordance with Regulation 15 of the Neighbourhood Planning (General) Regulations (2012), Darley Dale Town Council submitted the draft Darley Dale Neighbourhood Plan to the District Council on 30th November 2018. Following submission of the Plan, the District Council assessed whether the Plan met the requirements of the Neighbourhood Planning (General) Regulations (2012).
- 1.4 Public consultation on the draft Darley Dale Neighbourhood Plan consultation was undertaken for a period of six weeks, commencing on 26th February and finishing on 9th April 2019. As part of the consultation on the draft Plan, the District Council sent a letter to all residents and businesses within the Parish of Darley Dale, statutory stakeholders and local groups, advising them where the documents could be viewed and how representations could be made upon the Plan. Further to this a press release alerted the local media.
- 1.5 The draft Darley Dale Neighbourhood Plan and supporting documents were made available to view at the following locations:
 - Derbyshire Dales District Council, Town Hall, Matlock DE4 3NN
 - The Community Room at the Arc Leisure Centre, Matlock
 - The Whitworth Centre, Darley Dale
 - The Café/ reception of Meadow View Community Centre, Darley Dale

The documents were also made available on the District Council's website on the following page: www.derbyshiredales.gov.uk/darleydalenp. To enable residents of Darley Dale to make any representations on the draft Darley Dale Neighbourhood Plan, an online form was made available on the District Council's website and hard copies left at the deposit locations.

2 CONSULTATION RESPONSES TO DARLEY DALE NEIGHBOURHOOD PLAN

- 2.1 During the statutory consultation period for the Darley Dale Neighbourhood Plan there were a total of 51 representations received from 43 individuals and organisations. 37 representations were received from local residents. There were a further 12 representations received from Statutory Consultees, 1 property developer and 1 local sports group. All the representations received have been published on the District Council's website for transparency, and can be viewed [here](#).

2.2 A summary of the representations received is set out as follows:

- **Residents' representations** - the representations received from residents are summarised and grouped under key specific themes including:

Traffic and Transportation

- There were 26 representations received in relation to the Derbyshire Dales Local Plan housing allocation sites on Hackney Lane (HC2 (i & j)). The comments received were concerning the development of these sites, with specific reference to highway and pedestrian safety and traffic impacts from the developments along the Hackney Lane.
- New access arrangements, speed restrictions and other traffic calming measures to alleviate traffic problems and congestion on Old Hackney lane were suggested.

Infrastructure

- Concerns were raised about the potential lack of infrastructure such as highways, GPs, schools places, and appropriate leisure facilities to be provided to support new developments in the area.

Design of new development

- Further modifications to the text were suggested to ensure that the character features of key settlements in Darley Dale are maintained, such as retaining the stone walls bounding Old Hackney Lane as part of new developments.
- It was suggested that further text should be included introducing appropriate drainage for natural springs alongside new developments.
- Mention was made of protecting existing wildlife in the area.
- Residents would like the Plan to ensure a high quality of design for the new dwellings constructed in the area.
- The Plan should ensure that new developments are well connected and have good pedestrian links, crossings and access.
- Objection was made to the Policy NP16 in the Neighbourhood Plan which specifies that red brick should be used as part of residential developments. It was suggested that rather than red brick, stone should be used as part of new residential developments in Two Dales.

Landscape Character, settlement pattern and business development

- Concern for the loss of open green spaces along the A6.
- Residents expressed their support for the policies in the Plan which seeks to protect the landscape character, including policies NP 1 to 9. Concern was expressed for potential adverse impacts upon the changing shape of settlement patterns
- Objection was made concerning the area the Neighbourhood Plan covers; residents commented that 'the southern part of the parish being hardly mentioned'.

- Objection was made to the Plan for not identifying areas for new light industry and businesses to create jobs.
- Objection was made to the fact that the Plan did not include any specific reference to key employment sites, such as Ladygrove Mill, Two Dales.

Consultation Process

- Some residents objected to the consultation process and commented that ‘The consultation was not inclusive, processes were limited’ and that ‘questions for residents were not transparent and that there was inadequate promotion of questionnaires’.
- **Highways England** noted the housing and employment growth planned to be delivered in the Plan period and indicated the limited levels of growth coming forward within the Neighbourhood Plan area (totalling approximately 200 new homes) would not have any material traffic impacts upon the wider highways network.
- **Natural England** had no specific comments on the Plan.
- **Historic England** noted that the Neighbourhood Plan area encompasses a number of important designated heritage assets that should be safeguarded. No further specific comments in relation to the Plan were made.
- **Environment Agency** had no specific comments on the Plan.
- **Severn Trent Water** outlined that a sewer capacity assessment that was undertaken as part of the Derbyshire Dales Local Plan (2017) and recommends that surface water is managed sustainably and not directly discharged into the combined sewerage system as part of the design of new developments in the area. The following comments were made in respect of Policy NP11: Design Principles for C3 Residential Development:
 - ‘This policy focuses on protecting the contextual settings of residential development, but could go further to push and support sustainable development’.
 - Should include ‘some kind of wording to ask for betterment on surface water discharge rates from developed site would help to protect and improve the local sewerage systems and in turn could provide betterment to the local watercourses and environment’.
 - Support was offered for the inclusion of the design policies and Building for Life 12, but it was suggested that more emphasis should be put on the water environment and the need for Sustainable Urban Drainage features which can in turn enhance local biodiversity and provide amenity value to communities.’
- **The Coal Authority** had no specific comments on the Plan.

- **National Grid** – an assessment has been carried out with respect to the National Grid’s electricity and gas transmission apparatus which includes high voltage electricity assets and high pressure gas pipelines. National Grid has identified that it has no record of such apparatus within the Neighbourhood Plan area.
- **Equality Human Rights Commission** had no specific comments on the Plan.
- **Peak District National Park** has commented upon aspects of the Plan relating to the landscape impact and setting of the Peak District National Park as follows:
 - Supports the reference to the setting of the Peak District National Park (PDNP) in the local context section, but suggests further reference should be ‘made to explain the 1995 Environment Act (Section 11) puts a duty on relevant authorities to have regard to the purposes on a National Park when excising of performing functions which relate to or affect land in a National Park’.
 - Support is given for Policy NP1: Protecting the Landscape Character of Darley Dale; Policy NP4: Protecting the Landscape Character of Churchtown; and Policy NP10: Protecting the Setting of the Peak District National Park.
 - Consultation Statement (page 21) - Comments made by the PDNP under the Regulation 14 consultation have been summarised in the Consultation Statement. However as the full comments are not presented, part of the original sentence is missing. Therefore the comments as summarised in the Consultation Statement do not make sense.
- **Derbyshire County Council (DCC)** have submitted the following Officer comments;
 - Derbyshire County Council have reiterated comments made at Regulation 14 stage of consultation with regard to renewable energy, low-emission vehicle infrastructure, dark skies, housing, flood risk, community engagement, and public health aspects of the Plan.
 - The submission version of the Plan contains no real consideration of the wider parish outside the built area and a number of issues, which could greatly contribute to the preservation of the character of the community, have been omitted, including policies relating to small scale domestic renewables and energy efficiency.
 - A new policy should be added in relation to Low Emission Vehicle Infrastructure. This would ensure that new developments include the provision of charging points or appropriate electrical infrastructure.
 - A new policy should be included to reduce artificial lights in new developments. The Neighbourhood Plan includes frequent references to the Peak District National Park, but fails to appreciate the detrimental impact of artificial light on the National Park and rural landscape.

