

BOROUGH OF CHESTERFIELD

You are summoned to attend the Annual Business Meeting of the **Council** of the **Borough of Chesterfield** to be held in the Council Chamber, Town Hall, Rose Hill, Chesterfield S40 1LP at the **Town Hall** on **Wednesday, 23 April 2014** at **5.00 pm** for the purpose of transacting the following business:-

1. To approve as a correct record the Minutes of the meeting of the Council held on 27 February, 2014 (Pages 1 - 14)

2. Mayor's Communications

To receive the Mayor's announcements.

3. Apologies for Absence

4. Declarations of Members' and Officers' Interests relating to items on the Agenda

5. Vote of Thanks to the Retiring Mayor and Mayoress

6. Public Questions to the Council

To receive questions from members of the public in accordance with Standing Order No. 10.

7. Petitions to Council

To receive petitions submitted under Standing Order No. 10A.

8. Deputy Leader of the Council and Cabinet Appointments 2014/15 (Pages 15 - 16)

9. Committee Appointments - 2014/15 (Pages 17 - 28)

10. Community Infrastructure Levy: Proposal to Submit a Draft Charging Schedule for Examination (Pages 29 - 112)

11. Internal Communications Strategy 2014-17 (Pages 113 - 138)

12. Minutes of Committee Meetings (Pages 139 - 140)

To receive for information the Minutes of the following meetings:-

- (i) Appeals and Regulatory Committee
- (ii) Licensing Committee

- (iii) Planning Committee
- (iv) Standards and Audit Committee

13. To receive the Minutes of the meetings of the Cabinet of 25 February, 11 and 25 March and 8 April, 2014 (Pages 141 - 170)
14. To receive the Minutes of the meetings of the Joint Cabinet and Employment and General Committee of 25 March and 8 April, 2014 (Pages 171 - 180)
15. To receive and adopt the Minutes of the meeting of the Overview and Performance Scrutiny Forum of 3 April, 2014 (Pages 181 - 192)
16. To receive and adopt the Minutes of the meeting of the Enterprise and Wellbeing Scrutiny Committee of 20 March, 2014 (Pages 193 - 198)
17. Questions under Standing Order No. 20

To receive questions from Councillors in accordance with Standing Order No. 20.

By order of the Council,



Chief Executive

Chief Executive's Unit,
Town Hall,
Chesterfield

11 April 2014

COUNCIL MEETING

Thursday, 27th February, 2014

Present:-

The Mayor

Councillors	Bagley	Hollingworth
	Barr	Huckle
	Bellamy	Innes
	Bingham	King
	Blank	Lang
	Borrell	Ludlow
	Bradford	McManus
	Brittain	Miles
	Brown	Avis Murphy
	Burrows	Tom Murphy
	Clarke	Niblock
	Collard	Parsons
	Davenport	Mark Rayner
	Elliott	Neil Rayner
	Flood	Russell
	Gibson	Serjeant
	Gilby	Simmons
	Hawksworth	Slack
	Higginbottom	David Stone
	Hill	Martin Stone

70 MINUTES

RESOLVED –

That the Minutes of the meetings of Council held on 18 December, 2013 and 29 January, 2014, be approved as a correct record, and signed by the Chair.

71 MAYOR'S COMMUNICATIONS

The Mayor referred to the health status of the former MP for Chesterfield, Tony Benn, which was a matter of serious concern, and extended the

best wishes of the Council to Mr Benn and to Mr Benn's family for his speedy recovery.

He also referred to the following Mayoral engagements:-

- A visit to the Roundhouse at Barrow Hill on Friday 7 February, 2014.
- Attendance at a celebration event for the Chinese New Year on 17 February, 2014.
- Attendance at the judging process of the Young Enterprise Awards held at the Assembly Rooms in the Market Hall on 27 February, 2014.

The Mayor congratulated all those who had been associated with the refurbishment of the Market Hall, on winning the 'Best Small Indoor Market' award at the national NABMA Market of the Year Awards 2014. And, also the Council's Economic Development team on being named 'Placemaking Team of the Year' at the national Regeneration and Renewal Placemaking Awards 2014.

He also offered the Council's congratulations to Chesterfield Football Club for reaching the final of the Johnstone's Paint Trophy at Wembley for the second time in three years.

72 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Callan, Diouf, Fanshawe and Morgan.

73 DECLARATIONS OF MEMBERS' AND OFFICERS' INTERESTS RELATING TO ITEMS ON THE AGENDA

No declarations of interest were received.

74 PUBLIC QUESTIONS TO THE COUNCIL

There were no questions.

75 PETITIONS TO COUNCIL

No petitions had been received.

76 HOUSING CAPITAL PROGRAMME: NEW PROGRAMME FOR 2014/15, 2015/16 AND 2016/17

Pursuant to Cabinet Minute No. 163, the Service Manager – Business Planning and Strategy submitted a report to seek Council approval for the public sector housing ‘capital’ programme for 2014/15 and the provisional capital programmes for 2015/16 and 2016/17.

RESOLVED –

- (1) That the Housing (Public Sector) Capital Programme for 2014/15 be approved and its procurement, as necessary, be authorised.
- (2) That the provisional Housing (Public Sector) Capital Programmes for 2015/16 and 2016/17 be noted.
- (3) That the Housing Service’s Operational Services Division’s share of the 2014/15 Programme be approved.
- (4) That the Housing Service Manager – Business Planning and Strategy be authorised to vire between programme heads and budgets to manage the Capital Programme as set out in the report.

77 CAPITAL STRATEGY AND GENERAL FUND CAPITAL PROGRAMME 2013/14 TO 2016/17

Pursuant to Cabinet Minute No. 158, the Head of Finance submitted a report to seek Council approval for the General Fund Capital Programme for 2013/14 to 2016/17.

RESOLVED –

- (1) That the updated General Fund Capital Programme expenditure and financing arrangements for 2013/14 through to 2016/17 be approved.
- (2) That approval be given to use short term prudential borrowing in 2013/14 to cover any shortfall in the forecast capital receipts for the financial year (maximum £871k).

78 TREASURY MANAGEMENT AND ANNUAL INVESTMENT STRATEGIES

Pursuant to Cabinet Minute No. 157, the Head of Finance submitted a report to seek Council approval for the Treasury Management Strategy Statement and the Annual Investment Strategy Statement for 2014/15.

RESOLVED –

- (1) That the Council affirms its adoption of CIPFA's Code of Practice on Treasury Management.
- (2) That the Treasury Management Strategy Statement and Annual Investment Strategy, including the Prudential Code Indicators and Minimum Revenue Provision Policy, be approved.
- (3) That the contingency banking arrangements, as outlined at paragraph 6.2 of the report, be ratified.
- (4) That the inclusion of Svenska Handelsbanken on the counterparty list be approved.

79 2014/15 BUDGET AND MEDIUM TERM FINANCIAL PLAN

Pursuant to Cabinet Minute No. 155, the Chief Executive and the Head of Finance submitted a joint report to seek Council approval for the General Fund budget for 2014/15.

In accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, a recorded vote was taken for this item as follows:-

	FOR	AGAINST	ABSTENSION
H. Bagley	√		
P.I. Barr	√		
A.A. Bellamy	√		
B. Bingham	√		
S.L. Blank	√		
H. Borrell	√		
J.S. Bradford	√		
S. Brittain	√		

K. Brown	√		
J. Burrows	√		
L. Clarke	√		
C.S. Collard	√		
M. Davenport	√		
H.A. Elliott	√		
T.F. Gilby	√		
D.E. Hawksworth	√		
M.A. Higginbottom	√		
A. Hill	√		
S.E. Hollingworth	√		
J.M. Innes	√		
G.G. King	√		
V.M. Lang	√		
C. Ludlow	√		
J. McManus	√		
K. Miles	√		
T Murphy	√		
S.A. Niblock	√		
D. Parsons	√		
M.D. Rayner	√		
N.J. Rayner	√		
R.W. Russell	√		
A.J. Serjeant	√		
G. Simmons	√		
A.C. Slack	√		
D. Stone	√		
M. M. Stone	√		
P.C. Stone	√		

RESOLVED –

- (1) That the revised budget for 2013/14, as detailed at Section 5 of the report, be approved.
- (2) That the Local Government Finance Settlement, as detailed at Section 8 of the report, be noted.
- (3) That the Collection Fund and the Tax Base forecasts, as detailed at Section 12 of the report, be noted.

- (4) That the Portfolio budgets and the overall revenue budget summary for 2014/15, as detailed at Appendix A to the report, be approved.
- (5) That the Council accepts the Government's offer of a Council Tax Freeze Grant for 2014/15.
- (6) That the budget forecasts for 2014/15 and 2015/16, as detailed at Section 14 of the report, and the strategy for addressing the projected deficits, as detailed at Section 15 of the report, be noted.
- (7) That the estimates of reserves, including maintaining the General Working Balance at £1.75m, as detailed at Section 17 of the report, be approved.
- (8) That the budget risks and sensitivity analysis, as detailed at Section 20 of the report, be noted.
- (9) That the Government's Retail Relief Scheme, as outlined at paragraph 21.3 of the report, be adopted as a local scheme and authority be delegated to the Head of Finance to approve the reliefs.
- (10) That the 2014/15 Council Tax Requirement and financing, as detailed at Appendix J of the report, be approved.
- (11) That the Chief Financial Officer's assurances, as detailed at Section 25 of the report, be noted.
- (12) That the Learning and Development budget carry forward request, as detailed at Appendix L of the report, be approved.

80

COUNCIL TAX FOR 2014/15

The Head of Finance submitted a report, the purpose of which was to enable the Borough Council, as Tax Collecting Authority, to set the Council Tax for its area for 2014/15 as required by the Local Government Finance Act 1992.

In accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, a recorded vote was taken for this item as follows:-

	FOR	AGAINST	ABSTENSION
H. Bagley	√		
A.A. Bellamy	√		
B. Bingham	√		
S.L. Blank	√		
H. Borrell	√		
J.S. Bradford	√		
S. Brittain	√		
K. Brown	√		
J. Burrows	√		
L. Clarke	√		
C.S. Collard	√		
M. Davenport	√		
H.A. Elliott	√		
T.F. Gilby	√		
D.E. Hawksworth	√		
M.A. Higginbottom	√		
A. Hill	√		
S.E. Hollingworth	√		
J.M. Innes	√		
G.G. King	√		
V.M. Lang	√		
C. Ludlow	√		
J. McManus	√		
K. Miles	√		
T Murphy	√		
S.A. Niblock	√		
D. Parsons	√		
M.D. Rayner	√		
N.J. Rayner	√		
R.W. Russell	√		
A.J. Serjeant	√		
G. Simmons	√		
A.C. Slack	√		
D. Stone	√		
M. M. Stone	√		
P.C. Stone	√		

RESOLVED –

(1) That it be noted that, at its meeting on 30 January 2014, the Employment and General Committee calculated the following tax base amounts for the year 2014/15 in accordance with regulations made under Section 31B of the Local Government Finance Act 1992 as:

- (a) 27,463.85 being the amount calculated for the whole Council area.
- (b) For those areas to which a parish precept applies:

Staveley Town Council	3,932.98
Brimington Parish Council	2,188.09

(2) That the Council approves the calculation of the Council Tax requirement for the Council's own purposes for 2014/15 (excluding parish precepts) as £3,979,237.

(3) That the following amounts be calculated for the year 2014/15 in accordance with Sections 31 to 36 of the Act:

- (a) £112,949,275 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act (gross expenditure) taking into account all precepts issued to it by Parish Councils;
- (b) £108,558,520 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act (gross income including grants and the use of reserves);
- (c) £24,968 being the surplus on the Council tax elements of the Collection Fund and £46,090 being the surplus on the Business Rate elements;
- (d) £4,319,697 being the amount by which the aggregate at 3.3(a) above exceeds the aggregate at 3.3(b) above plus 3.3(c), calculated by the Council, in accordance with Section 31A(4) of the Act, as its Council Tax requirement for the year. Please note that this is the total of the Borough's requirement of £3,979,237 plus the total parish precepts of £340,460.

- (e) £157.29 being the amount at 3.3(d) above divided by 3.1(a) above, calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year (including Parish precepts).
- (f) £340,460 being the aggregate amount of all special items (parish precepts) referred to in Section 34(1) of the Act.
- (g) £144.89 being the amount at 3(e) above less the result given by dividing the amount at 3(f) above by the amount at 3.1(a) above, calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish precept relates. The tax does not exceed the principles set by the Secretary of State for determining excessive tax increases and triggering a referendum.

Parts of the Council's area:

- (h) The following being the amounts calculated by adding the amount at 3.3(g) to the amounts of the special item or items relating to dwellings in those parts of the Council's area mentioned in 3.3(f) divided in each case by the amount at 3.1(b), calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its Council Tax for the year for dwellings in those parts of its area to which one or more items relate.

Parish	Band 'D' Tax £
Staveley	219.70
Brimington	166.02

- (i) The amounts given by multiplying the amounts at 3.3(g) and 3.3(h) by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands:

Part of the Council's area	Valuation Band							
	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Staveley Town Council	146.47	170.88	195.29	219.70	268.52	317.34	366.17	439.40
Brimington Parish Council	110.68	129.13	147.57	166.02	202.91	239.81	276.70	332.04
All other parts of the Borough	96.59	112.69	128.79	144.89	177.09	209.29	241.48	289.78

(4) That it be noted that for the year 2014/15 the Derbyshire County Council, the Derbyshire Fire and Rescue Service and the Derbyshire Police & Crime Commissioner have stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below:

Precepting Authority	Valuation Band							
	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Derbyshire County Council	732.47	854.55	976.63	1,098.71	1,342.87	1,587.03	1,831.18	2,197.42
Derbyshire Fire & Rescue Service	45.63	53.24	60.84	68.45	83.66	98.87	114.08	136.90
Derbyshire Police & Crime Commissioner	113.48	132.39	151.31	170.22	208.05	245.87	283.70	340.44

(5) That, having calculated the aggregate in each case of the amounts at 3.3(i) and 3.4 above, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets the following amounts as the amounts of Council Tax for the year 2014/15 for each of the categories of dwellings shown below:

Part of the Council's area	Valuation Band							
	A 6/9	B 7/9	C 8/9	D 9/9	E 11/9	F 13/9	G 15/9	H 18/9
	£	£	£	£	£	£	£	£
Staveley Town Council	1,038.05	1,211.06	1,384.07	1,557.08	1,903.10	2,249.11	2,595.13	3,114.16
Brimington Parish Council	1,002.26	1,169.31	1,336.35	1,503.40	1,837.49	2,171.58	2,505.66	3,006.80
All other parts of the Borough	988.17	1,152.87	1,317.57	1,482.27	1,811.67	2,141.06	2,470.44	2,964.54

81 APPROVAL OF CHESTERFIELD BOROUGH COUNCIL'S CORPORATE PLAN 2014-15

Pursuant to Cabinet Minute No. 156, the Council's Corporate Management Team submitted a report to seek Council approval for the updated Corporate Plan for 2014/15, which replaces the Corporate Plan agreed by Council in February, 2013.

RESOLVED –

That the Corporate Plan be approved, and act as:-

- The Council's strategic framework for the financial year 2014/15
- A statement of the Council's approved key projects and programmes for the financial year 2014/15

82 APPROVAL OF SENIOR PAY POLICY STATEMENT

Pursuant to Cabinet Minute No. 160, the Personnel and Financial Services Manager submitted a report to seek Council approval for a revision of the current Senior Pay Policy Statement, which had been developed in accordance with the Localism Act 2011.

RESOLVED –

That the revised Senior Pay Policy Statement be approved.

83 RISK MANAGEMENT STRATEGY AND IN-YEAR REVIEW

Pursuant to Cabinet Minute No. 162, the Head of Finance submitted a report on Risk Management developments at the Council during 2013/14 together with an update on the Risk Management Policy, Strategy and Strategic Risk Register for 2014/15.

RESOLVED –

- (1) That the progress made on developing the Council's approach to risk management during 2013/14 be noted.
- (2) That the revised Risk Management Policy, Strategy and Strategic Risk Register be approved.
- (3) That the annual contribution into the Risk Management Reserve be reduced to £5000 and the maximum uncommitted balance carried forward at the end of the financial year be restricted to £5000.

84 MINUTES OF COMMITTEE MEETINGS**RESOLVED –**

That the Minutes of the following Committees be noted:-

Appeals and Regulatory Committee of 11, 17, 18 December, 2013, 8, 15, 22 and 29 January, 2014.

Employment and General Committee of 16 December, 2013 and 30 January, 2014.

Licensing Committee of 11, 17, 20 December, 2013 and 13 January, 2014.

Planning Committee of 9 December, 2013.

Standards and Audit Committee of 7 February, 2014.

85 MINUTES OF CABINET**RESOLVED –**

That the Minutes of the meetings of Cabinet of 20 December, 2013, 14, 28 January and 18 February, 2014 be noted and the recommendation at Minute No. 161(1) be approved.

86 MINUTES OF JOINT CABINET AND EMPLOYMENT AND GENERAL COMMITTEE**RESOLVED –**

That the Minutes of the Joint Cabinet and Employment and General Committee of 28 January, 2014 be noted.

87 MINUTES OVERVIEW AND PERFORMANCE SCRUTINY FORUM**RESOLVED –**

That the Minutes of the meetings of the Overview and Performance Scrutiny Forum of 28 November, 12, 19 December, 2013 and 30 January, 2014 be approved.

88 MINUTES OF COMMUNITY, CUSTOMER AND ORGANISATIONAL SCRUTINY COMMITTEE**RESOLVED –**

That the Minutes of the meetings of the Community, Customer and Organisational Scrutiny Committee of 5 December, 2013 and 6 February, 2014 be approved.

89 MINUTES OF ENTERPRISE AND WELLBEING SCRUTINY COMMITTEE**RESOLVED –**

That the Minutes of the meeting of the Enterprise and Wellbeing Scrutiny Committee of 16 January, 2014 be approved.