- DCC supports the range of policies on landscape character and design in the Neighbourhood Plan which are all framed positively and support new development.
 - The link to the Strategic Flood Risk Assessment 2016 referenced in Paragraph 38 does not appear to work.
 - Paragraphs 67 & 68 should be amended to make reference to the new NPPF (February 2019).
 - The first sentence of Chapter 12 ‘The Importance of Good Design in Residential Development’ should be deleted in line with new NPPF.
 - The Plan could strengthen the health and wellbeing of people in Darley Dale by the inclusion of areas from DCC’s Strategic Statement – Planning & Health across Derbyshire and Derby City by making references Public Health.
 - No comments are made from DCC from a transportation and development control perspective.
- **Gladman Developments Limited** responded with several points;
 - Gladman consider that some policies do not reflect the requirements of national policy and guidance and recommend modifications to the Plan.
 - Policy NP11: Design Principles of Residential Development & Subsequent Policies NP12-NP19 provide a range of design criteria that proposals are to adhere to. Planning policies should not be overly prescriptive and need flexibility in order for schemes to respond to site specifics and the character of the local area. Whilst, Gladman note, the Neighbourhood Plan seeks to define different design criteria for developments in each of the 8 defined areas, there will not be a ‘one size fits all’ solution in relation to design and sites should be considered on a site by site basis with consideration given to various design principles.
 - Policy NP11 requires the use of Building for Life 12 standards to be met and developers are encouraged to ensure that development proposals accord with these standards and that a development proposal scores a minimum of 9 greens. The use of ‘encouraged’ is supported as this adds a degree of flexibility. However Gladman are concerned with the requirement that a scheme must score a minimum of 9 greens, which is onerous and goes beyond the requirements of design guidance.
 - The use of Building for Life 12 should be voluntary at the discretion of the developer and therefore the policy should be modified to wording suggested.
- **Darley Dale Cricket Club**
 - Offers support for the Neighbourhood Plan and its content, however suggests key issues to be addressed.
 - The Club is concerned about development in the area and the loss of open spaces, the continued development along the A6 and the poor quality of approved development in this area.

- Topography – Paragraph 30, 31 – fully supports the sentiments in these two paragraphs.
- Paragraph 36 - This is ‘a bit underwhelming’. The valley floor and the river are ‘a crucial and important piece of the landscape majesty of the valley, not just obliquely referenced as an area that is in the flood zone so it can’t be built on’.
- Landscape Character – ‘Paragraph 43/ Map 4, the valley floor and the river and its habitat are not even mentioned in this section. This is a very disturbing omission given its beauty. The valley bottom and the river should feature as an outstanding part of Darley Dale landscape character’.
- Community Objective 1, fully support
- Protecting the Landscape Character of Darley Dale Diagram 1, Very supportive as this recognises properly the value of the river corridor. Questions why it is not stated also in the landscape character map.
- Very supportive of all the ‘Protecting the Landscape Character Policies’, including ‘Protecting the Setting of the Peak District National Park’
- Policy NP3: The Importance of Good Design in Residential Development’ – should read that all development should be of a high design standard. Recent developments would not meet the standards set out in the Darley Dale Neighbourhood Plan.
- Fully support policies NP11-19
- Very supportive of Policy NP20 ‘Enhancing the Provision of Community Facilities’.
- The success of the Plan will be mainly dependent upon its implementation by the District Council as Planning Authority.

3 DERBYSHIRE DALES DISTRICT COUNCIL RESPONSE TO DARLEY DALE NEIGHBOURHOOD PLAN

- 3.1 A detailed review of the policies and proposals contained within the Darley Dale Neighbourhood Plan was undertaken by Officers during the local consultation on the Darley Dale Neighbourhood Plan (Regulation 14 Stage). The consultation period ran for a period of six weeks from 12th March until 16th April 2018 and then to ensure all relevant consultees had been notified the consultation was extended for a further six weeks from 20th April until 4th June 2018. The District Council’s response provided at that time indicated general support for the contents of the draft Darley Dale Neighbourhood Plan but made a number of comments in respect of the text and policy content. These comments were taken into account by the Darley Dale Neighbourhood Plan Group in redrafting the Darley Dale Neighbourhood Development Plan in readiness for submission to the District Council.
- 3.2 In order for the District Council’s comments on the revised draft to be taken into account by the Independent Examiner, the District Council was required to formally submit the comments by 9th April 2019. Therefore Officers consulted with and obtained agreement from the Leader, Deputy Leader, Chair and Vice Chair of this Committee and Ward Members of Darley Dale to submit the

comments as set out in the table below before the close of the statutory consultation.

Chapter	Paragraph / Policy	Page No	Officer Comments
	General		The National Planning Policy Framework (2019) ¹ states 'the policies in the previous framework will apply for the purposes of examining plans, where those plans are submitted on or before 24 th January 2019. The Darley Dale Neighbourhood Plan will be examined in the context of the 2012 Framework.
	General		All references to the 'Local Plan' should read the 'Derbyshire Dales Adopted Local Plan (2017)' throughout the Plan.
	General		Support is given for the footnote highlighted in green on each page of the Neighbourhood Plan which states that ' <i>All policies should be read in conjunction with policies in the Derbyshire Dales District's adopted policies. No Neighbourhood Plan policy will be applied in isolation, account will be taken of all relevant policies</i> '. This provides clear direction to the reader that all relevant policies are to be considered through the determination of planning applications and that this is not a standalone document in the wider planning framework.
1	2	4	It is considered that the vision for Darley Dale for the period up to 2033 complements the Derbyshire Dales Local Plan and is appropriate for the Neighbourhood Plan.
3	13	7	This section sets out how the Darley Dale Neighbourhood Plan sits within the context of the Derbyshire Dales Local Plan and sets out housing development that is planned within the parish. Three sites allocated under Policy HC2 of the Derbyshire Dales Local Plan (2017) are referenced in the table under paragraph 13, however this is factually incorrect as there are four housing allocations within Darley Dale as set out in Policy HC2 of the Derbyshire Dales Local Plan (2017). There is an omission of Policy HC2 (m) Land at Stancliffe Quarry, Darley Dale, 10.16 ha, 100 dwellings which should be inserted and referenced in the table.
3	18	8	Reference to ' <i>Documents 12 a-f</i> ' should be deleted and insert ' <i>Documents 17 a-f</i> '
3	Footnote 6	7	Footnote 6 should be amended to reflect changes to hyperlinks that have been made to the District Council's webpages.

¹ NPPF (published February 2019) Paragraph 214 & accompanying footnote 69

Chapter	Paragraph / Policy	Page No	Officer Comments
			<p>Insert :‘See spatial vision, page 22 of the Derbyshire Dales Adopted Local Plan (2017) http://www.derbyshiredales.gov.uk/images/L/DDDC_Planning_Doc_2018_vweb2.pdf</p> <p>The Derbyshire Dales Adopted Local Plan (2017) policies maps are now available on the District Council’s website. The web link to the footnote 6 should be amended and insert: http://www.derbyshiredales.gov.uk/images/documents/L/Local%20Plan%20-%20maps/DD%20Inset%201.pdf</p>
4	Footnote 12	9	<p>The website link is incorrect and links to a different version of the Statement of Consultation which is different to that submitted at Regulation 16 stage. The hyperlink version gives the dates ‘2016-2033’ Insert updated website link to ‘<i>Darley Dale Neighbourhood Plan Consultation Statement 2017-2033</i>’.</p>
5	Footnote 15	14	<p>Following the publication of the Derbyshire Dales Landscape Character SPD September 2018, the following web link should be inserted to direct the reader as follows: http://www.derbyshiredales.gov.uk/images/S/SPD_Landscape_Character_and_Design_September_2018.pdf</p>
5	Footnote 17	14	<p>The Derbyshire Dales Adopted Local Plan (2017) policies maps are published on the District Council’s website. The web link to the footnote should be amended and insert as follows: http://www.derbyshiredales.gov.uk/images/documents/L/Local%20Plan%20-%20maps/DD%20Inset%201.pdf</p>
9	69, 70, 71,	24, 25	<p>The Neighbourhood Plan sets out in several places that pre-application advice is encouraged on all major developments and minor developments outside of the Settlement Boundary for Darley Dale.</p> <p>The additional text to paragraph 69 sets out that ‘<i>pre-application discussions with the Town Council is a voluntary process</i>’ is welcomed. However this use of language should be repeated and clearly set out within Paragraph 71; Key Principle: Pre-application Community Engagement, Key Principle 1 for further clarification purposes that it is a voluntary rather than a formal process.</p>

Chapter	Paragraph / Policy	Page No	Officer Comments
9	71	25	<p>Key Principle 2 is considered unachievable as this does not conform to statutory regulations. It is the Local Planning Authorities role to prepare a local list to clarify what information is required to accompany a planning application. In addition, information being requested with a particular planning application must be:</p> <ul style="list-style-type: none"> • Reasonable having regard, in particular, to the nature and scale of the proposed development; and • About a matter which it is reasonable to think will be a material consideration in the determination of the application. <p>(Section 62(4A) of the Town & Country Planning Act 1990). Planning applications should be accompanied by plans and drawings; ownership details and Design & Access Statement. A consultation statement for a proposal is not a statutory requirement. Therefore Key Principle 2 principle should be removed.</p>
10	Policy NP1 (e)	28	<p>Criteria (e) duplicates Derbyshire Dales Local Plan Policy PD5 which seeks to protect the landscape character of the area and the setting of the Peak District National Park, therefore criteria NP1 (e) should be deleted.</p>
11	109, 110	34	<p>This paragraph sets out that <i>‘as part of pre-application engagement the Town Council will seek to ensure that proposals for major development will not have visual impact on the setting of the Peak District National Park and where necessary modifications to design and landscaping will be discussed with the developer to see if alternative approaches can be accommodated.</i></p> <p>The District Council has no significant objection to the Town Council engaging with developers of major proposals prior to the submission of a planning application. However the Town Council should make it clear within the Neighbourhood Plan that any comments it makes at this stage are its own and may not represent or be the same as the District Council’s in its role as a Local Planning Authority.</p>
11	Policy NP10	34	<p>Policy NP10 – Policy PD5 within the Derbyshire Dales Adopted Local Plan seeks to protect the setting and purpose of the Peak District National</p>

Chapter	Paragraph / Policy	Page No	Officer Comments
			Park. As such it is considered that there is no reason why this policy should be retained in the Neighbourhood Plan and should be deleted.
12	Table 3	36	Key Design Principles for Darley Dale Parish, bullet point 3 - This essentially duplicates wording set out within Policy HC1 of the Derbyshire Dales Local Plan and should be deleted.
12	Footnote 38	36	Footnote 38 does not add any further information than that set out within Policy HC1 of the Derbyshire Dales Local Plan. Accompanying Footnote 38 should be deleted.
12	125	37	The last sentence in this paragraph is incorrectly referenced. <i>'NP3 sets out design requirement for all residential development within the Plan area'</i> . This should be replaced with Policy NP11.
12	Footnote 42	41	The additional footnote is welcomed and reinforces previous comments made by ensuring appropriate connectivity is reflected through developments.
12	Tables 4-11	38-46	The Darley Dale Neighbourhood Plan has identified eight Character Areas across the Parish. For each one it has included a table summarising the main character features and seeks to set out approaches to the Future Management of these features as set out in Tables 4 -11. These 'Future Management' statements are considered to be policy expressions which should be included within the policies of the Neighbourhood Plan and should not be situated within the supporting text. The Future Management statements are in effect policy statements that are not referred to in Policies 12 to 19. The future management statements should be deleted from Tables 4-11 so that the Neighbourhood Plan provides a practical framework within which decisions on planning applications can be made with a high degree of predictability and efficiency as required by Paragraph 17 of the NPPF. With this modification Tables 4-11 will then serve the purpose of presenting a brief description of the various character areas of the Neighbourhood Area and will justify Policies NP12 to 19.
12	Policy NP 12 to NP19	38-46	Paragraphs 58 to 60 of the NPPF state: "58. Local and Neighbourhood Plans should develop robust and comprehensive policies that set out the quality of development that will be expected for the area. Such policies should be based on stated objectives for the future of the area and an understanding and evaluation of its defining characteristics. Planning

Chapter	Paragraph / Policy	Page No	Officer Comments
			<p>policies and decisions should aim to ensure that developments:</p> <ul style="list-style-type: none"> • Will function well and add to the overall quality of the area, not just for the short term but over the lifetime of the development; • Establish a strong sense of place, using streetscapes and buildings to create attractive and comfortable places to live, work and visit; • Optimise the potential of the site to accommodate development, create and sustain an appropriate mix of uses (including incorporation of green and other public spaces as part of development) and support local facilities and transport networks; • Respond to local character and history, and reflect the identity of local surroundings and materials, while not preventing or discouraging appropriate innovation; • Create safe and accessible environments where crime and disorder, and the fear of crime, do not undermine quality of life or community cohesion; and • Are visually attractive as a result of good architecture and appropriate landscaping. <p>Paragraph 60. states that ‘Planning policies and decisions should not attempt to impose architectural styles or particular tastes and they should not stifle innovation, originality or initiative through unsubstantiated requirements to conform to certain development forms or styles. It is, however, proper to seek to promote or reinforce local distinctiveness’.</p> <p>Policies NP 12 to 19 seek to reinforce local distinctiveness. These policies set out features of residential development that will lead to schemes being supported. However it is considered that modification of policies NP 12 to 19 is necessary to avoid unnecessary prescription, to enable design response to the particular setting of a site, and so as not to stifle innovation or originality. The opening statement in each of these policies should be modified as follows: Delete the following in each of policies NP12 to NP19 ‘<i>where the proposal demonstrates</i>’ and</p>

Chapter	Paragraph / Policy	Page No	Officer Comments
			Insert ' <i>Where the proposal is of high design quality that will positively contribute to the character of its setting and may demonstrate...</i> '
13	NP15 (b)	42	<p>Policy NP15 (b) requires further clarification regarding the phrase 'routes run to the edge of sites'. The wording of this criteria is too restrictive and is inconsistent with the criteria set out in the Building for Life standards which requires that development should be well connected with the existing surrounding uses and provide appropriate linkages to improve connectivity across the wider neighbourhood.</p> <p>This wording should be revised to be consistent with the text that accompanies the policy as set out within Table 7 and footnote 42.</p>
14	137	47	Paragraph 137 sets out that ' <i>Where applicable Darley Dale Town Council will also be actively involved as part of pre-application engagement process</i> '. Again additional wording should be inserted to clarify that this is a voluntary process and not statutory.
14	138 Appendix D	47	Appendix D: refers to a new pre-application community engagement notification form. This is not a requirement of the Derbyshire Dales pre-application advice service. It is not made clear in the text that this service is being offered by Darley Dale Town Council. Again given that this is a voluntary requirement, further clarification should be provided on the form or the requirement should be removed.