90 **QUESTIONS UNDER STANDING ORDER NO. 20.**

There were no questions.

FOR PUBLICATION

**DEPUTY LEADER OF THE COUNCIL AND CABINET
APPOINTMENTS 2014/15**

MEETING: COUNCIL
DATE: 23 APRIL 2014
REPORT BY: HEAD OF GOVERNANCE
WARDS: ALL
COMMUNITY FORUMS: ALL

FOR PUBLICATION

BACKGROUND PAPERS FOR PUBLIC REPORTS: Nil

1.0 **PURPOSE OF REPORT**

1.1 To enable the Council to note the appointment by the Leader of the Deputy Leader of the Council and also of the appointments to Cabinet in accordance with Articles 7.3 and 7. 4 of the Constitution.

2.0 **DEPUTY LEADER OF THE COUNCIL AND CABINET
APPOINTMENTS**

2.1 The Council is requested to note the following appointments:

Portfolio	Executive Member	Assistant Executive Member
Deputy Leader and Executive Member for Planning	Councillor Gilby	-
Environment	Councillor Ludlow	Councillor Hollingworth
Housing	Councillor McManus	Councillor Martin Stone
Leisure, Culture and Tourism	Councillor Serjeant	Councillor Huckle
Governance & Organisational Development	Councillor King	Councillor Hill
Customers & Communities	Councillor Blank	Councillor Brown
Minority Group Member	Councillor Russell	-

3.0 RECOMMENDATION

3.1 That the report be noted.

SARA GOODWIN
HEAD OF GOVERNANCE

Further information on this matter can be obtained from S. Essex (Extension 5227).

April, 2014

FOR PUBLICATION

COMMITTEE APPOINTMENTS – 2014/15

MEETING:	COUNCIL
DATE:	23 APRIL 2014
REPORT BY:	HEAD OF GOVERNANCE
WARDS:	ALL
COMMUNITY FORUMS:	ALL

FOR PUBLICATION
BACKGROUND PAPERS FOR PUBLIC REPORTS: Nil

1.0 **PURPOSE OF REPORT**

- 1.1 To enable the Council to make appointments to Committees for the municipal year 2014/15.

2.0 **COMMITTEE APPOINTMENTS**

- 2.1 The Council is requested to make appointments to the following Committees:-

Planning Committee

Planning Sub Committee

Appeals and Regulatory Committee

Licensing Committee

Employment and General Committee

Overview and Performance Scrutiny Forum

Community, Customer and Organisational Scrutiny Committee

Enterprise and Wellbeing Scrutiny Committee

Standards and Audit Committee

3.0 **PROCEDURES FOR MAKING THE APPOINTMENTS**

- 3.1 The procedure for making the appointments will be as follows:-
- 3.2 The Leader of the Majority Group will move that the various Committees, and the total number of Members on each, shall be as shown in Part 1 of Appendix A.

The Leader's proposal will be seconded and voted upon.

- 3.3 In accordance with Section 15 of the Local Government and Housing Act 1989 and Regulation 14 of the Local Government (Committees and Political Groups) Regulations 1990, the Chief Executive will indicate to Group Leaders details of the number of seats on each Committee which are to be allocated to each Group. These will be as shown in Part 2 of Appendix A.
- 3.4 The Group Leaders will then indicate their Groups' appointments to the Committees. These are as shown at Parts 3 and 4 of Appendix A.

It will be moved, seconded and voted on that the names submitted by the Group Leaders be approved.

- 3.5 The Leader of the Majority Group will move the appointment of the Chairs and Vice-Chairs of each Committee as shown in Part 5 of Appendix A.

The Leader's proposal will be seconded and voted upon.

4.0 **RECOMMENDATION**

- 4.1 That the appointments to Committees for the municipal year 2014/15 be approved.

SARA GOODWIN
HEAD OF GOVERNANCE

Further information on this matter can be obtained from S. Essex (Extension 5227).
April, 2014

APPENDIX A

PART I - COMMITTEE APPOINTMENTS 2014/15

It shall be moved and seconded that the Member-level bodies of the Council for 2014/15 and the number of Members on each shall be as follows:-

Planning Committee	17 members
Planning Sub Committee	3 members
Appeals and Regulatory Committee	15 members
Licensing Committee	15 members
Employment and General Committee	8 members
Overview and Performance Scrutiny Forum	16 members
Community, Customer and Organisational Scrutiny Committee	8 members
Enterprise and Wellbeing Scrutiny Committee	8 members
Standards and Audit Committee (Borough Council representatives only)	5 members

PART 2 – ALLOCATION OF SEATS

In accordance with Regulation 14 of the Local Government (Committees and Political Groups) Regulations 1990, the Chief Executive will inform the Group Leaders that the allocation of seats on the Member-level bodies for 2014/15 will be as follows:-

Body	Majority Group	Liberal Dem. Gp	Ind. Gp
Planning Committee	12	4	1
Planning Sub Committee	2	1	
Appeals and Regulatory Committee	10	4	1
Licensing Committee	10	4	1

Body	Majority Group	Liberal Dem. Gp	Ind. Gp
Employment and General Committee	6	2	
Overview and Performance Scrutiny Forum	11	4	1
Community, Customer and Organisational Scrutiny Committee	6	2	
Enterprise and Wellbeing Scrutiny Committee	6	2	
Standards and Audit Committee	4	1	

PART 3 PROPOSED MEMBERSHIP OF BODIES 2014/15

The Group Leaders have indicated that their Groups' appointments will be as follows:-

Planning Committee	1. Allen 2. Brittain 3. Callan 4. Clarke 5. Elliott 6. Fanshawe 7. Gilby 8. Hill 9. Huckle 10. Lowe 11. Murphy A 12. Simmons	1. Barr 2. Bingham 3. Collard 4. Davenport	1. Stone D
Planning Sub Committee	1. Brittain 2. Gilby	1. Barr	
Appeals and Regulatory Committee	1. Flood 2. Rayner, N. 3. Bellamy 4. Bagley 5. Miles 6. Murphy A 7. Murphy T 8. Parsons 9. Rayner, M. 10. Slack	1. Bingham 2. Davenport 3. Niblock 4. Morgan	1. Stone D.
Licensing Committee	1. Bellamy 2. Rayner, N. 3. Miles	1. Diouf 2. Gibson 3. Niblock	1. Stone P.

	<ol style="list-style-type: none"> 4. Flood 5. King 6. Ludlow 7. Murphy, T. 8. Parsons 9. Rayner, M. 10. Slack 	4. Morgan	
Employment and General	<ol style="list-style-type: none"> 1. Blank 2. Elliott 3. Fanshawe 4. King 5. Bradford 6. Simmons 	<ol style="list-style-type: none"> 1. Gibson 2. Higginbottom 	
Overview and Performance Scrutiny Forum	<ol style="list-style-type: none"> 1. Bradford 2. Callan 3. Dyke 4. Flood 5. Bagley 6. Innes 7. Lang 8. Lowe 9. Murphy T 10. Rayner N 11. Slack 	<ol style="list-style-type: none"> 1. Hawksworth 2. Gibson 3. Diouf 4. Borrell 	1 Stone P.
Community, Customer and Organisational Scrutiny Committee	<ol style="list-style-type: none"> 1. Bagley 2. Innes 3. Lowe 4. Murphy T 5. Rayner N 6. Slack A 	<ol style="list-style-type: none"> 1. Diouf 2. Borrell 	

Enterprise and Wellbeing Scrutiny Committee	<ol style="list-style-type: none">1. Bradford2. Callan3. Dyke4. Flood5. Lang6. Simmons	<ol style="list-style-type: none">1. Hawksworth2. Gibson	
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PART 4 – STANDARDS AND AUDIT COMMITTEE

Under the Local Government Act 2000, the Standards and Audit Committee is not subject to political balance requirements but by local choice the constitution says it will be politically balanced.

The Group Leaders have indicated that their appointments will be as follows:-

Standards and Audit Committee	1. Elliott 2. McManus 3. Murphy 4. Rayner, M.	1. Diouf	
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PART 5 - APPOINTMENT OF CHAIRS AND VICE-CHAIRS OF COMMITTEES FOR 2014/15

1. PLANNING COMMITTEE

- (a) It will be moved and seconded that Councillor S. Brittain be appointed Chair of the Committee for the Council Year 2014/15.
- (b) It will be moved and seconded that Councillor A Hill be appointed Vice-Chair of the Committee for the Council Year 2014/15.

2. PLANNING SUB-COMMITTEE

- (a) It will be moved and seconded that Councillor T. Gilby be appointed Chair of the Sub-Committee for the Council Year 2014/15.
- (b) It will be moved and seconded that Councillor S. Brittain be appointed Vice-Chair of the Sub-Committee for the Council Year 2014/15.

3. APPEALS AND REGULATORY COMMITTEE

- (a) It will be moved and seconded that Councillor A. Bellamy be appointed Chair of the Committee for the Council Year 2014/15.
- (b) It will be moved and seconded that Councillor J. Flood be appointed Vice-Chair of the Committee for the Council Year 2014/15.

4. LICENSING COMMITTEE

- (a) It will be moved and seconded that Councillor A. Bellamy be appointed Chair of the Committee for the Council Year 2014/15.
- (b) It will be moved and seconded that Councillor J. Flood be appointed Vice-Chair of the Committee for the Council Year 2014/15.

5. EMPLOYMENT AND GENERAL COMMITTEE

- (a) It will be moved and seconded that Councillor H. Elliott be appointed Chair of the Committee for the Council Year 2014/15.
- (b) It will be moved and seconded that Councillor G. Simmons be appointed Vice-Chair of the Committee for the Council Year 2014/15.

6. **OVERVIEW AND PERFORMANCE SCRUTINY FORUM**

- (a) It will be moved and seconded that Councillors V. Lang and J. Innes be appointed as alternating Chair of the Scrutiny Forum for the Council Year 2014/15.

7. **COMMUNITY, CUSTOMER AND ORGANISATIONAL SCRUTINY COMMITTEE**

- (a) It will be moved and seconded that Councillor J. Innes be appointed Chair of the Committee for the Council Year 2014/15.
- (b) It will be moved and seconded that Councillor H. Bagley be appointed Vice-Chair of the Committee for the Council Year 2014/15.

8. **ENTERPRISE AND WELLBEING SCRUTINY COMMITTEE**

- (a) It will be moved and seconded that Councillor V. Lang be appointed Chair of the Committee for the Council Year 2014/15.
- (b) It will be moved and seconded that Councillor D. Hawksworth be appointed Vice-Chair of the Committee for the Council Year 2014/15.

9. **STANDARDS AND AUDIT COMMITTEE**

- (a) It will be moved and seconded that Councillor M. Rayner be appointed Chair of the Committee for the Council Year 2014/15.
- (b) It will be moved and seconded that Councillor A. Diouf be appointed Vice-Chair of the Committee for the Council Year 2014/15.

NOTES:

No Member of Licensing Committee may be a Member of Planning Committee and vice versa.

No Member of Appeals and Regulatory Committee may be a Member of Employment and General Committee and vice versa.

Leader may not be a Member of Standards and Audit Committee and no more than one Executive member may be a Member of Standards and Audit Committee.

Chairs of Community, Customer and Organisational Scrutiny Committee and Enterprise and Wellbeing Scrutiny Committee to be alternating Chairs of Overview and Performance Scrutiny Forum.

All members of Community, Customer and Organisational Scrutiny Committee and Enterprise and Wellbeing Scrutiny Committee to be members of Overview and Performance Scrutiny Forum, subject to political balance rules.

Planning Committee to include Deputy Leader and Executive Member - Planning other than as Chair.

Planning Sub-Committee to include Deputy Leader and Executive Member – Planning.

Employment and General Committee to include Executive Member: Governance and Organisational Development and Executive Member: Customers and Communities.

No member of Cabinet may be a member of a Scrutiny Committee and vice versa.

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FOR PUBLICATION

COMMUNITY INFRASTRUCTURE LEVY: PROPOSAL TO SUBMIT A DRAFT CHARGING SCHEDULE FOR EXAMINATION (J010R)

MEETING:	COUNCIL
DATE:	23 APRIL 2014
REPORT BY:	HEAD OF REGENERATION
WARD:	ALL
COMMUNITY FORUM:	ALL
KEY DECISION NUMBER:	388

FOR PUBLICATION

BACKGROUND PAPERS FOR PUBLIC REPORTS:	
TITLE:	• <i>Draft Charging Schedule</i>
LOCATION	• <u>www.chesterfield.gov.uk/CIL</u>

1.0 PURPOSE OF REPORT

- 1.1 To inform Members about progress on the preparation of a Community Infrastructure Levy (CIL) for the borough.
- 1.2 To inform Members about recent changes to the CIL regulations.

1.3 To seek approval to submit a Draft Charging Schedule to the Planning Inspectorate for independent examination.

2.0 RECOMMENDATIONS

2.1 To approve a response to the consultation comments received during consultation on a Draft Charging Schedule (shown at appendix 2).

2.2 To approve the submission of the Draft Charging Schedule (attached at appendix 1) and associated documentation to the Planning Inspectorate for independent examination.

3.0 BACKGROUND

3.1 The Council approved the introduction of a Community Infrastructure Levy (CIL) in December 2011. In accordance with the CIL regulations, viability evidence work was prepared by consultants during 2012 and recommended CIL zones and rates were put forward to Members in May 2013 and subsequently approved.

3.2 A statutory period of consultation was undertaken on a Preliminary Draft Charging Schedule during June and July of 2013. This was the first stage of CIL consultation, the aim being to ensure that stakeholders and the local development market (agents, landowners, etc) had the opportunity to make comments on the CIL viability evidence and proposed CIL charges and zones.

3.3 The outcomes of this consultation were reported to Members during October 2013 with the recommendation that - with the exception of moving Brimington South ward into the medium residential CIL charging zone (it was previously in the low) - the Council did not modify its CIL proposals and so undertake a further period of statutory consultation.

3.4 Members approved the recommendations and the Council consulted on a Draft Charging Schedule from 14th November 2013 to 13th January 2014. This report will provide an overview of this consultation.

3.5 The report will also outline the next stages of CIL preparation, include a summary of recent amendments to the CIL regulations and recommend that the Council submit a

Draft Charging Schedule to the Planning Inspectorate for independent examination.

- 3.6 The report was considered by Cabinet at its meeting on the 8 April, 2014 and the recommendations were approved.

4.0 **ISSUES TO CONSIDER**

Draft Charging Schedule: Consultation Outcomes

- 4.1 A total of twenty individuals and organisations made representations on the Draft Charging Schedule. Most of the representations were reiterations of the comments that were received during consultation on the Preliminary Draft Charging Schedule; hence there was general support of the Council's proposals from local residents, neighbouring planning authorities and other organisations. But there continued to be objections to the proposed retail rate from the major supermarket operators.
- 4.2 As with consultation on the Preliminary Draft Charging Schedule, there was a minimal response from the major house builders or their representatives (including the House Building Federation). Only one planning agent (promoting a local site for residential development) objected to the Council's proposed residential rates.
- 4.3 Local residents who responded to the previous consultation responded again and were generally happy with the approach the Council was taking. They were also satisfied by how the Council had responded to the concerns or questions raised during consultation on the Preliminary Draft Charging Schedule. One local resident offered new comments which were positive and supportive.
- 4.4 The following provides a brief overview of the response. The full consultee's representations and the proposed Council response is included in the Statement of Consultation which is attached at appendix 2.
- 4.5 Organisations that continue to be supportive of CIL and the Council's proposals are:

- Derbyshire County Council
- North East Derbyshire District Council
- Bolsover District Council
- Homes & Communities Agency
- Derbyshire County Council
- Natural England

4.6 The following are supportive of the Council's proposals, but still have additional comments:

- Chatsworth Settlement Trustees (PDG) – broadly supportive, but still concerned about the Councils proposed instalments policy for CIL payment.
- Sport England – continue to stress the need for an up-to-date evidence base to support sport infrastructure funding.
- Highways Agency – do not wish to be listed as a potential source of funding for road infrastructure projects unless they relate to the operation of the M1.
- Woodland Trust – request that trees and woodland are listed in the Council's infrastructure list as a key component of green infrastructure.
- Theatres Trust – support a nil rate for all non-residential uses.
- English Heritage – urge the Council to offer CIL relief where heritage assets are part of development.

4.7 The following do not object to CIL in principle but continue to be critical of the Council's approach:

- Aldi (Planning Potential) – continue to consider that the £80 per sqm for retail is too high and that the viability appraisals do not take into account Aldi's business model.
- Morrisons (Peacock & Smith/Aspinall Verdi) – continue to question the viability appraisal assumptions and construction costs.
- Asda (Thomas Eggar) – continue to object to the assumptions that have gone in to the viability appraisals, including likely Section 106 costs and land values. Also request that the Council consider delaying progressing

CIL as a result of impending changes to the CIL regulations.

- JVH Planning – continue to argue that the eastern part of the borough should be zero rated for residential development.
- National Farmer’s Union – continue to object to CIL being levied on new farm workers housing as a result of the proposed residential charge.

4.8 The following responded but had no comments to make:

- Derbyshire Wildlife Trust (but request the opportunity to comment on further regulation 123 lists)

Local residents

4.9 Those Local residents that submitted comments continued to be generally supportive of Council’s proposals. The following were the key issues:

- The need to regenerate the Staveley Corridor via CIL funds.
- The need to raise funds to deliver needed borough wide infrastructure.
- A desire to see green infrastructure priorities as part of general infrastructure requirements.
- Concerns about a single borough-wide retail rate.
- Question about the CIL instalments policy.

The Council’s response

Supermarket Operators

4.10 As the comments from the retail operators are mainly reiterations of their comments during consultation on a Preliminary Draft Charging Schedule, the proposed response is broadly the same as previously provided.

4.11 The supermarket operator’s comments generally focus on the viability appraisal and modelling work which underpins the CIL evidence base. As previously reported to Members, this

is not unexpected and is common to all local authorities who are preparing a CIL.