Table 1- District Council Representations on the Draft Darley Dale Neighbourhood Plan

4 NEXT STEPS

4.1 To enable the Darley Dale Neighbourhood Plan to come into force it must meet the following 'basic conditions' as set out in Paragraph 8(2) of Schedule 4B to the Town and Country Planning Act 1990 as applied to Neighbourhood Plans by section 38A of the Planning and Compulsory Purchase Act 2004:

1. Have regard to national policies and advice contained in guidance issued by the Secretary of State.
2. The making of the neighbourhood plan contributes to the achievement of sustainable development.
3. The making of the neighbourhood plan is in general conformity with the strategic policies contained in the development plan for the area of the authority (or any part of that area).

4. The making of the neighbourhood plan does not breach, and is otherwise compatible with, EU obligations.
 5. The making of the Neighbourhood Development Plan does not breach the requirements of Chapter 8 of Part 6 of the Conservation of Habitats and Species Regulations 2017.²
- 4.2 The next step is for the Darley Dale Neighbourhood Plan to be subject to an Examination by an Independent Examiner who will consider whether the statutory requirements and basic conditions have been met. In order to progress the preparation of the Darley Dale Neighbourhood Plan, and with the agreement of the Darley Dale Town Council, Mr Andrew Matheson has been appointed as the Independent Examiner.
- 4.3 The Examiner will produce a report with his recommendations, the reasons for them and a summary of findings. The report can recommend;
- a. The draft plan is subject to a referendum,
 - b. Modifications as specified in the Report are made to ensure that the basic conditions are met and that the draft report as modified is submitted to a referendum, or
 - c. The proposal is refused.
- 4.4 Although the District Council has provided advice and support to the Darley Dale Town Council throughout the preparation of the plan to ensure that the basic conditions are being met, the policies and proposals contained within the plan are an expression of how Darley Dale Town Council envisages the issues identified through their consultation should be addressed in the determination of planning applications.
- 4.5 Taking account of liaison with the Independent Examiner, the examination of the Darley Dale Neighbourhood Plan is scheduled to commence on 2nd July 2019. Following the examination, a further report will be presented to the Community and Environment Committee that sets out the Examiner's Report findings, any recommended modifications to the Darley Dale Neighbourhood Development Plan, and, potentially, final steps towards referendum and subsequent planned adoption.

5 RISK ASSESSMENT

5.1 Legal

In compliance with Paragraph 6(2) of the Schedule, the local authority designated Darley Dale as a Neighbourhood Area and since this designation the Darley Dale Neighbourhood Plan Steering Group and Darley Dale Town Council have prepared a neighbourhood plan for consideration. The Council has followed the consultation requirements set out within The Neighbourhood Planning (General) Regulations

² The 5th basic condition arises from the coming into force, on 28th December 2018, of the Conservation of Habitats and Species and Planning (various amendments) (England and Wales) Regulations 2018.

2012 and before submitting the Neighbourhood Plan to an independent examiner the Local Authority must be satisfied that the conditions set out in Schedule 4B of the Town and Country Planning Act have been met. These conditions are set out above and have been considered in depth within the contents of this report.

The recommendation is to refer the neighbourhood plan for an independent examination; if the examiner is satisfied the criteria is met the neighbourhood plan will then be referred for consideration at a final referendum therefore at this stage the legal risk is considered low.

5.2 Financial

The costs associated with the Neighbourhood Plan (mainly officer time, publicity and the independent examination and referendum (if appropriate) can be reclaimed from MHCLG. The financial risk is, therefore, assessed as low.

6 OTHER CONSIDERATIONS

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

7 CONTACT INFORMATION

Claire Francis, Planning Policy Officer
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8 BACKGROUND PAPERS

Description	Date	File
Darley Dale Neighbourhood Plan (Regulation 14 stage)	20 th April 2018	G/5/P2(v)
Darley Dale Neighbourhood Plan (Regulation 16 stage)	30 th November 2019	Darley Dale Neighbourhood Plan 30 November 2019
Darley Dale Neighbourhood Plan Basic Conditions Statement	30 th November 2019	Darley Dale Neighbourhood Plan Basic Conditions Statement 30th Nov 2019
Darley Dale Neighbourhood Plan Consultation Statement (November 2019)	30 th November 2019	Darley Dale Neighbourhood Plan Consultation Statement 2017-2033 30 Nov2018

Regulation 16 responses

9th April 2019

[Darley Dale
Neighbourhood Plan
Consultation Responses](#)

COMMUNITY AND ENVIRONMENT COMMITTEE
26 June 2019

Report of the Head of Housing

AFFORDABLE HOUSING DEVELOPMENT PROGRAMME

PURPOSE OF REPORT

This report sets out the details of the proposed affordable housing programme up to 2022.

RECOMMENDATION

That the Council note the progress toward increasing affordable housing in the District.

WARDS AFFECTED

All wards

STRATEGIC LINK

Enabling the development of affordable housing supports the District Council's priority of providing housing which meets local needs.

1 SUMMARY

- 1.1. As previously reported to the Committee, over the last few years, there has been a rapid acceleration of private developer led sites in the Derbyshire Dales where the Council has successfully negotiated the provision of on-site affordable homes. Some of these sites also provide an off-site financial contribution in the form of payments to the Council which are then used to support our wider housing enabling activity.
- 1.2. The government policy towards housing associations fluctuates over time. Currently, we are in a period of high investment, with significant financial support to fund the delivery of affordable housing.
- 1.3. The Derbyshire Dales has a strong relationship with several housing association partners, Platform Housing Group (formerly Waterloo Housing Group), Nottingham Community Housing Association (NCHA), Peak District Rural Housing Association (PDRHA) and with private developers to ensure on site homes can be bought by the 3 associations. The District Council's funding has given NCHA, PDRHA and Platform the confidence to invest more of their resources here rather than elsewhere. The District Council also works with other housing associations, Community Land Trusts and Almshouses.
- 1.4. This report sets out the affordable housing completions for 2018/19, the projected completions for 2019/20 and the delivery programme for affordable housing.

2 REPORT

- 2.1. The completion target for 2018/19 of 105 affordable homes, has been exceeded with 113 affordable homes completing.

Table 1: Affordable Housing Completions 2018/19

Village/Town	Scheme	S106 site	Registered Provider (Housing Association)	Units
Ashbourne	Land south of Derby Road (phase 1 of 48 homes phased over 5 years)	√	Platform Housing Group	6
Brailsford	Broomy Drive (Millers Phase 2)	√	Nottingham Community HA	11
Matlock	Bentley Bridge (Harron Homes) (7 completed in 17/18)	√	Nottingham Community HA	13
Matlock	Chesterfield Road, former Golf Club land (8 completed 17/18) (Westleigh)	x	Platform Housing Group	50
Matlock	3 Temporary Accommodation Units	x	Nottingham Community HA	3
Matlock	Asker Lane	√	Platform Housing Group	21
Matlock	Lea Bridge, Smedleys site (most of site in Amber Valley)	√	None	3
Wirksworth	Cromford Road	√	Heylo Housing	6
Total				113

- 2.2. The completion target for 2019/20 is 50 affordable homes. Current projections are that 56 affordable homes will complete this financial year. The table includes information on the Registered Providers (housing associations) and the Community Led organisations which will be taking on the units. The housing associations are Platform Housing Group (formerly Waterloo Housing Group), Nottingham Community Housing Association (NCHA) or Peak District Rural Housing Association (PDRHA) and the community led organisation is Bradwell Community Land Trust.

Table 2: Projected Affordable Housing Completions 2019/20

Village/Town	Scheme	s106 site	Registered Provider or Community Led Organisation	Status	Units
Ashbourne	Land south of Derby Road (48 homes in total phased over 5 years)	v	Platform Housing Group	On site	13
Bradwell	Bradwell CLT to take on the freehold of 12 tenanted Newburgh properties working with PDRHA who will lease & refurbish the properties	x	Bradwell Community Land Trust & PDRHA		12
Brailsford	Land off Luke Lane/Mercaston Lane	v	NCHA		11
Matlock	Dimple Road (completed May 19)	x	Westleigh and Platform HG	On site	12
Taddington	Townend	Exception site	PDRHA	On site	4
Winsters	Off Florence Gladwyn Close	Exception site	PDRHA	On site	4
Total					56

2.3. The programme of housing association and community led schemes for 2019-22 is taking shape with a mixture of schemes with funding, planning, or waiting for planning applications to be determined (see **Table 3** below). The Hartington and Bradwell schemes, which are s106 sites in the Peak District, are included in this table because of the significant input from the District Council's Housing Officers and partners including Bradwell Community Land Trust and Peak District Rural Housing Association. The affordable homes coming forward through developer led sites in Derbyshire Dales are set out in **Table 4**.

Table 3: Affordable housing programme for 2019-22

Scheme	Village/Town	S106 site	Status	Registered Provider or Community Led Organisation	No. of units
Lady Manners School	Bakewell	Exception site	Planning approved - on site	NCHA & Platform Housing Group	30
Newburgh Engineering	Bradwell	v	Planning approved - on site	Bradwell Community Land Trust	12
Former Creamery	Hartington	v	Planning approved	PDRHA	4
Tideswell	Tideswell	Exception site	Pre-application	NCHA	22
Total					68

- 2.4. As mentioned above, over the last few years, there has been a rapid acceleration of private developer led sites in Derbyshire Dales. In April 2015, when a report on the Affordable Housing Programme was presented to the Community Committee, 88 affordable homes had outline or detailed planning permission on developer led sites in Derbyshire Dales. By June 2017, this figure had increased to 373. The current figure is 278.
- 2.5. There are currently 24 affordable homes completing this financial year on private developer led sites and a further 262 with outline or detailed planning permission in the Derbyshire Dales planning area (**Table 4** below) and a further 16 in the Peak Park (see Table 3 above), totalling **278** affordable homes over more than 20 private developer sites. This does not include sites where we have taken an off-site financial contribution in lieu of on-site affordable housing provision. These figures are a snap shot in time and may increase or decrease over time and are subject to varying conditions that influence when a private developer begins a development, sells a site or waits for market conditions to improve.
- 2.6. Derbyshire Dales District Council's funding has enabled housing associations to purchase a greater number of s106 units than their programme allows and has given housing associations the confidence to invest in Derbyshire Dales rather than other areas.
- 2.7. If we combine completions due this year, schemes coming through from housing associations, and private developer led schemes with outline or full planning permission (i.e. Tables 2-4), there are a total of **386** affordable homes in the development pipeline. This is a significant development programme which is only possible through the joint funding of housing association schemes and a corporate approach to housing delivery.

Table 4: Number of Affordable Housing units on Developer Led sites with outline or detailed planning permission

Scheme	No. of Affordable	Planning Ref.
Ashbourne Airfield	39	14/00074/OUT
Ashbourne, land adjacent Hill Top, Derby Road	8	16/0711/OUT
Ashbourne, land North East of Lathkill Drive	11	17/01248/REM
Ashbourne, Land south of Derby Road (48 affordable in total, 6 completing in 2018)	42	16/00450/REM
Ashbourne, Wyaston Road, Leys Farm (Redrow)	7	17/00250/REM
Ashbourne, Mayfield Road (former Dove Garage)	13	16/00700/OUT
Brailsford, land off Luke Lane/Mercaston Lane	11	16/00436/OUT &18/0071/REM
Darley Dale, Bakewell Road	17	15/00814/OUT
Darley Dale, Dale Road South (Persimmon)	20	17/01243/FUL

Doveridge, Cavendish Cottage & Derby Road	8	15/00570/OUT
Doveridge, Derby Road East of Baker's Lane (Bellways Homes)	11	15/00389/OUT & 18/00891/REM
Hulland Ward, Wheeldon Way	8	14/00698/OUT & 19/00159/REM
Hulland Ward, Biggin View	8	15/00313/OUT & 18/00222/REM
Hulland Ward, Les Ardennes	6	16/00832/OUT & 18/01237/REM
Marston Montgomery, Old Hall Farm, Barway	5	17/00498/REM
Matlock, Harveydale Quarry	9	15/00305/OUT
Tansley House Gardens	15	16/00397/FUL
Tansley, Thatcher's Croft	8	16/00134/OUT
Tansley, Whitelea Nursery	8	17/00850/FUL
Two Dales, Ladygrove Mill	8	11/00545/EXF(1)
Total	262	

3 RISK ASSESSMENT

3.1. Legal

The District Council acts as the strategic housing authority to enable the provision of affordable homes. The initiative is one of the Council's key priorities and monies accrued through Section 106 Obligations are in accordance with the Development Plan. The legal risk is therefore assessed as low.

3.2. Financial

Where sites are dependent on funding from Derbyshire Dales District Council, these are generally funded from capital receipts or developer contributions (section 106 agreements). The current capital programme includes £5.6m for affordable housing projects. Given the limited resources available for future capital projects, the financial risk is assessed as high.

4 OTHER CONSIDERATIONS

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

5 CONTACT INFORMATION

Isabel Cogings, Rural Housing Enabler
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6 BACKGROUND PAPERS

Date	Description	Location
2018	Community and Environment Committee 12 July 2018, Affordable Housing Development Programme	Head of Housing
2017	Community and Environment Committee 15 June 2017, Affordable Housing Development Programme	Head of Housing
2015	Community Committee 9 April 2015, Affordable Housing Development Programme	Head of Housing

COMMUNITY & ENVIRONMENT
26 JUNE 2019

Report of the Head of Community & Environmental Services

REVIEW OF STRATEGY FOR EVENTS IN DERBYSHIRE DALES 2019-2022

PURPOSE OF REPORT

This report seeks approval of the revised Strategy for Events on District Council Land.