- 4.12 The views of the Council's CIL consultants have again been sought when considering a response to the comments from the retail operators. The consultants are confident that the viability appraisal work undertaken is robust and will stand up to scrutiny at independent CIL examination. They stress that the CIL rates have not been set at the margin of viability and that there is a generous 'buffer' to take into account of such things as unexpected development costs.

Other notable consultation comments

- 4.13 Whilst there were no objections to the Council's proposed instalments policy, Chatsworth Settlement Trustees were concerned that it would not allow payment of CIL to be made on completion of the various phases of development. As currently proposed, the Council's instalments policy is based on payments being made after commencement of development, irrespective of whether that development had been completed.
- 4.14 A charging authority has the discretion to make changes to its instalment policy at any time (the proposed instalments policy is not the subject of examination). Given the importance of development viability and the need to regenerate its key sites (e.g. the Staveley Corridor), it is recommended that the Council reviews its proposed instalments policy after CIL examination and in consultation with the local development industry.
- 4.15 Sport England are objecting to the age of the Council's evidence base for outdoor and indoor sports provision (which was published in 2002) and they highlight it would be difficult to justify utilising CIL for sports improvements on this basis.
- 4.16 The Council is currently in the process of updating this evidence base and it should be completed prior to CIL examination. Hence the Council will be able to justify spending CIL on sports projects (on the proviso that if they are listed in the regulation 123 infrastructure list).

- 4.17 *Note: this evidence does not relate to informal parks and open space provision, where the evidence also dates to 2002. Until a review of the existing Parks and Open Spaces Strategy is complete (currently being prepared by Leisure) it may be difficult to justify using CIL for improvements to the Council's parks and open spaces.*
- 4.18 The NFU's concerns have been addressed by again stressing that farm retail would be exempt from CIL if it is ancillary to the main agricultural use (the Council is not proposing to levy CIL on agricultural development). If there was a need for affordable housing for farm workers, then this ought to be addressed by the social housing sector (affordable housing is also exempt from CIL).
- 4.19 Regarding comments from Natural England stating that the imposition of CIL could make the restoration of heritage assets problematic, then it should be noted that CIL does not apply to historic restoration per se. It would not apply to a change of use of an historic building (e.g. for historic conversion) unless there is a net increase of floor space over 100sqm to new residential development.
- 4.20 Moreover, the Council has the flexibility to introduce an exceptions policy if it is considered that a particular development project is not viable as a result of the imposition of CIL. Whilst the council is not currently proposing to introduce an exceptional circumstances relief policy, this position can be kept under review.

Proposed Next Stages

- 4.21 At this stage the Council has the opportunity to make modifications to the Draft Charging Schedule on the basis of information and evidence submitted by consultees. This would require the publication of Statement of Modifications and a further period of consultation on the proposed changes.
- 4.22 After consideration of the comments received and after taking advice from the Council's CIL consultants, it is recommended that the Council does not modify its proposals and so submits

the Draft Charging Schedule to the Planning Inspectorate for independent examination.

- 4.23 It is considered that that the Council’s CIL proposals remain in accordance with CIL regulation 14 (as amended in 2014) which states that a charging authority, in setting CIL rates must strike an appropriate balance between the desirability of funding infrastructure from CIL and the potential effects (taken as a whole) of the imposition of CIL on the economic viability of development across its area.

Submission

- 4.24 On submission of the Draft Charging Schedule to the Planning Inspectorate, the Council will be expected to sign a Service Level Agreement (SLA). This will set out the steps the Council should take to deliver an efficient examination. This includes: submission of the CIL evidence base documents; identification of a preferred date/venue for the examination; and the contact details of a suitably qualified Programme Officer.
- 4.25 The Planning Inspectorate has indicated that it should be around 10 weeks from submission of the Draft Charging Schedule to commencement of examination. On this basis, the earliest date for an examination would be around July 2014. Table 1 shows a projected CIL timetable.

Table 1. Preparation of Community Infrastructure Levy: timetable		
Stage	Date	Outcomes
1. Evidence Gathering	June - Dec 2012 COMPLETED	<ul style="list-style-type: none"> CIL & Affordable Housing Viability Assessment (inc. proposed CIL charging zones, proposed CIL rates and proposed Affordable Housing Targets) Infrastructure Funding Gap Review
2. Evidence review (as a result of government changes to the CIL guidance)	Jan - March 2013 COMPLETED	<ul style="list-style-type: none"> Reviewed CIL zones
3. Preparation of a Preliminary Draft Charging Schedule	March - April 2013 COMPLETED	<ul style="list-style-type: none"> Preliminary Draft Charging Schedule
4. Statutory consultation on Preliminary Draft Charging Schedule	June - July 2013 COMPLETED	<ul style="list-style-type: none"> Stakeholder input and Council response

5. Statutory consultation on Draft Charging Schedule	Nov 2013 – Jan 2014 COMPLETED	<ul style="list-style-type: none"> Stakeholder input and Council response
6. Draft Charging Schedule Submitted to Planning Inspectorate	May 2014	<ul style="list-style-type: none"> Submission of Draft Charging Schedule to Planning Inspectorate
7. Independent Examination	Summer 2014	<ul style="list-style-type: none"> Independent examination of a Draft Charging Schedule
8. Council approval of introduction of a Charging Schedule	Autumn 2014	<ul style="list-style-type: none"> The Council approves a Charging Schedule sets a date for its introduction.
9. A Charging Schedule is introduced and the Council starts collecting the levy	Late 2014/early 2015	<ul style="list-style-type: none"> The Council begins to collect the levy for local infrastructure.

- 4.26 In accordance with the CIL regulations, consultees can request the right to be heard at CIL examination. Three consultees have made this request: Aspinall Verdi (who are objecting to the retail rates on behalf of Morrisons), JVH Planning (promoting a local site for residential development) and the Planning and Design Group (representing Chatsworth Settlements Trust and generally supportive).
- 4.27 Representing the Council at CIL examination will be Planning Officers from the Strategic Planning & Key Sites team and the Council's CIL consultants.
- 4.28 Examination proceedings will be very much at the discretion of the examiner who decides how the hearing will be conducted. It is expected that the examination will last 1-2 days.
- 4.29 On completion of examination, the examiner must report their recommendations to the Council in writing. The examiner may recommend that the draft charging schedule should be approved, rejected, or approved with specified modifications (note: a recommendation of rejection would only arise if the Council had not complied with procedural requirements as set out in the CIL regulations).
- 4.30 On receipt of the examiner's report (and subject to its recommendations) the Council could then be in a position to formally approve a Charging Schedule by resolution of full council. The resolution should include an appropriate commencement date for the Charging Schedule to take effect. Once a Charging Schedule takes effect then the

Council would begin collecting the levy on qualifying development.

Other issues to consider

- 4.31 Amendments to the CIL regulations came into force on February 24th 2014. The amendments will mean changes to the way CIL will operate. The following identifies the key changes and provides a brief overview.

Exclusion of self-build, residential extensions and residential annexes from levy liability

- 4.32 As the threshold for CIL liability is 100sqm (unless a separate dwelling is being created), it was unlikely that the vast majority of residential extensions would have to pay CIL (considering that an average 3 bedroom house is only around 90 sqm). However the amendments do now provide clarity on this matter.

Allowing levy rates to be set according to the scale of development (in addition to type or location of development)

- 4.33 Normally CIL rates are set according to the type of development and its location (on the basis that the proposed rates are economically viable). Charging Authorities can now set differential rates by the scale of development, either by reference to floor area or the number of units in a development.
- 4.34 One example of this is the retail sector: supermarket operators such as Aldi have argued that they should pay less per sq metre than larger supermarkets because of their particular business model. However, the majority of Councils thus far – including Chesterfield Borough – have set a single retail CIL rate for supermarkets.
- 4.35 The advice of the Council's CIL consultants is to continue to do this until such time as robust evidence is supplied which indicates a different approach is appropriate.

Restricting the use of Section 278 Highways Agreements so they cannot be required for works that are intended to be funded through the levy

- 4.36 In theory a developer could pay twice for the same highways improvement because it was required as part Section 278 Agreement as well as being listed in a charging authority's regulation 123 infrastructure list. The amendments will ensure that section 278 agreements cannot be required for works that are intended to be funded through the levy.
- 4.37 Charging authorities will have to be clear in their regulation 123 infrastructure lists about the role of Section 278 highway infrastructure and whether it should be funded via CIL or not.
- 4.38 Currently the Council's regulation 123 infrastructure list indicates that it will collect CIL for strategic road infrastructure to help deliver its key regeneration sites (such as the Staveley Corridor or proposals in the Chesterfield Town Centre Masterplan) and that it will use S106 for minor on-site road improvements which lie outside of Section 278 agreements.
- 4.39 It is not considered that the CIL amendments undermine this approach. Moreover, the Council does have the flexibility to review and make changes to the Regulation 123 list at any time (subject to consultation with key partners, including Derbyshire County Council as the Highways Authority).

Creating a discretionary power for charging authorities to provide 'discretionary relief' for discount market sale housing

- 4.40 Social housing (as defined under the established definitions, e.g. social rent, affordable rent, intermediate rent and shared ownership) is exempt from CIL liability.
- 4.41 Charging authorities now have the ability to introduce 'discretionary social housing relief'. The government states that dwellings are eligible for discretionary social housing relief if a dwelling is sold for no more than 80% of its market value. Anyone can provide these homes so long as measures are in place to ensure that, if sold, they will continue to be affordable for future purchases at a maximum of 80% of market prices.

- 4.42 The Council's Housing Strategy and Policy Officer has been consulted on this matter. His view is that in terms of meeting local affordable housing need, this type of relief is likely to be of limited value. However, selling properties at 80% market value would have less negative impact on developer profit margins than providing registered social housing provision via section 106 agreements. Hence, where viability is an issue, the relief may help with the delivery of housing on some sites by offering an alternative to the normal way of providing affordable housing.
- 4.43 In view of this, it is recommended that Officers monitor this element of CIL relief and report to Members via the next CIL update report. Should it be deemed appropriate to introduce it, then the Council would have the option to do once a Charging Schedule has been approved and starts taking effect.

Allowing infrastructure to be provided as payment in kind, in lieu of a levy payment

- 4.44 Charging authorities now have the discretion to adopt a policy allowing them to accept infrastructure as payment in lieu of the CIL levy. The aim is to enable developers, users and authorities to have more certainty about the timescale over which certain infrastructure items will be delivered. There is a set criteria that must be met to enable this arrangement, including entering into agreement to ensure that the infrastructure is delivered at the appropriate time and meets the infrastructure needs of the area.
- 4.45 The ramifications of introducing a payment in kind policy will be investigated and reported to Members after CIL examination.

Strengthening the CIL evidence base including the Regulation 123 list

- 4.46 To provide clarity about infrastructure requirements and CIL spending, charging authorities are now required to include the regulation 123 list as part of the evidence for CIL examination. Whilst it is not the purpose of CIL examination to challenge the list, its contents should provide transparency

about what the charging authority intends to fund through the levy and where it may continue to seek section 106 agreements. The Council's current regulation 123 list is shown at appendix 4.

- 4.47 As background evidence, charging authorities should also provide information about the funding collected in recent years through S106 agreements.
- 4.48 In anticipation of the amendments, a regulation 123 list has been prepared and historic 106 rates have been factored into the evidence base, hence the Council is consistent with the new requirement.
- 4.49 There are other amendments to the CIL regulations that relate mainly to payments, the development control process and appeals. Whilst these changes are notable, they relate more to the development management process and not to CIL preparation. A summary of the amendments is shown is at appendix 3.

5.0 CONCLUSIONS

- 5.1 It is not considered that the amendments to the CIL regulations will require a change to the way the Council is currently preparing its CIL or that there should be a delay in CIL preparation. The CIL evidence base is considered to be robust and consistent with the changes.
- 5.2 The Council will be required to review the contents and purposes of its regulation 123 infrastructure list as well as ensure that its instalments policy is appropriate. This can be undertaken, subject to Member approval, after CIL examination and prior to the Council approving a Charging Schedule.
- 5.3 On the basis that the Councils CIL evidence base is considered to be sound and is able to stand up to scrutiny, it is recommended that the Council submit the Draft Charging Schedule to the Planning Inspector for independent examination (with a view to examination in summer 2014).

6.0 FINANCIAL & OTHER CONSIDERATIONS

Capital or revenue financial implications

- 6.1 The financial ramifications of introducing a CIL were reported to Cabinet in December 2011. An Invest to Save request was approved to fund the appointment of CIL consultants and prepare a draft Charging Schedule on the basis that it could be recouped from future CIL income.
- 6.2 In addition to the Invest to Save Request, there will be a requirement to fund the costs of the CIL Examination during the 2014- 2015 financial year. It is difficult to estimate exact costs due to the difficulty of predicting how long an examination will take but based on recent communication with the Planning Inspectorate, these costs are likely to be in the region of £15-20K.
- 6.3 In addition to this, the Council is required to engage a Programme Officer for the CIL examination. These services will be obtained on a consultancy basis and are likely to cost £2-3K.
- 6.4 These costs will be covered by the Council's public inquiry reserve which is already set aside in the budget.
- 6.5 The CIL regulations permit CIL charging authorities to finance initial set-up and ongoing administration costs from up to 5 per cent of CIL receipts. Therefore, over time, it should be possible to recover the costs of preparing a Charging Schedule and holding an examination. However, the speed of this recovery will depend on how quickly the levy is received by the Council as a result of the commencement of major development proposals

Legal and human rights

- 6.6 The preparation, implementation and monitoring of CIL will be in accordance with the CIL regulations.

Public consultation

- 6.7 As highlighted in the main body of this report, there is a requirement for statutory consultation during the preparation of a Charging Schedule.

Environmental sustainability and bio-diversity

- 6.8 Local authorities have a Duty to have regard to the conservation of biodiversity in exercising their functions. This Duty was introduced by the Natural Environment and Rural Communities Act and came into force on 1 October 2006.
- 6.9 The introduction of a CIL could provide funds to protect enhance and promote the borough's existing green infrastructure assets. Under the CIL regulations green infrastructure is classed as infrastructure in the same way as physical infrastructure (e.g. roads, flood mitigation, etc).

Risk Management

- 6.10 Chesterfield Borough Council's CIL is being prepared in accordance with the CIL regulations so will undergo robust consultation and follow government guidance.
- 6.11 The potential risks of consulting on a Draft Charging Schedule are shown below.

The Council submits a Draft Charging Schedule for examination			
Risk	Likelihood (H/M/L)	Impact (H/M/L)	Mitigating action
On the basis that the Council's has not complied with CIL procedure, the examiner could recommend rejection of the Charging Schedule.	L	H	The Council must make any modifications recommended by the examiner if they intend to adopt the Charging Schedule and submit a revised Charging Schedule to a fresh examination.
The examiner recommends approval of a Charging Schedule subject to modifications.	M	M	The Council makes the recommended modifications and subsequently approves a Charging Schedule.
The Council does not submit a Draft Charging Schedule for examination			
Risk	Likelihood (H/M/L)	Impact (H/M/L)	Mitigating action
The Council cannot carry forward the introduction of a Community Infrastructure Levy. This will limit the Council's ability to fund infrastructure via the planning system	H	H	The Council utilises a scaled-down Section 106 system to remedy infrastructure deficiencies.

Equalities Impact Assessment (EIA)

- 6.12 A preliminary EIA has been undertaken and no negative impacts on protected groups have been identified. This is shown at appendix 5.
- 6.13 A further Equalities Impact assessment (EIA) will be carried out once the spending priorities for the Council are proposed in a Regulation 123 infrastructure list as part of Charging Schedule adoption. This EIA will assess the impacts of the Council's infrastructure funding priorities.

7.0 RECOMMENDATIONS:

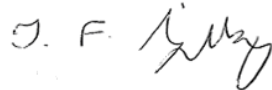
- 7.1 To approve a response to the consultation comments received during consultation on a Draft Charging Schedule (shown at appendix 2).
- 7.2 To approve the submission of the Draft Charging Schedule (attached at appendix 1) to the Planning Inspectorate for independent examination.

8.0 REASONS FOR RECOMMENDATION

- 8.1 To ensure that:
- The Council can continue to prepare a Community Infrastructure Levy.

*You can get more information about this report from **Scott Nicholas** (Senior Planner), Forward Planning (x5796).*

Officer recommendation supported/not supported/modified as below or Executive Member's recommendation/comments if no officer recommendation.


Signed

Executive Member

Date: 24th March 2014

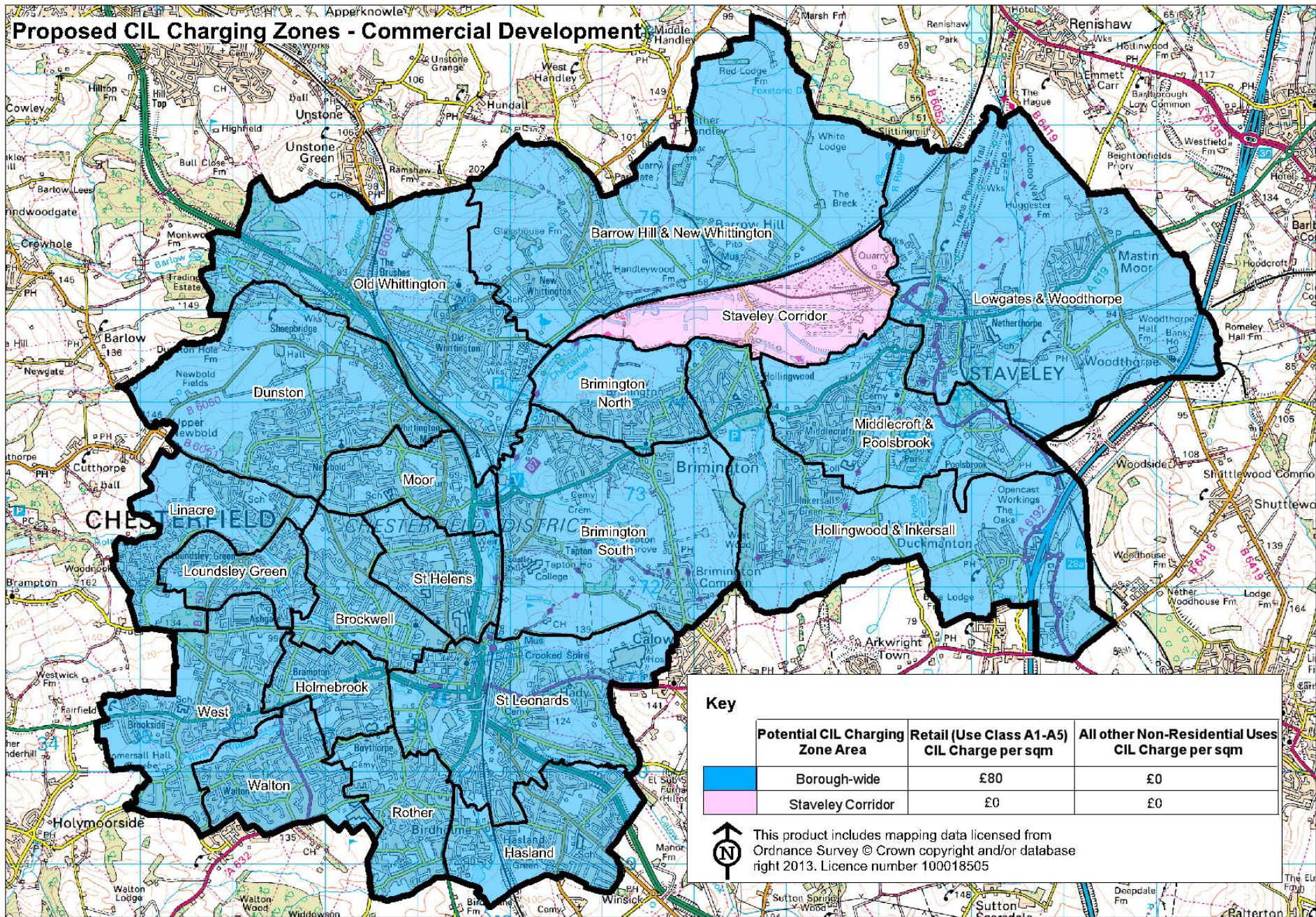
Appendix 1: Chesterfield Borough Council Community Infrastructure Levy: Draft Charging Schedule

Name of Charging Authority	Chesterfield Borough Council
Rates (£m²) at which CIL is to be Chargeable	CIL will be charged in pounds sterling (£) per square metre at differential rates according to the type of development and by location as set out in Tables 1 & 2 (Commercial) and (Residential) of this Schedule.
Charging Zones	The Charging Zones to which CIL will be applied are those as identified on the Maps (Commercial and Residential) of this Schedule.
How the Chargeable Amount will be Calculated	<p>The District Council will calculate the amount of CIL chargeable to a qualifying development utilising the formula set out in Part 5 of the CIL Regulations.</p> <p>In summary the amount of CIL chargeable will be calculated as follows :</p> $\frac{\text{CIL Rate} \times \text{Chargeable Floor Area} \times \text{BCIS Tender Price Index (at Date of Planning Permission)}}{\text{BCIS Tender Price Index (at Date of Charging Schedule)}}$ <p>The Chargeable Floor Area makes allowance for previous development on the site. The net chargeable floor area amounts to the gross internal area of the chargeable development less the gross internal area of any existing buildings that qualify for exemption on the site.</p>
Further Information	<p>The following documents are available on the Council's CIL webpage: www.chesterfield.gov.uk/CIL</p> <ul style="list-style-type: none"> • CIL & Affordable Housing Viability Assessment • Land Value Appraisal Study • Construction Cost Study • Infrastructure Funding Gap Review • Infrastructure Study & Delivery Plan • Historic S106 rates <p>For further information please the Strategic Planning & Key Sites team at:</p> <p>Tel: 0126 345 796 E-mail: forward.planning@chesterfield.gov.uk</p> <p>This summary does not take account of every aspect of the Regulations. The CIL Regulations are available to view on the Planning Advisory Service website at: www.pas.gov.uk/web/pas-test-site/3-community-infrastructure-levy-cil (accessed Oct 2013)</p>

Table 1. Commercial CIL Rates £ per Sqm		
Zone	Retail Class A1- A5	All Other Non Residential (C3)
Borough-wide	£80	£0
Staveley Corridor	£0	£0

Table 2. Residential Rates £ per Sqm	
Zone	Residential (Class C3)
Staveley Corridor	£0
Low	£20
Medium	£50
High	£80

Proposed CIL Charging Zones - Commercial Development



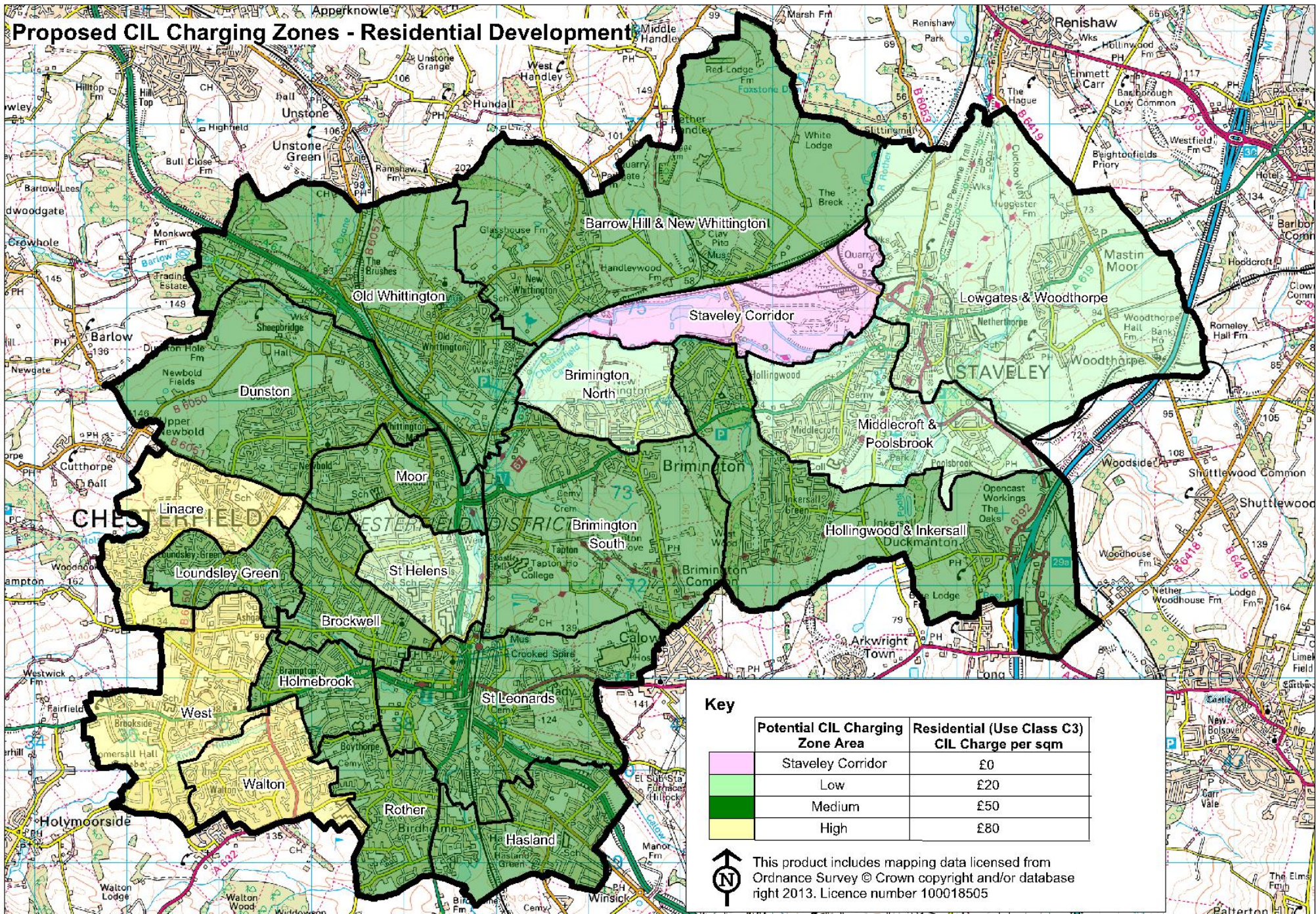
Key

Potential CIL Charging Zone Area	Retail (Use Class A1-A5) CIL Charge per sqm	All other Non-Residential Uses CIL Charge per sqm
Blue	£80	£0
Pink	£0	£0




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Proposed CIL Charging Zones - Residential Development



Key

Potential CIL Charging Zone Area	Residential (Use Class C3) CIL Charge per sqm
Staveley Corridor	£0
Low	£20
Medium	£50
High	£80


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Community Infrastructure Levy
Regulation 19 (b)

Draft Charging Schedule:
Statement of Consultation

May 2014

Chesterfield Borough Council

- We want everyone to be able to understand us.
- We want everyone to be able to read our written materials.
- We aim to provide what you need for you to read, talk and write to us.

On request we will provide free:

- Language interpreters, including for sign language.
Translations of written materials into other languages.
- Materials in Braille, large print, on tap or Easy Read.

Please contact us:

Voice telephone – 01246 345345

Fax – 01246 345252

Mobile text phone SMS – 079609 10264

Email – eoinfo@chesterfield.gov.uk

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1. Introduction

- 1.1 This Statement of Consultation serves as a record of consultation undertaken by Chesterfield Borough Council in preparing the Community Infrastructure Levy (CIL) Draft Charging Schedule. Its production is in accordance with the Regulation 19 (1) (b) of the Community Infrastructure Levy Regulations, 2010 (as amended). The statement will set out the responses received during the consultation and show how the Council has responded.
- 1.2 The consultation documents referred to in this statement, including the Draft Charging and associated evidence can be viewed on the Council's CIL webpage: www.chesterfield.gov.uk/CIL

2.0 The consultation process

Preliminary Draft Charging Schedule

- 2.1 The Council consulted on a Preliminary Draft Charging Schedule (PDCS) during summer 2013. On completion of the consultation, and in accordance with regulation 15 (7) of the CIL regulations, a Statement of Consultation was prepared which highlighted the bodies and persons who were invited to make representations. A summary of the main issues raised and how they were addressed in the Draft Charging Schedule was also included. The Statement of Consultation for the Preliminary Draft Charging Schedule can be viewed here: www.chesterfield.gov.uk/CIL
- 2.2 With the exception of moving Brimington South ward into the medium residential CIL charging zone (it was previously in the low) - the Council did not propose to modify its CIL proposals and approved a further period of consultation on a Draft Charging Schedule from 14th November 2013 to 13th January 2014.

Draft Charging Schedule

- 2.3 The consultation process for the Draft Charging Schedule was as follows as follows:
- Writing to all the individuals and groups on the Local Plan consultation database, including those who made comments on the PDCS.
 - Making consultation documents available on the Council's dedicated CIL webpage (www.chesterfield.gov.uk/CIL) with hard copies made available at the Planning Information Desk at the Council's Customer Contact Centre.
 - Issuing a press release to the Derbyshire Times and placing it on the Council's website.
 - Placing a formal notice in the Derbyshire Times.
 - Making all consultation documents available on the Council's dedicated CIL webpage: www.chesterfield.gov.uk/CIL

2.4 Table 1 highlights the methods of consultation and relevant dates.

Table 1. Consultation and dates	
Method of Consultation	Date
Letters/e-mail to Specific, General and other consultation bodies held on Local Plan consultation database	13 th Nov 2013
Consultation documents made available on the Council's dedicated CIL webpage	13 th Nov 2013
Consultation documents made available on the Planning Information Desk in the Customer Contact Centre	13 th Nov 2013
Consultation documents made available at Staveley, Brimington and Chesterfield Town Centre libraries.	13 th Nov 2013
Press release issued to the Derbyshire Times	12 th Nov 2013
Press release placed on the Council's website	13 th Nov 2013
Formal notice placed in the Derbyshire Times	14 th Nov 2013

2.5 Evidence of the consultation material can be viewed in the appendices of this document.

3.0 Representations

Summary

- 3.1 A total of twenty-one individuals and organisations made representations on the Draft Charging Schedule. Most of the representations were reiterations of the comments that were received during consultation on the Preliminary Draft Charging Schedule, hence there was general support of the Council's proposals from local residents, neighbouring planning authorities and other planning related organisations. But there continued to be objections to the proposed retail rate from the major supermarket operators.
- 3.2 As with consultation on the Preliminary Draft Charging Schedule, there was a minimal response from the major house builders or their representatives (including the House Building Federation). Only one planning agent (promoting a local site for residential development) objected to the Council's proposed residential rates during consultation on the Draft Charging Schedule.
- 3.3 Local residents who responded to the previous consultation responded again and were generally happy with the approach the Council was taking. They were also satisfied by how the Council had responded to the concerns or questions raised during consultation on the Preliminary Draft Charging Schedule. One local resident offered new comments which were positive and supportive.
- 3.4 The following provides a brief overview of the response. The full consultee's representations and Council response is included at appendix 1.
- 3.5 Organisations that continued to be fully supportive of CIL and the Council's proposals were:
- Derbyshire County Council
 - North East Derbyshire District Council
 - Bolsover District Council
 - Homes & Communities Agency
 - Natural England

3.6 The following were supportive of the Council's proposals, but had additional comments:

- Chatsworth Settlement Trustees (PDG) – broadly supportive, but concerned about the Council's proposed instalments policy for CIL payment.
- Sport England – stress the need for an up-to-date evidence base to support sport infrastructure funding.
- Highways Agency – do not wish to be listed as a potential source of funding for road infrastructure projects unless they relate to the operation of the M1.
- Woodland Trust – request that trees and woodland are listed in the Council's infrastructure list as a key component of green infrastructure.
- Theatres Trust – support a nil rate for all non-residential uses.
- English Heritage – urge the Council to offer CIL relief where heritage assets are part of development.

3.7 The following do not object to CIL in principle but are critical of the Council's approach:

- Aldi (Planning Potential) – consider that the £80 per sqm for retail is too high and that the viability appraisals do not take into account Aldi's business model.
- Morrisons (Peacock & Smith/Aspinall Verdi) – question the viability appraisal assumptions and construction costs.
- Asda (Thomas Eggar) – object to the assumptions that have gone into the viability appraisals, including likely Section 106 costs and land values. Also request that the Council consider delaying progressing CIL as a result of impending changes to the CIL regulations.
- JVH Planning – argue that the eastern part of the borough should be zero rated for residential development.
- National Farmer's Union – object to CIL being levied on new farm workers housing as a result of the proposed residential charge.

3.8 The following responded but had no comments to make:

- Derbyshire Wildlife Trust (but request the opportunity to comment on further regulation 123 lists)

Local residents

3.9 Those Local residents that submitted comments continued to be generally supportive of Council's proposals. The following were the key issues:

- The need to regenerate the Staveley Corridor via CIL funds.
- The need to raise funds to deliver needed borough wide infrastructure.
- A desire to see green infrastructure priorities as part of general infrastructure requirements.
- Concerns about a single borough-wide retail rate.
- Questions about the CIL instalments policy.

The Council's response

Supermarket Operators

3.10 As the comments from the retail operators are mainly reiterations of their comments during consultation on a Preliminary Draft Charging Schedule, the proposed response was broadly the same as previously provided.

3.11 The supermarket operators' comments generally focus on the viability appraisal and modelling work which underpins the CIL evidence base. This was not unexpected and is common to all local authorities who are preparing a CIL.

3.12 The views of the Council's CIL consultants were sought when considering a response to the comments from the retail operators. The consultants are confident that the viability appraisal work undertaken is robust and will stand up to scrutiny at independent CIL examination. They stress that the CIL rates have not been set at the margin of viability and that there is a generous 'buffer' to take into account of such things as unexpected development costs.

Other notable consultation comments

3.13 Whilst there were no objections to the Council's proposed instalments policy, Chatsworth Settlement Trustees were concerned that it would not allow payment of CIL to be made on completion of

the various phases of development. As currently proposed, the Council's instalments policy is based on payments being made after commencement of development, irrespective of whether that development had been completed.

- 3.14 A charging authority has the discretion to make changes to its instalment policy at any time (the proposed instalments policy is not the subject of examination). Given the importance of development viability and the need to regenerate its key sites (e.g. the Staveley Corridor), the Council is able to review its proposed instalments policy after CIL examination in consultation with the local development industry.
- 3.15 Sport England are objecting to the age of the Council's evidence base for outdoor and indoor sports provision (which was published in 2002) and they highlight it would be difficult to justify utilising CIL for sports improvements on this basis.
- 3.16 The Council is currently in the process of updating this evidence base and it should be completed prior to CIL examination. Hence the Council will be able to justify spending CIL on sports projects (on the proviso that they are listed in the regulation 123 infrastructure list).
- 3.17 The National Farmers Union concerns have been addressed by stressing that farm retail would be exempt from CIL if it was ancillary to the main agricultural use (the Council is not proposing to levy CIL on agricultural development). If there was a need for affordable housing for farm workers, then this ought to be addressed by the social housing sector (affordable housing is also exempt from CIL).
- 3.18 Regarding comments from Natural England stating that the imposition of CIL could make the restoration of heritage assets problematic, then it should be noted that CIL does not apply to historic restoration per se. It would not apply to a change of use of an historic building (e.g. for historic conversion) unless there is a net increase of floor space over 100sqm to new residential development.
- 3.19 Moreover, the Council has the flexibility to introduce an exceptions policy if it is considered that a particular development project is not viable as a result of the imposition of CIL. Whilst the council is not currently proposing to introduce an exceptional circumstances relief policy, this position can be kept under review.