RECOMMENDATION

1. That the revised Strategy is approved and implemented from 1st August 2019.
2. That the charging provisions recommended in the Strategy are approved and implemented from 1st August 2019.
3. That the Head of Community & Environmental Services is delegated authority to approve applications for events on Council owned land in accordance with the Events Strategy and approved schedule of fees.
4. That the Chief Executive is delegated authority to act in the absence of the primary contact or in the event of a conflict of interest

WARDS AFFECTED

All wards

STRATEGIC LINK

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

1. BACKGROUND

- 1.1 In 2016 the District Council set up an Events Hub consisting of appropriate departments including The Events Team, Licencing, Environmental Health, Communication, Car Parks, Parks, Tourism and Clean & Green to create an Events Strategy. The first edition of the Strategy was adopted in April 2017 following approval at the Community and Environment Committee on 16 March 2017.
- 1.2 The revised Events Strategy is included as **Appendix 1** to this report and is recommended for implementation. It was recognised at the Community & Environment Committee on 16 March 2017 that the Strategy was intended to be kept under review, with the intention that any areas of the Strategy that were found to be in need of improvement were considered during 2017/18 and revisions brought back to Committee.
- 1.3 The Events Hub was restarted in September 2018 to critically review how the current strategy was working. Over three meetings the event hub reviewed:
 - what worked well
 - which areas needed improving

- clearly identifying which categories were to be included
- providing clear remit for each category

- 1.4 During 2018/19 the District Council's events team processed 78 different event applications. 59 of those events were supported and 18 did not take place due to insufficient notice, rejection during consultation, land availability, failure to meet insurance requirements and Event Organisers withdrawing the application. There were other requests to use Council land which took place using a Letter of Consent.
- 1.5 The District Council owns and manages numerous areas of land in the District and currently facilitates a significant number of varying events within these areas each year. The strategy details the District Council's vision, aims and objectives in facilitating the staging of events, and also outlines what is required and expected of event organisers when planning an event on District Council land.
- 1.6 Consultation on the reviewed strategy has taken place with the Events Hub including representatives from all relevant departments of the District Council. The consultation was also circulated to Parish and Town Councils who hold regular events within their area and included Matlock Town Council, Matlock Bath Parish Council, Ashbourne Town Council and Bakewell Town Council.

2 REVISED STRATEGY

The revised Strategy includes the following additions or amendments:

- 2.1 Our vision – To accept events which benefit Derbyshire Dales and local communities through encouraging community engagement and attracting tourists to the area to boost the local economy. Appendix 1, Section 1 shows the full vision.
- 2.2 The key aims and objectives of the proposed Events Strategy, are to:
- Attract exciting and vibrant events to Derbyshire Dales and ensure they follow the vision of the Council.
 - Ensure organisers of events of all sizes are supported by the District Council throughout the event planning process.
 - Ensure that the Council treats each event consistently in its approach and consultation.
 - Ensure the Council's involvement is acknowledged.
 - Encourage community engagement.
 - Promote economic growth through tourism within the District.
 - Manage the associated risks for both the Council and event organiser.
 - Ensure that the Council's costs are covered.
- 2.3 Events will be assessed and supported under three main categories. These are Commercial, Community and Charity. These are now clearly outlined in the strategy in the following table. The Strategy also identifies activities (picnics, gatherings, remembrance) that may take place on District Council land which may only require a Letter of Consent.

2.4

Commercial	Community	Charity
<ul style="list-style-type: none"> • The event's purpose is to make money for the benefit of a profitable organisation. • The event is a private function and restricted to the local community. • The event is raising the commercial profile of an individual business or businesses which may benefit from being a part of an event. • The event is an advertising campaign which may later lead to commercial gain for a profitable company/business. • If money is changing hands to enter an event or inside the event to benefit companies or for personal gain. 	<ul style="list-style-type: none"> • The event benefits the local community by increasing footfall and tourism to the area. • The event is open to all members of the community as a minimum. • Event organisers are not seen to be profiting from the event or self-advertising. • Trading taking place as part of an event is made up of 60% local traders from within the Derbyshire Dales. • Visitors to the event are not forced to part with money to access the main purpose of the event 	<ul style="list-style-type: none"> • The event is organised by a registered charity. • No person or business involved in the event must be profiting from any money handed over by members of the public attending the event. • Charity must be registered as a non for profit organisation.

2.5 **Pricing** - The District Council should not directly profit from events. However, all costs will be recovered including but not limited to: All Officer time, legal costs, car park revenue loss, wear and tear of land being used, Clean and Green team time and vehicle use, additional cleaning, market stall hire and extra waste collections.

2.6 **Commercial** - Commercial events are required to provide full cost recovery this includes associated legal fees for the final licence to occupy.

2.7 **Community** - Community events are required to provide full cost recovery minus 25%, this includes associated legal fees for the final licence to occupy.,

2.8 **Charity Events** - No fees will be charged for Charity Events except the associated legal fees for the licence to occupy.

2.9 **Letter of Consent** There will be no charge for applications which are not considered as an event requiring a licence to occupy. Events such as memorial gatherings and organised picnics with no commercial agenda would fall into this category.

- 2.10 The District Council Events Team will continue to request 6 months' notice for repeat events, new events will require a minimum of 3 months' notice as many new applicants fail to meet the time scale of 6 months when planning a new event.
- 2.11 The Event Strategy continues to support Iconic Events which benefit the local communities, these events are long standing events which don't go through the consultation period, however the District Council still recover costs relating to the events. The Iconic Events are reviewed annually and currently include, Matlock Bath Illuminations, Royal Shrovetide (Ashbourne), Matlock Victorian Christmas Weekend, Bakewell Carnival and Wirksworth Carnival.
- 2.12 The revised Event Strategy clearly identifies the application process for Events Organisers. The only addition to the previous process is step 5. This step introduces an initial consultation period which ensures the Events Team and Head of Community and Environmental Services are satisfied that the event is acceptable following the Event strategy guidelines. For example, follows the Council's aims and objectives, have supplied satisfactory public liability and risk assessments.
- 2.13 The revised Events Strategy is included as **Appendix 1** to this report and is recommended for adoption.

3 RISK ASSESSMENT

3.1 Legal

The District Council is able to recover the cost of its services. The Strategy aims to deliver quality events whilst mitigating major risk to the Council and event attendees. Whilst risk cannot be totally eliminated, the Strategy as proposed represents low risk to the Council. Risk Assessments are part of the application process and major events will be specifically recorded as part of the Council's overall risk management strategy.

3.2 Financial

The proposed strategy will ensure that the Council is able to recover the costs of events. The financial risk of this report is therefore assessed as low.

4 OTHER CONSIDERATIONS

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

5 CONTACT INFORMATION

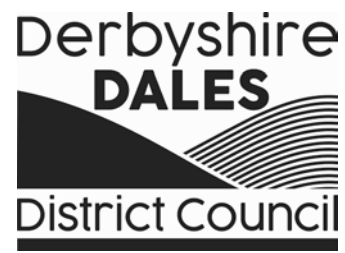
Dave Turvey
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6 BACKGROUND PAPERS

None

7 ATTACHMENTS

- Appendix 1 Strategy for Events on District Council Land
- Appendix A Provisional Enquiry Form
- Appendix B Event Management Plan
- Appendix C Filming Enquiry Form
- Appendix D Environmental Health
- Appendix E Environmental Services
- Appendix F Licensing
- Appendix G Temporary Road Closures



Strategy for Events In Derbyshire Dales 2019-2022

Contents

1. Our Vision
2. Aims and Objectives
3. What are Events?
 - 3.1 Type Of Events
 - 3.2 Letter of Consent
4. Pricing
5. The District Council's Role
6. Iconic Events
7. Information for Event Organisers
8. Filming on District Council Land
9. Derbyshire Events Safety Advisory Group
10. Delegated Authority & Final Decision
11. Event Application Process

Appendix A

Provisional Enquiry Form

Appendix B

Event Management Plan (Example)

Appendix C

Filming on Council Land Application form

Appendix D

Information regarding Environmental Health

Appendix E

Information regarding Environmental Services

Appendix F

Information regarding Licensing

Appendix G

Information regarding Temporary Road Closures

1. Our Vision

Our Vision is to make Derbyshire Dales a vibrant, welcoming, diverse and enjoyable place for residents and visitors alike, events play a crucial role in helping to achieve this vision by making the Derbyshire Dales a great destination to visit. They help encourage visitors to come and enjoy the District's beautiful scenery and make the most of all the variety of things to do whilst visiting Derbyshire Dales. For local communities, events provide recreational opportunities that help to build a strong and close vibrant community.