3.20 Appendix 1 details every representation and provides a response from the Council to each objection and query made.

Appendix 1: Full summary of consultation comments and Council response

Ref	Name/Organisation	Summary of comments	Officer response	Changes?
001	Roger Davenport, local resident	I consider that the 'low band' as now proposed is appropriate.	Support noted.	No changes.
		I still have concerns about the Staveley Corridor and compensation payable to Chatsworth estate from previous lessees. However, taking into account officer response and because I believe the regeneration of this brownfield site is of great importance, I accept a 0% CIL may help appropriate regeneration. Accordingly I support the Chesterfield Borough Council Infrastructure proposals.	Support noted.	No changes.
002	Paul Tame, National Farmers Union	The NFU is opposed to any CIL being levied on new farm buildings and farm and rural business diversification including farm shops and tourism development as it will just make the development uneconomic and help to destroy jobs in the agricultural and rural sectors of the economy.	The Council is not proposing to levy CIL on agricultural development. Regarding retail development, whilst the Council supports rural diversification, it has not received any evidence which indicates that farm retail cannot support CIL. Moreover, some types of farm retail may be ancillary to the agricultural use and be exempt. A change of use from agricultural to retail use would also be exempt, unless there is an increase in floor size (the increase would also have to be over 100sqm before CIL is payable).	No changes.
		We are opposed to CIL being levied on new farmworkers' houses which have an agricultural tie placed on them as their value is only two	If affordable housing is delivered through a registered social landlord then CIL would not apply. Moreover, given the generally compact urban nature of Chesterfield Borough, purchasing affordable housing in locations accessible to the work	No changes.

		<p>thirds of the market value without the agricultural tie. Similarly, we are opposed to CIL being levied on new houses for rural workers built with planning ties on them. These houses are necessary to house employees of the business and the business will be affected if CIL boosts the cost of the project.</p>	<p>place is unlikely to be serious problem for farm workers who work on farms within the borough.</p>	
		<p>We would be grateful if the CIL charging document makes it clear that rural housing for farm and business employees and all farm and rural business buildings are to be free of CIL.</p>		
003	David Curtis, Homes and Communities Agency	<p>The HCA support the proposals but have no specific comments to make at this stage of the consultation process.</p>	<p>Support noted.</p>	<p>No changes.</p>
004	Charlotte Boyes, Planning Potential (representing Aldi Stores Ltd)	<p>We agree with the Council's approach in setting variable rates but continue to consider the proposed rate of 80/sqm for A1-A5 retail development high in comparison to neighbouring authorities: Sheffield = £60 Rotherham = £60 Doncaster = not viable</p>	<p>As indicated during consultation on the Preliminary Draft Charging Schedule, the CIL and Affordable Housing Viability Assessment has been produced by experienced consultants and based on extensive and detailed research. The assumptions are considered appropriate and the Council and consultants have been cautious not to propose rates at the margins of viability. Developers and local agents were contacted in the development of the assumptions during the research phase. The Affordable Housing and CIL Viability Assessment report tests a series of development scenarios and concludes that, in the main, the proposed zones and rates are appropriate. The study set out ranges of CIL levels that different types of development schemes should be able to absorb.</p> <p>Is still not considered consistent with the CIL regulations and guidance to take into account individual retailers'</p>	<p>No changes.</p>
		<p>The proposed rate may deter future Aldi development in the borough to neighbouring authority areas, as development will be rendered unviable which is not consistent with paragraph 175 of the</p>		

		NPPF ('CIL should support and incentivise new development').	business models when carrying out CIL viability appraisals. NCS consultants have taken an overview of the economic viability of retail development in terms of its ability to make CIL contributions. This necessarily requires a broad view on retail property values and retail development costs to be taken, based on appropriate available evidence. NCS consultants have taken the view that the retail sector can stand the CIL charges proposed without the economic viability of the sector being threatened.	
		Aldi's business model is designed to deliver food to a local catchment and high levels of efficiency to enable cost savings to customers. Discount operators are important to provide realistic choices for those suffering from social exclusion issues in line with the NPPF		
		We support the introduction of an instalments policy as it will help the viability of development, particularly for Aldi who have a preference to locate within centres on sites that are considerably constrained which adds to costs.	Support noted	No changes.
005	Peacock & Smith/Aspinall Verdi (on behalf of Morrisons)	The full development appraisals need to be provided	These were supplied and new comments provided by Aspinall Verdi on 13.2.14 (see below).	No changes.
		There needs to be a more comprehensive narrative such that we can see the summary of the market evidence (rents, yields, land values) clearly sourced; how this relates to the development appraisal assumptions actually used for each typology; and how the CIL £ rate has been derived from the viability appraisal results.	It is considered that a clear narrative has been provided in the CIL and Affordable Housing Assessment, including sourcing, development appraisal assumptions, typologies and resultant CIL rates.	No changes.
		The level of developers' profit should be increased.	Profit is calculated as 20% on Gross Development Value for residential and 17.5% Gross Development Value for commercial. The Council has taken the views of NCS	No changes.

			consultants and they are confident these figures are appropriate for CIL purposes	
		We would recommend a revised approach to the generic one size scheme, which does not accurately reflect actual store sizes (and thus the associated costs/values). The analysis should be decided by the market/stores recently developed/coming forwards.	The Council is aware that the February 2014 amendments to the CIL regulations allow charging authorities to set differential rates by the scale of development (either by reference to floor area or the number of units in a development). This would include retail development. The advice of the Council's CIL consultants is to continue to propose a borough-wide retail rate until such time as robust evidence suggests otherwise. It is not considered that convincing evidence has yet been submitted.	No changes.
		When considering larger scale development the following factors/costs need to be taken into account as the scale of the site needed results in additional costs: <ul style="list-style-type: none"> • Land assembly costs; • The additional costs associated with brownfield development (e.g. remediation and site preparation costs); • With larger schemes development related 'local' S278 and S106 costs are taken in to account. 	A buffer has been built into the proposed CIL rates to ensure that rates are not set at the margin of viability. In the main, this buffer should offset any abnormal costs. Historic S106 rates have also been factored into the setting of rates.	No changes.
		Can you send us a copy for the food store comparable evidence schedule (see heb report page 27) for us to review.	This request was made during consultation on the Preliminary Draft Charging Schedule. The food store comparable evidence (in the form of a Supplementary Report to the Land Value Appraisal Study) was emailed to and acknowledged by Atem Verdi on 16/7/03 and 17/7/03 respectively. The evidence was sent again and acknowledged by Aspinall Verdi on 13.2.14.	No changes.

	<p>The Council has not provided the appropriate evidence because we are not aware that the NCS appraisals have been published in full and not all of the appraisal assumptions have been made explicit.</p>	<p>It is considered that the evidence has been made explicit via the CIL and Affordable Housing Assessment and accompanying documents. Any further requests for information from Aspinall Verdi have been dealt with transparently and efficiently including time given for Aspinall Verdi to make further comments should they so wish.</p>	<p>No changes.</p>
	<p>At the most basic level we are not aware that NCS have stated the Threshold Land Value that has been adopted to appraise the CIL.</p>	<p>Threshold land values are included in the full viability appraisals. These were emailed to Aspinall Verdi on 4.2.14. Aspinall Verdi subsequently made no further comments on the Threshold Land Values but instead focussed on construction cost assumptions (see below).</p>	<p>No changes.</p>
	<p>We cannot see how the other various appraisal assumptions have been applied and which are missing. We therefore have no way of reviewing and commenting properly on the assessment and setting of the CIL rate.</p>	<p>See previous comment.</p>	<p>No changes.</p>
	<p>We note that the Council has responded to many of our PDCS representations about the viability appraisal assumptions in the Statement of Consultation (October 2013) by referring to the heb Supplementary Land Value Appraisal Study (June 2013). This provides a schedule of retail market data at Appendix 3, however, it still does not clarify what <i>actual</i> Threshold Land Value has been assumed in the appraisals. Furthermore the appraisals themselves have still not been published</p>	<p>See previous comment.</p>	<p>No changes</p>

		<p>as far as we are aware and therefore we cannot verify the appraisal approach and assumptions. We have in the past been able provide authorities with a useful critique of the consultants work and this has resulted in changes to the Charging Schedule. We would therefore request that the NCS residual appraisals are made available.</p>		
		<p>Further comments from Aspinall Verdi received on 13.2.14:</p> <p>1. Construction Costs – we would consider that the costs of development have been underestimated by some considerable margin. The consultants have assumed a relatively low rate of construction cost and have explained that this is to a shell finish. However it would be appropriate to make allowances for:</p> <ul style="list-style-type: none"> • External works – it would be reasonable to assume that there will be landscaping, hard-standing and car parking works to be undertaken which have not been accounted for. • Fitting Out – as stated above the costs reflect a shell finish, however it would be normal to expect the landlord to make a “fit out” 	<p>The Council has sought the views of NCS consultants regarding these comments. NCS are of the view that whilst construction costs may have moved on since the original study was published, there has been a concomitant rise in sales values. But for the sake of clarity, NCS have re-run the food retail appraisal with a higher £850sqm construction cost. Even at this level, NCS are confident that a proposed CIL rate of £80 sqm is justified and defensible.</p> <p>NCS are confident that the viability appraisal assumptions are sound, including shell finish costs. They do not accept the view that services fit-out should be included for the purpose of the value/cost exercise.</p>	<p>No changes.</p>

		<p>contribution and this would be a cost to the development. We attach an extract from BCIS and it can be clearly seen that the consultants have taken the allowance based on a retail warehouse and that the foodstore construction costs are significantly higher.</p> <ul style="list-style-type: none"> • Abnormal costs of development – whether a site is greenfield or brownfield there will inevitably be costs associated with one or more of the following: <ul style="list-style-type: none"> • Service connections • Drainage • Site re-profiling • Highways connections • Piling • With brownfield sites – demolition, site remediation etc <p>2. Construction Period/Finance Costs - no pre-planning period has been assumed and with retail developments such a period can be significant.</p>		
		Request to be heard by the Inspector at examination.	Request noted	No changes. Respondent requests to be heard at examination.
006	Daniel Sellers, local resident	I feel the priority should be to develop brownfield sites	This is the Council's preferred approach to regeneration as outlined in Core Strategy: Local Plan policy	No changes.

	rather than building on greenfield land.	(see policies CS1 and CS2 for instance).	
	I strongly support the remediation of Staveley Works, the restoration of the Chesterfield Canal and the other 'Green' schemes.	Support noted.	No changes.
	In the 'amber' list, the greatest priorities should be the Northern Gateway and West Bars road junction improvements, as these are the busiest 'pinch points' on the town centre approaches. Removal and replacement of the 'eyesore' car parks at both these locations would lead to a major improvement in these areas, both of which form part of the Town Centre Masterplan. I would welcome these investments in the future.	Comments noted. The Chesterfield Town Centre Masterplan is an important evidence base document in identifying the Council's road infrastructure needs.	No changes.
	I would suggest building the planned relief road across the former railway yard in advance of the northern gateway and West Bars alterations, as this would avoid the total gridlock that would occur otherwise.	Comments noted. The Highways Authority (Derbyshire County Council) would ensure that any disruption to the road network would be kept to a minimum during any improvements.	No changes.
	I also strongly support the Chatsworth Road Corridor Green Infrastructure and pedestrian / cycling improvements and flood defences in the River Rother / Hipper corridors.	Support noted.	No changes.
	6) With regard to additional retail	Comments noted.	No changes.

		<p>floorspace, I suggest the development of the Northern Gateway, re-use of the Co-Op and other vacant shops, the Horns Bridge (Donkin) site and redevelopment of Staveley Town Centre (addressing unattractive 1960-70s units and extending Morrisons / reprovision of the Post Office).</p>		
		I fully support CIL levels as identified.	Support noted.	No changes.
007	Kamaljit Khokar, Highways Agency	<p>The Council's CIL proposals have limited implications in relation to SRN infrastructure issues in the area. The Regulation 123 list needs to be published prior to the adoption of the Charging Schedule. We have no comments to make on the current list.</p>	Comments noted.	No changes.
		<p>We note that for two schemes; "Improvements to A61 Chesterfield Inner Relief Road Junctions" and "A619 Staveley – Brimington Bypass – Chesterfield", we are listed as an available funding source. However, these schemes relate to sections of the highway network for which we have no responsibility. Our specific interest in the Chesterfield Borough relating solely to the operation of the M1 in the vicinity of M1 J29A.</p>	Comments noted. Any review or further reiteration of the Infrastructure Schedule will omit the Highways Agency as a potential source of funding for those schemes.	Omit the HA as a funding sources for schemes within the Infrastructure Schedule.

		Therefore, we do not consider that we should be listed as being a potential source of funding for these schemes and requests that the Infrastructure Schedule should be amended to remove reference to the HA.		
		We are keen to maintain engagement with Chesterfield Borough Council as it prepares for the introduction of a CIL and anticipates the publication of the Regulation 123 List in due course.	Comments noted.	No changes.
008	Thomas Eggar (representing Asda)	The approach taken to assessing the Charging Schedule does not achieve an appropriate balance between the desirability of funding the cost of infrastructure and its potential effects on the economic viability of development.	The CIL and Affordable Housing Viability Assessment has been produced by experienced consultants and based on extensive and detailed research. The assumptions are considered appropriate and the Council and consultants have been cautious not to propose rates at the margins of viability. Developers and local agents were contacted in the development of the assumptions during the research phase. The Affordable Housing and CIL Viability Assessment report tests a series of development scenarios and concludes that, in the main, the proposed zones and rates are appropriate. The study set out ranges of CIL levels that different types of development schemes should be able to absorb.	No changes.
		The supporting papers do not acknowledge the role of the retail sector in the local and national economy.	It is not the role of the CIL evidence to highlight macro economic conditions, rather to concentrate on viability matters.	No changes.
		A substantial CIL charge on retail and a very low or nil on all other uses could effectively undermine	See initial comment.	No changes.

	the retail function of local and town centres, detracting from their viability and vitality.		
	All other forms of development will receive a significant subsidy at the expense of supermarkets and there will be a corresponding disincentive (and market distortion accordingly) to investment in the supermarket sector.	Only those types of development which are considered to be viable for CIL are proposed for charging. This only includes retail and residential.	No changes.
	The study does not adequately demonstrate how the Viability Assessment calculates s106 contributions. Residual section 106 and section 278 contributions are likely to vastly exceed the allowance indicated (£18 per sq metre). The Council's Reg 123 list indicated that the vast majority of prospective infrastructure will have to be funded through section 106 or section 278 contributions.	The study is clear in identifying how historic S106 contributions have been factored into the viability appraisals. Thomas Eggar have not supplied evidence specific to Chesterfield to justify their claims regarding likely section 106/278 contributions. The Council's Reg 123 list does not indicate that the vast majority of prospective infrastructure will be funded via S106 or section 273 agreements. In fact the list indicates that that CIL will be expected to be the key contributor to the borough's infrastructure needs.	No changes.
	No reference is made to whether figures include section 278 contributions which need to be borne in addition to CIL.	The figures do not include section 278 agreements as these contributions are outside the CIL regime. This situation was clarified in the government's February 2014 CIL guidance which states that section 278 agreements cannot be required for works that are intended to be funded through the levy. A developer should not enter into a section 278 agreement to provide items that appear on the charging authority's regulation 123 infrastructure list.	No changes.
	The Council will not be able to pool section 106/278 contributions once CIL is adopted to fund increased requirements on large scale retail	For the sake of clarity it might be worthwhile highlighting what the government's February 2014 CIL guidance says on this matter (page 53): <i>When the levy is introduced (and nationally from April 2015), the</i>	No changes.

		developments.	<p><i>regulations restrict the use of pooled contributions towards items that may be funded via the levy. At that point, no more may be collected in respect of a specific infrastructure project or a type of infrastructure through a section 106 agreement, if five or more obligations for that project or type of infrastructure have already been entered into since 6 April 2010, and it is a type of infrastructure that is capable of being funded by the levy.</i></p>	
		<p>A 3,000 sqm supermarket with construction costs of £1,665,000 (using the Viability Assessment's median figure of £555 per sqm) would be expected to bear a CIL payment of £240,000 as well as number of other on-site and off-site potential costs (e.g. demolition, highway improvements, bus service improvements, CCTV, local employment, environmental mitigation , ongoing management & monitoring , etc). £83,250 (5% contingences on the constructions costs) plus £54,000 s106 contributions (£3,000 sqm x £18) provides a budget of merely £137,250 to meet all these costs. To put his into context: other supermarket schemes have cost more in S106 contribution, e.g. .3,000 sqm store in Ware (£871,800) and a 6,700 sqm store in Newhaven (£1345,544). The Council may have underestimated the impact of CIL on the viability of food</p>	<p>The CIL and Affordable Housing Viability Assessment and associated evidence is clear in showing how the proposed CIL rates have been arrived at. The proposed rates are underpinned by extensive research which has been produced by experienced CIL consultants. The assumptions are considered appropriate and the consultants have been cautious not to propose rates at the margins of viability (there is a significant 'buffer zone' to accommodate both developer profit and development costs).</p>	No changes.

	<p>store development and artificially inflated the relevant benchmark land values used for the financial viability models. This will have inflated the amount of CIL proposed for retail. We request the Council explain how the Viability Study calculates these contributions and/or that the underlying viability evidence be revised accordingly.</p>		
	<p>As a result of impending changes to the CIL regulations it would be sensible to consider delaying progressing the Charging Schedule further to enable the Council to assess the impacts on its proposals.</p>	<p>The Council is aware of the changes introduced by the Feb 2014 amendments to the CIL regulations. It is confident that the Council's proposals and evidence are consistent with the amendments and sees no need to delay CIL preparation.</p>	<p>No changes.</p>
	<p>We endorse the Council's decision to introduce an instalments policy as this helps with cash flow and scheme delivery.</p>	<p>Support noted.</p>	<p>No changes.</p>
	<p>Request that the Council reviews its instalments policy to ensure that developers are not disadvantaged by the decision to submit a full planning application for phased development.</p>	<p>The Council considers its draft instalments policy as currently drafted to be consistent with the CIL regs and guidance. However, the Council is aware of the Feb 2014 amendments to the CIL regulations which allow phases of development to be separate chargeable development. This would be outlined in an instalments policy.</p> <p>The Council intends to review its draft instalments policy prior to a Charging Schedule coming into force. This will be done in accordance with the CIL regs and in consultation with the local development industry.</p>	<p>No changes.</p>
	<p>We urge the Council to adopt Exceptional Circumstances Relief (ECR) on the basis that it will give the</p>	<p>The Council has considered the introduction of an exceptional circumstances relief policy. However, given that the Council is proposing to zero rate the Staveley Corridor as a</p>	<p>No changes.</p>

		<p>Council the flexibility to allow strategic or desirable but unprofitable development schemes to come forward on the basis that:</p> <p>The government wish to make the application for ECR relief easier</p> <p>Exempting schemes from s106 obligations is unlikely to be sufficient to counteract the negative impact of a CIL charge</p> <p>Large regeneration schemes with heavy site specific infrastructure costs are the types of schism most likely to qualify for ECR</p>	<p>result of concerns about abnormal development costs, and given that there are unlikely to be sites in the borough with the same level of constraints and issues (contamination, flood mitigation, road infrastructure requirements, etc) the Council is not currently proposing to offer discretionary relief for exceptional circumstances.</p> <p>This recommendation however acknowledges that there will be a need to keep this aspect of CIL under continual review. If a strong case is being made for the introduction of an exceptional circumstances policy (as a result of abnormal development costs caused by the borough's industrial legacy) then the Council may wish to re-consider.</p>	
		<p>A much fairer solution would be to divide the Council's estimate of total infrastructure costs over the charging period by the total expected development floor space and apply a flat rate levy across the borough and across all forms of development. The potential impact of a flat rate levy on the viability of development which is not currently viable could be balance by the Councils implementation of ECR.</p> <p>Reducing the levy for retail and residential floor space would not result in a proportionate increase in the levy for other forms of development. The current proposed levy risks diminishing the number of retail</p>	<p>This approach is incongruous with the CIL regulations and guidance. CIL rates should be based on viability and justified with robust evidence.</p>	<p>No changes.</p>

		stores built and a consequential loss of employment opportunities and investment,		
		We request that the Council reduce the CIL charges for large scale retail development to that of small scale retail development to ensure consistency and applies a nil rate to all developments uses with strategic development areas.	The Council is proposing a single borough-wide retail rate, not differential rates based on size of supermarket. The Council is confident that - on the basis of the current evidence - this is appropriate.	No changes.
009	Helen Fairfax, North East Derbyshire District Council	North East Derbyshire District Council has no specific comments to make on the Chesterfield Borough Council Draft Charging Schedule.	Comment noted.	No changes.
		Through our partnership working with Chesterfield Borough Council such as the Local Plan Liaison Group and other joint working forums, the Council has been kept up-to-date on the Borough Council's work towards the introduction of a Community Infrastructure Levy. The Council looks forward to continuing this approach of partnership working with neighbouring authorities and particularly to addressing key cross boundary matters (such as the approach to the A61 Corridor) for the mutual benefit of both Councils and our stakeholders.	Comments noted.	No changes.
010	Rode Freeman,	We support a nil rate for	Comments noted.	No changes.

	The Theatres Trust	<p>'All other Non-Residential Uses' (Commercial Development) for Borough-wide and the Staveley Corridor, as D1, D2 and some sui generis uses (e.g. theatres) often do not generate sufficient income streams to cover their costs. Consequently, they require some form of subsidy to operate and this type of facility is very unlikely to be built by the private sector.</p>		
		Please amend the incorrect spelling of 'centres' in Table 4 middle CIL column, last entry.	Typo noted.	Typo change in draft Regulation 123 list
011	Robert Dawson	<p>Broadly I am personally in agreement with the approaches adopted however:</p> <ul style="list-style-type: none"> The single rate for Retail appears rather blunt and does not enable the Council to use the CIL to encourage any particular type of development. 	<p>The Council is proposing a single borough-wide retail rate, not differential rates based on size of supermarket. The Council is confident that - on the basis of the current evidence - this is appropriate. As there is a requirement to keep the CIL evidence base under review (every 2-3 years) the Council will have the opportunity to look at any new evidence provided which might suggest a different approach could be justified.</p>	No changes.
		<ul style="list-style-type: none"> The instalment policy appears rather harshly weighted against payments up to £50,000 compared with (say) an amount of £52,000. 	<p>An instalments policy is not the subject of CIL examination and the Council has the ability to review and change it at any time in accordance with the CIL regulations. The Council will review its instalments policy after CIL examination but prior to any Charging Schedule taking effect. This will be done in consultation with the local development industry.</p>	No changes.
		<ul style="list-style-type: none"> The Council's needs to establish its role in ensuring how potentially large sums of neighbourhood funding are spent to best advantage. 	<p>The February 2014 CIL guidance (see section 2:4) is quite clear on how neighbourhood funding should operate. The Council intends to operate within this framework.</p>	No changes.
012	Helen Fairfax, Bolsover District Council	Bolsover District Council has no specific comments to make on the Chesterfield Borough Council Draft	Noted.	No changes.

		Charging Schedule.		
		Through our partnership working with Chesterfield Borough Council such as the Local Plan Liaison Group and other joint working forums, the Council has been kept up-to-date on the Borough Council's work towards the introduction of a Community Infrastructure Levy. The Council looks forward to continuing this approach of partnership working with neighbouring authorities and particularly to addressing key cross boundary matters (such as the approach to the A61 Corridor) for the mutual benefit of both Councils and our stakeholders.	Comments noted.	No changes.
013	Teresa Hughes, Derbyshire Wildlife Trust	DWT have no further comments to make at this stage, but hope that Chesterfield City Council will continue to consult us on the development of the Regulation 123 document and other relevant policy documents such as those relating to Green Infrastructure, green wedges or biodiversity.	Comments noted.	No changes.
014	Claire Searson, English Heritage	We urge the Council to reserve the right to offer CIL relief for particular cases which affect heritage assets in order to avoid unintended harm to the historic	CIL does not apply to historic restoration per se, i.e. it would not apply to a change of use of an historic building (or historic conversion) unless there is a net increase of floor space over 100sqm to new residential development.	No change.

		<p>environment through the application of CIL. For example, there may be instances where the requirement to pay CIL would threaten the viability of schemes designed to ensure the reuse of heritage assets identified as being 'at-risk' through enabling development.</p>	<p>Where historic restoration is part of a wider regeneration project and is incurring significant costs, then it is accepted that this could impact on the viability of the project. The Council considers the protection and enhancement of heritage assets as an important policy issue and the council is committed to safeguarding the value of the historic environment. Consequently whilst the Council is not currently proposing to introduce an exceptional circumstances relief policy, this will be kept under review. The Council will take on board evidence which suggests that restoration costs are making development projects unviable.</p>	
015	Edward Cratchely, J VH Planning	<p>Oppose a £20 per sqm low zone and a zero rated Staveley Corridor. The eastern villages should enjoy a 0 CIL charge to encourage their regeneration and upgrading as envisaged in the adopted Core Strategy. The low house values within the regeneration zones means that the CIL levy may threaten the viability of sites as the full impact of other S106 contributions are not yet known [notwithstanding that no affordable housing can be deemed viable]. The whole development process must encourage land owners to bring their land forward for development and to achieve a reasonable return in accordance with para 173 of the NPPF. On this basis the Council are asked to reconsider the application of the levy in the eastern regeneration villages and to include this regeneration area as an area of 0 CIL</p>	<p>It is acknowledged that the eastern villages have been identified as regeneration priority areas, but it does not follow that Greenfield sites in these areas cannot support a CIL. The viability evidence suggests that residential development in the low zone can support a charge, albeit a low one. The Council has been consistent with the CIL guidance by setting differential rates which reflect local conditions; hence the eastern villages are located in the low zone and not within the medium or high zone. This reflects the fact that land and property prices tend to be lower in the east of the borough. Evidence to counter the evidence in the CIL and Affordable Housing Viability Assessment has not been submitted. The Council is confident that, in the main, the Heb evidence accurately reflects local land and market conditions.</p>	No changes.

		contribution.		
		On the basis that the Council do not propose to amend the schedule on the above basis then Ackroyd and Abbott would wish to be heard at the examination and to be notified of the submission and examination dates.	Request noted.	No changes. Respondent requests to be heard at examination.
016	Nick Sandford, Woodland Trust	We would like to see table 4 in the document include a reference to trees and woodland as a key component of green infrastructure, which could be funded through CIL or Section 106 contributions. For example, it might be possible to include some trees or a small wood onsite on a larger housing development or CIL contributions could be used to fund larger woods in a wider area.	Trees and woodland are included as part of green infrastructure (as acknowledge in Core Strategy Local Plan policy, CS9: Green Infrastructure & Biodiversity).	No changes.
017	Jamie Robert Melvin, Natural	We view CIL as playing an important	All points noted. The Council would refer Natural	No changes.

	<p>England</p>	<p>role in delivering a strategic approach to natural environment infrastructure in line with para 114 of the NPPF such as:</p> <ul style="list-style-type: none"> • Access to natural greenspace. • Allotment provision. • Infrastructure identified in the local Rights of Way Improvement Plan. • Infrastructure identified by any Local Nature Partnerships and or BAP projects. • Infrastructure identified by any AONB management plans. • Infrastructure identified by any Green infrastructure strategies. • Other community aspirations or other green infrastructure projects (e.g. street tree planting). • Infrastructure identified to deliver climate change mitigation and adaptation. • Any infrastructure requirements needed to ensure that the Local Plan is Habitats Regulation Assessment compliant (further discussion with Natural England will be required should this be the case.) 	<p>England to Table 4 of the Preliminary Draft Charging Schedule which identified green infrastructure as potential recipient of CIL funding. The Council has prepared a Green Infrastructure Study which sets out the council's approach to the protection and enhancement of GI. See here: http://www.chesterfield.gov.uk/Green-Infrastructure-Study-564.html</p>	
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018	Tony Beasley, local resident	My query regarding boundaries has been addressed and the level of exemption to residential property is not unreasonable.	Comments noted.	No changes.
019	Helen Cattle, Sport England	<p>Sport England wishes to reaffirm previous comment on the PDCS regarding deficiency in the available evidence base to inform and justify inclusion on indoor and outdoor sports provision in the Regulation 123 list. A robust evidence base should be progressed for both indoor and outdoor sports facilities in line with Paragraph 73 of the National Planning Policy Framework, and then used to help inform and justify the range and detail of projects and types of infrastructure included within the IDP and Regulation 123 list.</p> <p>There seems to be clear acknowledgement of the current evidence base deficiencies. It is important that evidence is progressed to a conclusion so that there is a robust foundation to inform and underpin the CIL proposals and to ensure that all necessary sports infrastructure items are clearly identified.</p>	Comments noted. The Council has engaged Neil Allen Associates to prepare a borough-wide sports pitch assessment. A final draft of the report is expected to be reported to Members during April 2014. This report will provide evidence to inform the Council's regulation 123 list.	No changes.

020	David Peck, PDG (representing Chatsworth Settlement Trustees)	<p>CIL has the potential to be a positive force to support development within the Borough, but could also threaten development if implemented inappropriately.</p> <p>CIL could provide enhanced certainty to developers; developer confidence is a critical factor in deciding whether to proceed with a development – or not.</p>	Comments noted.	No changes.
		<p>CIL could help to fund strategic infrastructure, where the benefits of development may extend beyond a specific site. Continued recognition within the Council's CIL proposals of a number of 'CIL schemes' that would support development of the Staveley and Rother Valley Corridor Strategic Site (as identified in the adopted Core Strategy) is particularly welcome.</p>	Support noted.	No changes.
		<p>CIL also has the potential to impose additional costs on development. Proposals to differentiate CIL rates by development type and location across the Borough are welcome, as this approach will reduce the risk of development (that may otherwise be acceptable) not proceeding.</p>	The general consensus amongst the planning and development industry is that CIL will – overtime – reduce land costs and not increase development costs.	No changes.
		<p>Chatsworth Settlement Trust welcome the proposed zero rating for all development types within the</p>	Support noted.	No changes.

	Staveley Corridor.		
	Inclusion of Mastin Moor within the Low Residential Zone is appropriate, provided that all contributions are specifically earmarked to facilitate the provision of infrastructure that will contribute to key plan objectives (e.g. the regeneration of the Staveley Works Area).	Comments noted.	No changes.
	CST recognises that the Instalment Policy is based on requirements set out within the CIL regulations. Concerns remain as to the practical impact of the instalments policy, both in terms of the percentage of levy payable and the timing of those payments in relation to progress with development schemes (in particular larger schemes) and how that might impact upon cash flow, financial planning and overall scheme viability. The Instalments Policy proposed by the Council could result in significant proportions of the levy payable by a development scheme being due far in advance of completion or occupation of development upon which the levy liability is based. That is, CIL will impose additional costs before value has been secured from the scheme.	The Council recognises the benefits of an instalments policy and acknowledge that it should reflect the contingencies of development phasing and developer finance. An instalments policy is not the subject of CIL examination and the Council has the ability to review and change it at any time in accordance with the CIL regulations. The Council will review its instalments policy after CIL examination but prior to any Charging Schedule taking effect. This will be done in consultation with the local development industry.	No changes.
	Request to be heard at the Examination, to be notified of	Request noted.	No changes. Respondent requests to

		submission, recommendations of the examiner; and Charging Schedule approval.		be heard at examination.
021	Harriett Fisher, Derbyshire County Council	Based on the viability evidence provided to accompany the Draft Charging Schedule, officers are of the view that the proposed residential charging zones and rates are appropriate and viable.	Support noted.	No changes.
		In line with Government proposals, self-build and residential annexes will also be granted relief from CIL. The proposed approach to relief and discretionary relief from liability to pay CIL is welcomed.	Comments noted.	No changes.
		The instalments policy is welcomed because, for smaller developers or for those developments with marginal viability, it will provide much needed flexibility regarding finance and cash flow.	Comments noted.	No changes.
		Through consultations on Local Plans, the County Council has encouraged local planning authorities to include both local and strategic infrastructure in their Infrastructure Plans.	Agree. The Council's currently proposed regulation 123 infrastructure list reflects this. It highlights that strategic infrastructure is likely to be funded via CIL and that on-site or local infrastructure is likely to be funded via section 106.	No changes.
		It is anticipated that Chesterfield Borough Council could raise £17.5 million from CIL over the Local Plan period to 2031. Inevitably, there will be a funding gap between the total cost of infrastructure	Agree. CIL is unlikely to fund all the borough's infrastructure needs. Priorities will have to be set.	No changes.

		required and income that CIL will generate, and the Borough Council will need to balance competing infrastructure requirements.		
		There is generally good alignment between the Derbyshire Infrastructure Plan and Chesterfield's Infrastructure Plan and Draft Charging Schedule. However, the Derbyshire Infrastructure Plan identifies a need to provide an additional household waste recycling centre (HWRC) to service new residential development in Chesterfield. This Strategic Priority Project is omitted from Chesterfield's Infrastructure Plan. Waste management should be added to the list of infrastructure types to be funded via CIL.	See previous comment. Whilst the Council recognises the importance of waste recycling infrastructure, it is not currently considered essential to the delivery of the borough's regeneration sites. Consequently it has not been listed as priority infrastructure in the Council's draft regulation 123 infrastructure list. However the Council will continue to liaise with Derbyshire County Council in line with the County's Developer Contributions Protocol to identify potential waste infrastructure needs (subject to evidence of need and viability).	No changes.
		Whilst it is recognised that Charging authorities are required to pass a proportion of CIL receipts to Town and Parish Councils in the form of neighbourhood funding and that this is consistent with national legislation, there is concern that any transfer of funds down to neighbourhoods will result in less funding available for strategic infrastructure and services delivered by the County Council.	Comments noted. The Council has to operate within the CIL regulations and February 2014 CIL guidance (section 2:4).	No changes.