We aim to support and encourage events to take place within the district to help us achieve our vision. Derbyshire Dales District Council provides land for a variety of events which attract anything from 10 – 10,000 visitors. These events range from local community village events to large tourism events which take place across the District.

The Strategy illustrates how we treat all events with equal consideration and ensure each event improves the wellbeing of the community through a detailed consultation process. This document will assist event organisers with what is required of them and what assistance is available from the District Council, whether it is legal requirements, health and safety, licences or planning.

2. Aims and Objectives

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

- To attract exciting and vibrant events to Derbyshire Dales and ensure they follow the vision of the Council.
- To ensure event organisers big or small are supported by the District Council throughout the event planning process.
- To ensure that the Council treats each event consistently in its approach and consultation.
- To ensure the Council's involvement is acknowledged
- To encourage community engagement;
- To promote economic growth through tourism within the District.
- To manage the associated risks for both the Council and event organiser.
- To ensure that the Council's costs are covered.



3. What are Events?

Events cover everything which takes place on land owned by the District Council, which are organised for members of the public to enjoy. An event may be an activity, entertainment, selling of products, a gathering of people or charity event. The events we process and support may be organised by professional organisers, commercial businesses, local residents, community groups or charitable trusts. The Council can only support a limited number of each event throughout the year.

3.1 Types of Events

Events will be assessed and supported under three categories; Commercial, Community and Charity. There may also be activities taking place on District Council land that require a letter of consent. Each event is treated under the relevant category during the consultation process.

The criteria for each category is set out below:

Commercial	Community	Charity
<ul style="list-style-type: none">• If it's purpose is to make money for the benefit of a profitable organisation.• If it's a private function and restricted to the local community.• If the event is raising the commercial profile of an individual business or businesses which may benefit from being a part of an event.• If the event is an advertising campaign which may later lead to commercial gain for a profitable company/business.• If money is changing hands to enter an event or inside the event to benefit companies or for personal gain.	<ul style="list-style-type: none">• It benefits the local community by increasing footfall and tourism to the area.• It is open to all members of the community as a minimum.• Event organisers are not seen to be profiting from the event or self-advertising.• Trading taking place as part of an event is made up of 60% local traders from within the Derbyshire Dales.• Visitors to the event are not forced to part with money to access the main purpose of the event	<ul style="list-style-type: none">• The event is organised by a registered charity.• No person or business involved in the event must be profiting from any money handed over by members of the public attending the event.• Charity must be registered as a non for profit organisation.

3.2 Letter of consent to use Council Land

If you are organising a gathering to take place on District Council land which is not Commercial, Community or Charity we may choose to issue you with a Letter of Consent. This letter will give acknowledgment that you are using District Council land and no further information will be

required. Events such as memorial gatherings and organised picnics with no commercial agenda would fall into this category.

4. Pricing

Commercial

Commercial events are required to provide full cost recovery this includes associated legal fees for the final licence to occupy.

Community

Community events are required to provide full cost recovery minus 25%, this includes associated legal fees for the final licence to occupy.

Charity events

No fees will be charged for Charity Events except the associated legal fees for the licence to occupy.

Letter of Consent

There will be no charge for applications which are not considered as an event requiring a licence to occupy.

5. Derbyshire Dales District Council's Role

Each year the District Council hosts over 200 events. These events take place on District Council owned land or pass through the District. Our role is to ensure all events take place safely for the benefit of the community or tourists attending an event.

The District Council also organises its own events which take place on District land. These events are subject to the same scrutiny and application process as other relevant external events.

6. Iconic Events

A number of events take place on Council land, many of which bring benefit to the local community. These events are either organised or supported by the District Council, does not require consultation process.

We intend to continue supporting these events. However, all events will be reviewed annually and any change to this agreement will be made on an individual basis.

Below is a list of these events:

- Matlock Bath Illuminations
- Royal Shrovetide (Ashbourne)
- Matlock Victorian Christmas Weekend
- Bakewell Carnival
- Wirksworth Carnival

7. Information for Organisers

Our aim is to make our process simple, clear and easy to use so it does not matter if you are organising a large event for thousands of people or a small community event, we will provide you with the necessary level of support.

We ask in return that a minimum of 3 months' notice is given prior to a first time event and 6 months' notice for repeat events. Please note event organisers that do not give the required time are unlikely to have their application approved.

The first step for any organiser, once they know what the event will be, is to apply to the District Council for use of land. Fill in the online application form or speak with one of the event team on 01629 761390 who will talk you through the process. **(Appendix A)**

The Council has a duty to ensure that events operating on its land take place safely and offers you the support required when creating your event management plan. **(Appendix B)**

Your Event Management Plan should include:

- Public liability insurance for the sum of £10 million pounds,
- A complete risk assessment,
- Details of the event outlining the nature of the event, timings and pricing,
- Site safety plan, we can provide you with a map to help you create a clear plan,
- Crowd management plan,
- Transport management plan,
- Welfare plan,
- Emergency plan (if appropriate) and first aid provision.

8. Filming on Council Land

Derbyshire Dales District Council receives a number of requests about filming, including filming with drones. To carry out filming on District Council land there is a requirement to complete a Filming on Councils Land Application Form.

The form is available from the Events Team on 01629 761390 or by emailing events@derbyshiredales.gov.uk or can be downloaded from:

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

Applications for filming must be made 10 working days before filming commences with a full Risk Assessment and a copy of Public Liability Insurance in the sum of £10 million. **(Appendix C)**

9. Derbyshire Events Safety Advisory Group

All events, including those in aid of charity, must comply with recognised safety standards. An event organiser is responsible under law for the safety of everyone at the event, including the public, employees and volunteers. The most relevant safety law is likely to be the Health and Safety at Work etc. Act 1974 and its accompanying regulations.

If you are planning to organise an outdoor event the Derbyshire Events Safety Advisory Group (DESAG) would like to know about it.

The DESAG provides advice and guidance to organisers of large public events. The core members of the group are officers from all the emergency services – police, fire and rescue service and the East Midlands Ambulance Service and council services – emergency planning, highways, public transport, environmental health and licensing.

Most event organisers will not be invited to attend a DESAG meeting. Your event application will be assessed to measure the level of risk posed by holding the event. If this is thought to be at a level that requires the event being discussed at a DESAG meeting then you will be contacted. Events should be registered at <https://www.derbyshireprepared.org.uk/get-involved/hosting-public-event>.

10. Delegated Authority & Final Decision

The events team and Head of Community and Environmental Services will consider each application, relevant documents and feedback from the consultation individually and consistently to ensure events take place within our communities and meet our vision. It is important for all events to follow the process and not assume a repeat event will be accepted. Derbyshire Dales District Council will have the final say on whether to approve or refuse an event. Derbyshire Dales District Council ask that recognition for granting a licence to occupy is included on marketing material where possible.



11.

11. Application process for events:

Step 1

You wish to discuss an application for an event? Visit our events webpage <http://www.derbyshiredales.gov.uk/things-to-do/planning-an-event> or speak to a member of the events team on 01629 7611380.

Step 2

Complete our online application form. Please remember to give a minimum of 3 months' notice for new events and a minimum of 6 months' notice for repeat events. Failure to meet these timescales will result in refusal of a licence to occupy the District Council's land.

Step 3

Before the process can go any further, we will need to see evidence of £10 million Public Liability Insurance and a complete risk assessment. Use our online guide and risk assessment template for assistance.

Step 4

Our Events Team will check your online application form, relevant insurance and risk assessments. We will also confirm which category your event qualifies as (commercial, community or charity).

Step 5

The event will go through the first stage of consultation, where the Events Team will discuss the details with the Head of Community and Environmental Services.

Step 6

Stage 2 of consultation this will include

- Town/ Parish Council for comment,
- Local ward members who represent the District Council area where the event will take place.

Internal consultation, (where necessary)

- Environmental Health – Cover activities which raise health and safety concerns and are involved with events that sell food and deal with any noise pollution concerns. **(Appendix D)**
- Environmental Services - Will be responsible for setting up any market stalls, additional cleaning requirements, toilet provisions and general up keep of the District Council's land. They may be involved before, during and after an event. **(Appendix E)**
- Community Safety Team – We will seek advice on whether the event is safe and suitable for the community. We can also see if the event will be covered by CCTV.
- Licencing – Provide relevant licences and advice for events if they include the provision of music, films, dancing or alcohol. **(Appendix F)**
- Car Parks – If the event takes place on a Council car park we will, as a minimum recover projected loss of income. Our Car Parks Team will also raise any concerns regarding the impact on the community by removing the requested spaces from being available.

- Community Development – Will be involved with events which take place in our parks and open spaces.
- Business Support – They will deal with road closure applications and consult with police and highways. **(Appendix G)**
- Tourism Officers – They will notify relevant partners with in the area and offer advice to the Events Team on the benefit to the local economy of each event.

Step 7

The Event Team and Head of Community & Environmental Services will consider all the feedback and make the final decision on whether the licence will be approved or rejected.

Step 8

The event will be processed via the Council's Legal team, a licence to occupy will be issued.

Step 9

We hope the event was a success and will contact you for feedback on how the event went and our application process.

This form provides the Council with an overview of your event and does not constitute a complete application on its own; supporting information must also be provided. Please note that this is not a booking form and your submission does not automatically confirm that your event has been agreed.

CHARGES

Please note that there is a fee of £50 for the provision of a licence to use land belonging to Derbyshire Dales District Council.

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

PROMOTION

The District Council's involvement should be included on any banners/posters/flyers/social media outlets etc. used to promote the event. The District Council logo can be obtained by contacting events@derbyshiredales.gov.uk.

DERBYSHIRE EVENTS SAFETY ADVISORY GROUP

All events, including those in aid of charity, must comply with recognised safety standards. An event organiser is responsible under the law for the safety of everyone at the event, including the public, employees and volunteers. The most relevant safety law is likely to be the Health and Safety at Work etc. Act 1974 and its accompanying regulations.

If you are planning to organise an outdoor event the Derbyshire Events Safety Advisory Group (DESAG) would like to know about it.

You can submit basic details of your event to the DESAG by completing the event notification form at www.derbyshireprepared.org.uk/events/event_notification_form. This information may be shared with the emergency services and local authority officers. The DESAG will contact you if further information is required.

RISK ASSESSMENTS & FIRE SAFETY RISK ASSESSMENT

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

***INFLATABLES**

Some serious incidents have occurred where inflatables have collapsed or blown away in windy conditions.

Simple precautions can help avoid serious incidents, whether you supply or buy bouncy castles and inflatables, are hiring one for an event, or operate them.

Health and safety law applies to the supply, hire and use of inflatables for commercial purposes. It does not apply to private, domestic buyers and users.

This guidance applies to inflatables devices used both outside and inside.

www.hse.gov.uk/entertainment/fairgrounds/inflatables.htm

PUBLIC LIABILITY INSURANCE

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

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

TEMPORARY EVENT NOTICES & PREMISES LICENCES

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

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

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

PROHIBITED ACTIVITIES

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

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

**HIRE OF MARKET STALLS

If you wish to hire market stalls please use the contact details below.

Nicola Goodwin
Communities Officer
Derbyshire Dales District Council
Town Hall
Matlock
Derbyshire
DE4 3NN
01629 761390
events@derbyshiredales.gov.uk
www.derbyshiredales.gov.uk/things-to-do/planning-an-event



All personal information provided to Derbyshire Dales District Council will be held and treated in confidence in accordance with the Data Protection Act 1998. It will only be used for the purpose for which it was given.

Event Management Plan

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

An Event Management Plan should be submitted 3 months before the event for new events and 6 months for recurring events.

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

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

Risk Assessments

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

What is a Risk Assessment?

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

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

The event:

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

Contractors

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

Temporary structures

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

- All suppliers supply a signed handover inspection once the structure is completed to say that the structure is safe and ready for use.
- To consider all the health and safety aspects relating to any temporary structure.
- That all temporary structures have a current fire retardant certificate.

Electrical Installations

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

Stewarding and Communications

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

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

First Aid and Medical Cover

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

Fire Safety

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

- | | |
|--|--|
| • Identified the fire hazards | • Identified people at risk |
| • Evaluated the risk of a fire occurring | • Remove or reduce fire hazards |
| • Considered detection or warning, firefighting, escape routes, signs, lighting etc. | • Informed and instructed relevant people and providing training |

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

Animals

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

Lost Children

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

Site Plan

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

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

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

Traffic, Transport and Parking

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

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

Vehicles on Council owned land

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

Waste Management

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

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

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

Weather

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

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

Filming on Council Land Provisional Application Form

Please complete all sections.

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

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

Filming with Drones

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

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

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

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

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

RISK ASSESSMENTS & FIRE SAFETY RISK ASSESSMENT

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

PUBLIC LIABILITY INSURANCE

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

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

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

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

Appendix D

Environmental Health

Food Outlets

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

Where necessary you must have:

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

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

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

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

Noise Control

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

Appendix E

Environmental Services

Litter Collection and Street Cleansing

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

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

Derbyshire Dales District Council, at a cost can

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

Public Conveniences

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

Derbyshire Dales District Council, at a cost can:

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

Hire of Market Stalls

Derbyshire Dales District Council, at a cost can:

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

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

Events Team

Tel: 01629 761390

Email: events@derbyshiredales.gov.uk

Appendix F

Licensing

Temporary Event Notice

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

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

There are two types of Temporary Event Notice -

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

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

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

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

What qualifies for a Temporary Event Notice?

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

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

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

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

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

Applications need to be made to Derbyshire Dales District Council.

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

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

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

What is regulated entertainment?

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

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

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

Street Trading Consent

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

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

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

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

Appendix G

Temporary Road Closure Orders

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

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

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

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

THE CONDITIONS BELOW ARE THOSE SET BY THE DERBYSHIRE COUNTY COUNCIL AND WILL APPLY TO ALL TEMPORARY ROAD CLOSURES.

1. Organisers are required to obtain the approval of the Police. You are advised to contact them at an early stage.
2. You are required to consult the frontages of any properties affected by the closure and resolve any objections.
3. DIVERSION SIGNING will be the responsibility of the applicant. Signs should be in accordance with Chapter 8 of the Traffic Signs manual. Signing should be approved by the County Council.
4. Where closures affect bus routes, the organisers should agree alternative routes with the bus companies and inform the County Council of the agreement in writing
5. The organisers should agree with the FIRE, POLICE AND AMBULANCE SERVICES arrangements for ACCESS in emergencies.
6. It is desirable that temporary closures be CLEARED BEFORE the hours of DARKNESS but where this is not possible, then the signs etc. should be illuminated.
7. The organisers should INDEMNIFY the County Council by means of insurance against public liability that may arise from the closure.

BACK TO AGENDA