Appendix 2: Consultees

Consultees – organisations
4th Chesterfield Cubs or Scouts
3rd Brampton Scout Group
Abercrombie Primary School
Ackroyd & Abbott
Acorn Christian Ministries
African Caribbean Community Association
Age Concern Derbyshire
Alfred McAlpine Capital Projects
Alfred McAlpine Homes
Alyn Nicholls & Associates
Amber Valley Borough Council
Amblers Estate Agents
AMEC
Anchor Trust
Ancient Monument Society
Andrew Granger and Co
AP Building Design
Arch Liaison Off Divisional HQ
Architectural Design Studio
Aristocat Luxury Cat Hotel
Armstrong Burton Planning
Ashgate Allotment Association
Ashgate Croft School
Asian Association Chesterfield (NED) Secretary
ATC 331(Chesterfield)Sq
Avenue Road Allotment Association
AWG c/o Savills Commercial Planning
B & Q PLC c/o RPS Planning
Baker Barnett
Balborough Parish Council
Bardill Barnard
Barlow Parish Council
Barratt Homes (East Mids)
Barratt North Midlands
Barrow Hill & Whittington Community Forum
Barrow Hill Allotment Association
Barrow Hill Engine Shed Society
Barrow Hill Primary School
Barton Wilmore
Bassetlaw District Council
Bellhouse Lane Allotment Association
Berrys
Birgit Baker-Schellhorn

Bloor Homes Ltd
Bloor Homes, JS Bloor (Services) Ltd
Bo Peeps Parents & Toddlers Group
Bolsover and Staveley Circuit No.25/11
Bolsover District Council
Boythorpe Activity Club
Boythorpe Allotment Association
Boythorpe TARA
Brampton Home Furnishers
Brampton Manor Recreation Ltd
Brampton Parish Council
Brampton Primary School
Brampton TARA
Brampton Tenants & Residents Association
Brimington & Barrow Hill Methodist Church
Brimington & Tpton Community Forum
Brimington Bowling Club
Brimington Club Secretary
Brimington Junior School
Brimington Manor Infants School
Brimington Manor Rest Centre & Welfare Committee
Brimington Parish Council
Brimington Tenants and Residents Association
British Horse Society
British Rail Property Board
British Telecom
British Wind Energy Association
Brockwell Allotment Association
Chesterfield Allotment Network
Brockwell Infants and Junior School
Browne Jacobson LLP
BWEA
Cable and Wireless Communications
Cadbury Schweppes
Calow Parish Council
Campaign for Real Ale
Campaign to Protect Rural England
Cancer Research Campaign (Chesterfield)
Capital & Estate Development Manager
Capital Planning Manager, Derbyshire Mental Health Trust
Carr- Gomm
CASH Project
Cathelco Limited
Cavendish Junior School
CBC Tenants Executive
Central Networks plc

Cerda Planning
CHARM
Chesterfield & District Smallholders Association
Chesterfield & NE Derbyshire Pensioners Action Association
Chesterfield & North Derbyshire NHS Trust
Chesterfield Action for Access
Chesterfield and District Civic Society
Chesterfield and North East Derbyshire Ramblers Association
Chesterfield Area Regeneration Team
Chesterfield Borough Council
Chesterfield Canal Partnership
Chesterfield Canal Trust
Chesterfield Care Group
Chesterfield Central Area Community Association
Chesterfield Churches Housing Association Limited
Chesterfield College
Chesterfield Credit Union Ltd
Chesterfield Cricket Club
Chesterfield Cycle Campaign
Chesterfield Gospel Hall Trust
Chesterfield Gospel Trust
Chesterfield Muslim Association
Chesterfield Muslim Welfare Association
Chesterfield RUFC
Chesterfield Spire Road Cycling Club
Chesterfield Sure Start HLC
Chesterfield Time Bank
Chesterfield Walk This Way
Chevin Housing Association Limited
Chinese Association
Chinese Community Association
Christ Church CE Primary School
Christ Church Toddlers
Church Commissioners For England
Citizens Advice Bureau (Chesterfield)
Civic Trust
Clowne Parish Council
Colliers CRE
COLT
Commission For Racial Equality
Community Sitters
Connect Utilities Ltd
Copesticks
Corus UK Ltd. - Property Department
Covidien
CPRE

CPRE Peak District and South Yorkshire Branch
Crown Estates Commissioners
Cycle Touring Club
David Wilson Homes North Midlands
DdEF c/o Law Centre
Department for Transport
Derbyshire & Peak District Transport 2000
Derbyshire and Nottinghamshire Chamber of Commerce
Derbyshire and Nottinghamshire LEP
Derbyshire Archaeological Society
Derbyshire Coalition For Inclusive Living
Derbyshire Constabulary
Derbyshire Countryside Service
Derbyshire County Council
Derbyshire County Primary Care Trust
Derbyshire Dales District Council
Derbyshire Economic Partnership
Derbyshire Fire and Rescue Service
Derbyshire Gypsy Liaison Group
Derbyshire Historic Buildings Trust
Derbyshire Urban Studies Centre
Derbyshire Wildlife Trust
Derwent Living
Development Land & Planning Consultants Ltd
Development Planning Partnership
Director, Universal Hydraulics Ltd
DLP Planning Ltd
DPDS
DPP
Drivers Jonas
Drivers Jonas Deloitte
DTZ Pieda Consulting
Duckmanton Primary School
Duckmanton TARA
Duckmanton Tenants & Residents Association
Dunston Community Group
Dunston Ladies Club
Dunston Moor & St Helens Community Forum
Dunston Primary School
Dunston Residents Action Group
Dunston Walking for Health Group
Dunston, Moor and St Helen's Community Forum
East Midlands Council
East Midlands Electricity Plc
East Midlands Housing Association Limited
East Midlands Planning Aid Service

East Midlands Strategic Health Authority
East Midlands Trains
Easynet Ltd
Eckington Parish Council
English Heritage
English Historic Towns Forum
Entec UK Ltd
Environment Agency
Envoprint
EON Energy
Erewash Borough Council
Eventide Group
Eventide Group
F G Sissons (Chesterfield) Ltd
FFT Planning Friends
Fields in Trust
Firstplan
Fisher German
Fitzwise Ltd
FLP
Forestry Commission
Frank Shaw Associates
Freethcartwright LLP
Friends of Brearley Park
Friends of Sheepbridge Fields
Friends of the Inkerman
Friends of the Trans Pennine Trail Ltd
Fuller Peiser
Fusion Online Ltd
George Wimpey South Yorkshire Ltd
GKN
GKN Group Services Limited
GL Hearn
Goldwell No 1 Allotment Association
Goldwell No.2 Allotment Association
Goodman Court Tenants Association
Government Office For The East Midlands
Grangewood TARA
Grangewood Tenants & Residents Association
Grassmoor Primary School
Grassmoor, Hasland & Winsick Parish Council
Greater Manchester Pension Fund
Greenfarm/Loundsleygreen TARA
Groundwork Creswell
Grove Allotment Association
Grove Road Allotment Association
Hady Action Group

Hady Hill Allotment Association
Hady Primary School
Hall Construction Services Ltd
Hallam Land Management
Harris Lamb Chartered Surveyors
Hartington Allotment Association
Haslam Homes
Hasland & St. Leonard's Community Forum
Hasland Hall Community School
Hasland Infants School
Hasland Junior School
Hasland Resource Centre
Hawksmoor
Heart of England Tourist Board
Heath and Hardy Trust
Heath Family Properties
Henry Boot Developments Ltd
Henry Boot Homes
High Peak Borough Council
Highfield Hall Primary School
Highways Agency
HM Prison Service
Hollingwood After School Club
Hollingwood Primary School
Hollingwood Residents Association
Holme Hall Primary School
Holmebrook & Rother Community Forum/
Holymoorside & Walton Parish Council
Home Builders Federation
Home Central South Yorkshire and North Midlands
Home Group Limited
Homes and Communities Agency
Homes and Communities Agency (Leeds)
Housing 21
HOW Planning LLP
Hunloke Avenue Allotments Association
Hunloke Community Garden
Ian Baseley Associates
ID Planning
In Touch
Inkerman Developments (c/o Freethcartwright LLP)
Inkersall Allotment Association
Inkersall Primary School
Inkersall Tenants & Residents Association
'Inspire' 50+
Inventures
iPlan Solutions Ltd

IPM Communications Ltd
J A B Short Ltd
J.V.N. Architecture
John Church Planning Consultancy Limited
'Johnnie' Johnson Housing Trust Ltd
JPC Commercial Services
Junction Arts
KeyLand Developments
King Sturge
Kingdom Mills Ltd
Kingston Communications LTD
Knight Benjamin & Co. Chartered Surveyors
Knight Frank
Koyanders Associates
Lafarge Aggregates Ltd
Land Securities
Landlord of 9 Birch Kiln Croft, Brimington, S43 1NY
Landmark Information Group Ltd.
Law Centre
LIDL UK CMBH
Links
Lisa Hopkinson
Lister Property Developments
Littlemoor Allotment Association
Littlemoor Charity
Longden Homes
Loundsley Green Community Trust
Loundsley Green Parish Church
Lowland Derbyshire Biodiversity Partnership
Malcolm Smith Associates
Managing Director, International Drilling Services Ltd
Marden Estates Ltd
Marion Malcolmson
Marshgate Developments Limited
Mary Swanwick Primary School
Mastin Moor Allotments Association
Mastin Moor Miners Welfare
Mastin Moor Miners Welfare 'One Stop Shop' Project
Mastin Moor TARA
Mastin Moor Tenants & Residents Association
McCarthy and Stone Retirement Lifestyles Ltd.
Member, Walton & West Community Forum Planning Committee 3
Middlecroft TARA
Milesden Estates Ltd
Miller Homes Ltd

Millers Homes
Mobile Operators Association
Multiplex Engineering Limited
N Derbys Confed of adult Mental Health Services
Nathaniel Lichfield & Partners
National Childbirth Trust (Chesterfield)
National Council for Divorced and Separated
National Farmers Union
National Grid Plant Protection
National Trust
Natural England
Netherthorpe Community School
Network Rail
Network Rail
New Whittington Allotment Association
New Whittington Primary School
Newbold & Brockwell Community Forum
Newbold CE Primary School
Newbold Community Association
Newbold Community School
Newbold Parish Church Pre-school
Newbold TARA
Newbold Tenants & Residents Association
Newland Dale Community Group
NHS Derbyshire County
NHS Derbyshire County Primary Care Commissioning
NHS Estates East Midlands Division
Niche Architects LLP
Nigel Pugsley
Norbriggs Primary School
Norseman Holdings Limited
North Cheshire Housing Association
North Country Homes Group Limited
North Derbyshire District Office Employment Service
North Derbyshire Training and Enterprise Council
North East Derbyshire District Council
North East Derbyshire Primary Care Group
North East Derbyshire Rural Transport Partnership
Northern Counties Housing Association Limited
Npower Renewables
NTL
Old Bolsover Town Council
Old Hall Junior School
Old Whittington Allotment Association
Old Whittington Miners Welfare
Old Whittington TARA

Outdoor Advertising Association
Parish Centre Stonegravels
Pavilion Playgroup
Peak And Northern Footpaths Society
Peak District National Park
Pegasus Planning Group LLP
Persimmon Homes
Persimmon Homes (South Doncaster) Ltd
Peter Webster Youth Centre
Peter Wigglesworth Planning Ltd
Planarch Design Ltd
Planning Potential
Plot of Gold Ltd
Poolsbrook Primary School
Poolsbrook Tenants and Residents Association
Poolsbrooks Centre Group Industrial
Post Office
Radleigh Homes
Rae Watson Development Surveyors
Railway Paths Ltd.
Rainbow Alliance
Rapleys
Ravenside Investments Ltd
Rhodesia Avenue Allotment Association
Rhodia Eco Services Ltd
Robert Turley Associates Ltd
Robinsons plc
Roger Tym & Partners
Rother Walking Group
Rotherham Metropolitan Borough Council
Royal Mail Group Legal (Real Estate)
Royal Mail Group Ltd
Royal National Lifeboat Institution
Royal Society For The Protection Of Birds
RPS Planning, Transport And Environment
Rufford Close Allotment Association
SAIL
Sainsbury's Supermarket Ltd
Saints Augustine with Saint Francis
Salvation Army Housing Association
Sarah Brown
Savills Commercial Planning
Scott Wilson
Severn Trent Water
Sheffield City Council
Sheffield City Region LEP
Sime UK

Single Parent Network
Solar Contracts
South Derbyshire District Council
South Yorkshire Housing Association Ltd
Spectrum Sign and Display Ltd
Speed Plastics Ltd
Spire Infants and Nursery School
Spire Junior School
Sport England
Springbank Centre
Springwell Community School
Sproghop Playscheme
St Augustines Allotment Association
St Augustines/Birdholme TARA
St Gobain Pipelines
St Helens Cmnty Worker
St Johns Ambulance (Chesterfield Quad Division)
St Josephs Catholic Church
St Mary and All Saints Church
St Mary's RC School
St. Joseph's RC Primary School
St. Mary's RC Primary School
Stagecoach East Midland
Staveley Church Parent And Toddler Group
Staveley Community Forum
Friends of Poolsbrook Country Park
Old Whittington Junior F.C.
Staveley County Junior School
Staveley Health & Fitness Group
Staveley History Society / Staveley Community Forum
Staveley Town Council
Stewart Ross Associates
Stonham Housing Association Ltd
Sunnycroft Elderly Peoples' Club
SUON Ltd
Sutton-Cum-Duckmanton Parish Council
Taylor Woodrow Developments Ltd.
Telewest Broadband
Terence O'Rourke
The Boyd Partnership Chartered Architects LLP
The Coal Authority
The Compassionate Friends
The Derby Diocesan Board Of Finance Ltd
The Friends of Poolsbrook Country Park
The Garden History Society
The Georgian Group

The Grove Allotment Association
The Guinness Trust
The Lawn Tennis Association
The Meadows Community School
The National Trust (East Midlands)
The Planning & Design Practice
The Planning Bureau Ltd
The Showmen's Guild of Great Britain
The Theatres Trust
The Three Valleys Project
The Twentieth Century Society
The Woodland Trust
Thornfield Developments
Threadneedle Property Investments
Townswomen's Guild
TPT Officer
Trans Pennine Trail
Transco
Transition Chesterfield
Transition Town
Transition Town Chesterfield
Turley Associates
UK Coal Mining Ltd
United Co-operatives
Unstone Parish Council
Vicar Lane Centre Manager
Victorian Society
Viridor
Viridor Waste Management
W M Morrison Supermarkets PLC (Property & Development Division)
Walton & Co Planning Lawyers
Walton & West Community Forum
Walton and West Community Forum
Walton Evangelical Church
Walton Holymoorside Primary School
Westbury Homes (Holdings) Ltd
Western Power Distribution
Westfield Allotment Association
Westfield Infants School
Whelmar Homes
Whitecotes Primary School
Wilcon Homes
Wilkinson
William Davis Limited
William Rhodes Primary School

William Sutton Housing Association Ltd
Wingerworth Parish Council
Women's Aid
Woodthorpe CE Primary School
Woodthorpe Village Community Group
WYG PLANNING & ENVIRONMENT
Yorkshire Water
Young at Heart
Zion Church

Consultees - individuals

Richard	Allen
Andrew and Denise	Allen
Arthur	Allen Clark
B A	Allott
J	Ambler
C	Ambler
C.A.	Ambler
D.J.	Appleyard
Edwina	Archer
Audrey	Archer
R.E.	Archer
C P	Archer
George	Ashley
Peter	Ashmore
D	Ashmore
Mark	Atkinson
Tina	Bagshaw
G T & P S	Bailey
Peter	Bailey
K	Bailey
A P	Bailey
W	Baines
J and S	Baker
M	Bannister
Harold Maureen	Bargh
R	Barker
Barbara	Barker
Shaun	Barkley
Linda and Frank	Barlow
Guy	Barnett
J	Barnett
J A	Barr
John D	Bartram
Ann	Bashford
Paula	Batey
Tony	Beasley
J I	Beckingham, J.P.

P D	Beeson	Jane	Carver
David	Belfitt	L	Cattee
G	Bellas	Maria-Clara	Chadwick
A	Bellas	B.	Chapman
J.	Bennett	T	Chocker
Nichola	Bennett	Ivor	Churchard
J	Bentley	Alan	Clark
G and V	Beresford and Gillespie	D.A.	Clark
D	Bevilacqua	N	Clarke
Pauline	Billyeald	B	Coburn
K R	Bingham	C.	Coleman
Jane	Bingham	A.	Colley
D.	Birchall	K.	Collingwood
Janet	Bland	W	Cooney
Pauline	Blowers	A	Coop
Terrence & Carol	Boler	P	Cordell
A G	Booth	D	Cory
Chris and Sue	Booth	P	Cotterill
H	Borrell	Sylvia	Cottrell
Brian and Norma	Bowe	Lisa	Coupe
J.A.C	Bower	Philip	Cousins
Donna	Bradley	Heather	Creaves
Stella	Brailsford	J	Crossley
Max	Bramley	Monica	Cunningham
Joan	Bramley	A	Curtis
W	Brennan	John	Cuttriss
M	Bridge	Karen	Czernik
J	Brien	G.	Daffin
L W	Briggs	J.	Dalton
Joan	Briggs	Andrew	Daly
Richard	Briggs	Roger	Davenport
Antony	Brooks	Angela	Davies
Eric	Brooks	Grant	Davies
John	Browett	Henry	Davis
Joyce and Ian	Brown	Lynne	Davison
Peter	Brown	Ruth and Mark	Davison
Karen	Brownlee	Carol	Dawson
Marion	Bryan	Robert	Dawson
F	Buckley	Jane	Day
Laura J	Burgess	J	Deane
Michael	Burke	David	Dodsworth
M	Burnell	Steve	Dolby
K A	Burton	R.S	Dunn
N S	Buxton	A and L	Dyson
E	Buxton	W.	Edinboro
M.	Candall	B	Edwards
L	Cannon	J	Elliott
Stephen	Cannon	Kathryn and Kev	Elliott
Matthew	Capper	Steve	Ellis

Angela	Ellis	Tracey	Hand
Tim	Ellis	Alan	Hardwick
P. Bryan	Enfield	Frank	Hardy
Anthony	Evans	Julie	Harrington
Lorina	Eyre	D W	Hart
M	Fallding	Susan	Hartley
P	Farmer	Lee	Hartshorne
M and K	Farr	Jill	Harwood
John	Farrow	K	Heap
Malcolm	Fawcett	J C	Heath
Stephen	Fenwick	Charlotte	Heath
R	Fisher	S.	Heathcote
David	Fisher	Chris	Heaton-Harris MEP
Gareth	Fisher	C	Herbert
R.	Fletcher	Alan	Hessey
Angela	Fookes	J C	Hewitt
J	Ford	Mike	Hewitt
Elizabeth	Foster	Oliver	Hewitt
D B	Fox	S	Hibbert
J	Frangos	R	Hibbert
Debs	Frazer	J.	Hibbert
John	Fredwell	David	Hill
Rachel	Froggatt	Anthony	Hobson
R & P	Gadd	PH & KR	Holden
C	Gascoyne	J	Holland
J	Gee	A.	Holliday
T	Gee	Robert	Hollingworth
Jo	Gibson	Paul	Holmes
M	Gilbert	Jamie	Holmes
P.A.	Gilby	P	Hooper
P, CM & RJ	Glover	Sandie	Hooton
Andrew and Susan	Glover	David	Hopkinson
Karol	Glynn	D.	Howarth
Pamela	Gofton	Kerry	Howie
Charles Henry	Goldby	Kenneth	Hubbard
D R	Golder	Helen	Hughes
Ami	Goodlad	V	Hughes
Ron	Goodwin	Emma	Hulley
Joan	Graham	S G	Humphreys
John	Graham	P	Humphreys
C & B	Greenway	G	Humphries
Bruce	Grinnell	J & S	Hurt
I.T.	Gudgeon	E	Ison
S	Hague		Jachymski Family
P.L.	Hague	M	Jackson
Susan	Hall	David & Sue	Jenkins
Neil	Hall	T.R.	Jennings
J and D	Hall	Stephen	Johnson
Stuart	Hall	J	Johnson

S	Johnson	J.H.	Marlow
Vicky	Johnson	B A	Marples
Will	Johnston	J R	Marriott
Mark	Jones	Mary	Marshall
Fiona	Jones	H	Marshall
I	Jones	A	Marshall
Michael	Jones	A	Martin
Robert and Jill	Jones	Rosemary	Mason
Sonia and Daniel	Jones	Michael	Mason
Georgina Anne	Joy	Ian	Mateer
R M	Kelly	Lesley	Mathews
Neil & Antonietta	Kirkham	M	Mathews
Adrian	Knight	Margaret	McAteer
Barry	Knock	Ann	McIntyre
J	Kugler	Gordon	Mclaren
Patricia	Laming	Graham	Meades
Kevin	Laming	Alastair	Meikle
Vicki	Lang	B	Mettam
R P	Langton	Sarah	Mettam
Paul	Latham	F	Middup
A M	Lawley	J	Miller
S	Lawley	M.A.	Millward
Keith	Lawson	S.	Millward
Donna	Leatherday	Ann	Millward
Harry	Leatherday	Robert	Minskip
Shirley	Leatherday	Geoff	Mitchell
C	Lee	J	Mitchell
M	Leverton	Helen	Mitchell
E & G L.	Linacre & Drew	G	Morris
Yasmin	Lloyd	H	Morris
R. E.	Lock	M.A.	Morton
John	Lomas	Caroline	Mosley
B	Lomas	Alison	Muddiman
S	Lord	T	Mulcaster
Paula	Lowe	M	Mullins
P	Lowe	J.	Murphy
Harold	Lowe	Karen	Mustafa
E.A	Lowry	C	Narrainen
A	Loxton	Jacqueline	Needham
R	Ludditt	E.	Needham
Chris	Luff	Eileen	Newham
Gary	Lunn	Violet	Noakes
Cynthia	Machent	JK	Noble
B L	Maidens	R	Nunn
Kathleen	Maidens	R	Nunn
C.M.	Mallender	Nicholas	O' Farrell
W.	Maloney	R	O'Connor
Peter and Sandy	Mann	Nicholas	O'Farrell
William	Mann	M P	O'Neill

Sally	Orton	Rachel	Sainty
Michael	O'Sullivan	B.	Sanderson
Mick	Packwood	A	Saunders
Steve and Sally	Palfreyman	Linda	Savage
Barrie and Maureen	Palfreyman	James P	Savage
John	Parker	G	Sawyer
Ronald	Parker	Gerald	Sawyer
Ronald	Parlett	W	Saxby
Mr K and Mrs B	Pass	Sean R	Saxton
Aaron	Pauk	Ian	Scott
Brian	Payton	Judith	Scott
Linda	Pearson	S D	Sears
Keith	Perryman	Daniel	Sellers
R	Pickerell	Kate	Sewell
Jean	Pickering	Pat	Shaw
J.S.	Pitchford	D	Shaw
Tony	Platt	P.J.	Shelton
Mary	Platts	L	Sheppard
J A	Pople	R.	Sheppard
W	Potter	Jennifer	Sheriff
Michael	Powell	J A	Sherwin
Audrey	Powell	D H	Shires
Kenneth	Price	Philip	Shirley
Herbert	Priest	N W	Short
G	Proctor	H	Shum
J and M	Proctor and Brookes	Barclay	Simpson
Angela	Purshouse	Douglas	Slater
C	Radford	T	Smith
V	Raines	P	Smith
John and Pearl	Rawding	M L	Smith
John	Redfern	L	Smith
Rob	Rees	John	Smith
M	Regelous	Michael G	Smith
Jenny	Rhodes	Lisa	Smith
Louise	Richards	David	Smith
D & M K	Richell	W O	Snow
C	Riggott	P.A.	Solway
T	Ripley	Owen	Spencer
Karl and Eva	Rix	Stephen	Spencer
Joseph	Roberts	Anne Lorna Joyce	Squires
Renie	Robinson	Lorna Joyce Lilian	Squires
Richard DB	Robinson	Mark	Staniland
S.E.	Roe	W	Stanton
Colin	Rogers	Gillian	Stanton
Frank	Rossiter	B	Stevens
Christine	Rowbottom	A E	Stevenson
Dorothy	Rutter	J H	Stinton
Steve	Ryan	Roy	Stott
Ruth	Sadler	Malcolm	Strong

Richard	Tatlow-Turner	Michael	Williams
A R	Taylor	S	Wills
R	Taylor	M	Wills
Barry & Ann	Taylor	Brian	Wilson
Debi	Taylor	J	Wilson
Trevor	Taylor	R.L.	Wilson
D.	Taylor	R	Windle
F.	Taylor	J	Windle
P	Telford	Yvonne	Winnard
Chris	Thomas	S	Wodsworth
M.	Thomas	J	Wood
M	Thomps	A and C	Wood
M	Tideswell	Lorraine	Woodhead
Brenda	Towse	Ray	Woolley
MN and JA	Toyn	Alan	Wragg
C M	Turner	K	Wragg
Mark	Turner	P.	Wright
Phillip	Turner	Pat Jeremy	Wright
Tania	Twelvetree	Brian	Young
D.G.	Ulyett		
G	Vardy		
G.J.	Walker		
Alan and Sheila	Waltes		
Michael and Josephine	Ward		
John and Debbie	Waters		
M D	Watkinson		
James	Watson Bentley		
G	Watts		
Ivy	Watts		
G.R	Weatherall		
P J	Weaver		
Raymond	Webb		
Gwendoline	Webb		
Fiona	Webb		
John	Webley		
K	Webster		
Margaret	Wells		
Jane	Weston		
Dennis	Wharmby		
S	Wheatcroft		
E	White		
J.	White		
DT and DM	White		
Peter	Whiteley		
G	Whittaker		
Ashley	Wilkinson		
Dorothy and Brian	Willacy		
Helen	Williams		

**Individuals & organisations who made comments on the Preliminary Draft Charging Schedule
(summer 2013)**

Ref	Name	Organisation	Comments on the Draft Charging Schedule?
1	Andy Pearson	AP Building Design	
2	Roger Davenport	Local resident	√
3	Matthew Gibson	Yorkshire Water	
4	Steve Southern	Severn Trent	
5	Alan Hubbard	National Trust	
6	Alan Crow	Local resident	√
7	Paul Tame	National Farmers Union	
8	BT Arnold	Local resident	
9	Tom Hockin	Hunloke Ave Allotments	
10	Robert Drury	Derbyshire Police	
11	Graeme Challands	Staveley Town Council	
12	Kamaljit Khokar	Highways Agency	√
13	Clair Searson	English Heritage	√
14	Robert Dawson	Local resident	√
15	Claire Temple	Aldi (Planning Potential)	√
16	Bryan Thompson	Chesterfield & District Civic Society	
17	Howard Featherstone	Duckmanton Primary School Governors	
18	Ziyad Thomas	Churchill Living/Mcarthy & Stone (The Planning Bureau)	
19	Ann Barker	Homes & Communities Agency	√
20	William Stanton	Local resident	
21	Piotr Behnke	Natural England	√
22	Sophie Taylor	Saint Gobain (Knight Frank)	
23	David Peck	Chatsworth Settlements Trust (Capita Symonds)	√
24	Edward Cratchley	JVH Planning	√
25	Patricia Laming	Local resident	
26	Robert Jays	William Davis	
27	Helen Fairfax	North East Derbyshire District Council	√
28	Helen Fairfax	Bolsover District Council	√
29	Laura Fern	Morrisons (Peacock & Smith)	√
30	Teresa Hughes	Derbyshire Wildlife Trust	√
31	Matthew Robinson	Waterside (How Planning)	
32	Helen Cattle	Sport England	√
33	Harriet Fisher	Derbyshire County	√

		Council	
34	Tony Beasley	Local resident	√

Appendix 3: Consultation letter

Regeneration Services

Town Hall, Rose Hill
Chesterfield
Derbyshire S40 1LP

Please ask for Strategic Planning
& Key Sites
Direct Line 01246 345796
Fax 01246 345809
Email
forward.planning@chesterfield.gov.uk

Our Ref CIL/DCS
Your Ref 00016

13th November

2013
Dear

Re: Community Infrastructure Levy - consultation on a Draft Charging Schedule

Chesterfield Borough Council is currently preparing a Community Infrastructure Levy (CIL). A CIL will set a financial levy on new developments which will be used to fund essential infrastructure required to support planned growth. It will cover the whole of the borough and the money raised can be used to fund a wide range of infrastructure such as transport schemes, flood defences, schools, parks and open spaces.

CIL is a levy that is charged when planning permission is granted on qualifying development. Rates of CIL will be set out in a document known as a Charging Schedule which will set out a rate per square metre for qualifying development.

The Council consulted on a Preliminary Draft Charging Schedule during summer 2013. This put forward the council's initial proposals on CIL rates and zones.

The Council is now publishing a Draft Charging Schedule. This is the final stage of CIL consultation before the Council appoints an independent examiner and submits the Draft Charging Schedule for examination.

In accordance with Regulation 16 of the CIL Regulations (as amended), comments are invited on the Draft Charging Schedule, and its associated evidence base documents, during the consultation period starting **14th November 2013 and ending 13th January 2014 at 5pm.**

How to view documents and make comments

The council has prepared the following documents:

- A Draft Charging Schedule
- Evidence to support the Community Infrastructure Levy Draft Charging Schedule

- This Statement of Representations Procedure
- Preliminary Draft Charging Schedule Statement of Consultation (this collates and provides a response to all the consultation comments received on the Preliminary Draft Charging Schedule).

All CIL documents can be viewed on the Council's website at:
www.chesterfield.gov.uk/CIL

Paper copies of the documents are available at:

- Customer Contact Centre, 85 New Square, Chesterfield, S40 1AH (open 8.30am to 5pm on Monday, Tuesday and Thursday, 10am to 5pm on Wednesday and 8.30am to 4.30pm on Friday).
- Staveley, Brimington and Chesterfield Town Centre libraries during each library's normal opening hours (www.derbyshire.gov.uk/leisure/libraries/find_your_local_library/default.asp)

The council would like to hear your views on any aspect of the Draft Charging Schedule and supporting evidence. Representations can be submitted as follows:

- By email: forward.planning@chesterfield.gov.uk
- By post or by hand: Strategic Planning & Key Sites, Chesterfield Borough Council, Town Hall, Rose Hill, Chesterfield, S40 1LP
- By fax: 01246 345 809 (marked for the attention of Forward Planning)

Please note that copies of representations will be made available on request for inspection at Council offices so cannot be treated as confidential. All responses must be received by **5pm 13th January 2014**.

Next Stages

After consultation on the Draft Charging Schedule the Council intend to submit it to the Planning Inspectorate for independent examination. All representations made on the Draft Charging Schedule will be submitted to the examiner. Organisations and individuals making representations may request the right to be heard at the CIL examination in accordance with the Statement of Representation Procedure.

Should the Council decide to amend the schedule in response to comments received, then consultees will be notified of the proposed modifications in a Statement of Modifications in accordance with Regulation 19 of the CIL Regulations 2010 (as amended). During this time there may be a further period of consultation prior to submission of the Draft Charging Schedule.

We look forward to hearing from you.

Yours sincerely,



MIKE HAYDEN
Head of Regeneration

Appendix 4: Press release

Further views wanted on the Community Infrastructure Levy

During the summer Chesterfield Borough Council asked residents and businesses for their views on proposals for the Council to raise funds from new developments in the borough for vital infrastructure projects. Having taken the comments received into consideration, the council is now publishing its proposed 'Charging Schedule' for final comments before it is submitted to the Government for examination so that it can be adopted by the Council. This public consultation will run from 14th November 2013 to January 13th 2014.

The Community Infrastructure Levy (CIL) will allow the Council to raise funds from developers depending on the size and type of new buildings.

The money raised can be spent on a wide variety of infrastructure needed to serve new developments, including new roads, flood defenses, schools, health and social care facilities and improvements to open spaces.

Proposed charges are £80 per square metre for retail projects, while residential charges will vary across the borough, with a proposed charge of £80 per square metre where house prices are at their highest.

There are a number of new developments which will be exempt from the levy, including:

- Developments up to 100 square metres (including most domestic extensions)
- Social housing
- Developments used for charity

The Borough Council has also released a list of infrastructure projects which would benefit from money raised through the levy.

A number of organisations as well as local people made comments during the previous consultation. Most were supportive, including Derbyshire County Council and neighbouring planning authorities. After consideration of these comments, and with the help of professional advice from Community Infrastructure Levy experts, the Council has decided not to make further changes to the proposed charges.

Councillor Terry Gilby, Chesterfield Borough Council's deputy leader and executive member for planning said:
"One of the council's main aims is to encourage regeneration and investment in the borough but in order for new buildings to be built, finance must be raised to pay for the vital infrastructure that will serve them, including roads, flood defences and medical care.

"We are inviting residents to have their say on the proposals for the Community Infrastructure Levy and I would encourage all interested parties to read and comment on the proposals."

The public consultation will run from 14th November 2013 to January 13th 2014. Details of the CIL rates and the council's Infrastructure Plan can be viewed on the council website (www.chesterfield.gov.uk/cil) or at the council's Customer Contact Centre.

If you require any further information about this consultation please contact the Strategic Planning & Key Sites team on 01246 345796 or e-mail forward.planning@chesterfield.gov.uk

Appendix 5: Derbyshire Times Formal Notice

Chesterfield Borough Council
Community Infrastructure Levy
Draft Charging Schedule
Statement of Representations Procedure

Under Section 212 of the Planning Act 2008 (as amended by Section 114 of the Localism Act 2011), Chesterfield Borough Council intends to submit a Community Infrastructure Levy Draft Charging Schedule for Examination. The Council is inviting representations on the Draft Charging Schedule from **14th November 2013 to 5pm on Monday 13th January 2014** under Regulation 16 and 17 of the Community Infrastructure Levy Regulations 2010 (as amended).

In accordance with the Regulations, Chesterfield Borough Council has made available for consultation:

- A Draft Charging Schedule
- Evidence to support the Community Infrastructure Levy Draft Charging Schedule
- This Statement of Representations Procedure

The above documents can be viewed on the Council's website at:

www.chesterfield.gov.uk/CIL

Paper copies of the documents are available at: Customer Contact Centre, 85 New Square, Chesterfield, S40 1AH (open 8.30am to 5pm on Monday, Tuesday and Thursday, 10am to 5pm on Wednesday and 8.30am to 4.30pm on Friday). Staveley, Brimington and Chesterfield Town Centre libraries during each library's normal opening hours

(www.derbyshire.gov.uk/leisure/libraries/find_your_local_library/default.asp)

Representations on the Draft Charging Schedule must be made within the specified period from 14th November 2013 to be received no later than 5pm on Monday 13th January 2014 and should be sent in writing to:

By E-Mail forward.planning@chesterfield.gov.uk

By Post Strategic Planning & Key Sites, Chesterfield Borough Council, Town Hall, Rose Hill, Chesterfield, S40 1LP

Any organisation or individual may request the right to be heard at the Examination. This request must be submitted in writing and received within the specified consultation period from 14th November 2013 to 5pm on Monday 13th January 2014. Representations may also be accompanied by a request to be notified, at a specified address, of any of the following:

- That the Draft Charging Schedule has been submitted to the examiner in accordance with Section 212 of the Planning Act 2008.
- The publication of the recommendations of the examiner and the reason for these recommendations.
- The approval of the Charging Schedule by the Council.

Any organisation or individual who decides to make representations about the Draft Charging Schedule may withdraw those representations at any time by giving notice in writing to the Council sent to the specified address and email account detailed above.

For further information on the Community Infrastructure Levy please contact the Strategic Planning & Key Sites team on 01246 345 796, or email forward.planning@chesterfield.gov.uk

Appendix 6: Dedicated CIL webpage



[Community Infrastructure Levy](#)

Chesterfield Borough Council is currently preparing a Community Infrastructure Levy (CIL). A CIL will set a financial levy on new developments, which will be used to fund essential infrastructure required to support planned growth. It will cover the whole of the borough and the money raised can be used to fund a wide range of infrastructure such as transport schemes, flood defences, schools, parks and open spaces.

A [timetable](#) has been prepared showing CIL preparation. Rates of CIL will be set out in a document known as a Charging Schedule, which will set out a rate per square metre for qualifying development.

Draft Charging Schedule

The Council is consulting on a Draft Charging Schedule and supporting documents from **Thursday November 14th 2013 to Monday 13th January 2014** in line with Regulation 16 and 17 of the Community Infrastructure Regulations 2010 (as amended). The full draft Charging Schedule including the charging maps is available to view here:

[Draft Charging Schedule \(Nov 2013\)](#)

The consultation is accompanied by a Statement of Representation Procedure which outlines how comments can be submitted and where the document may be viewed.

[Draft Charging Schedule - Statement of Representations Procedure](#)

There are also a number of supporting documents to the Draft Charging Schedule:

[CIL & Affordable Housing Viability Assessment](#)

[Appendix 1a: Land Value Appraisal Study \(LVA\)](#)

[Appendix 1b: LVA Supplementary Report](#)

[Appendix 2: Construction Cost Study](#)

[Appendix 3: Infrastructure Schedule](#)

[Appendix 4a. Staveley Corridor Residential Appraisal](#)

[Appendix 4b. Staveley Corridor Commercial Appraisal](#)

[Appendix 5: Historic S106 Rates](#)

[Infrastructure Funding Gap Review](#)

[Infrastructure Study & Delivery Plan](#)

 [Affordable Housing Studies](#)

In compliance with Regulation 15(7) of the CIL Regulations 2010 (as amended) the Council considered all representations made in response to the [Preliminary Draft Charging Schedule](#) published in June 2013. A Statement of Consultation has been prepared:

[Preliminary Draft Charging Schedule \(June 2013\) - Statement of Consultation](#)

Paper copies of the Draft Charging Schedule, CIL & Affordable Housing Viability Assessment and Statement of Representation Procedure are available to view at:

Customer Contact Centre, 85 New Square, Chesterfield, S40 1AH (open 8.30am to 5pm on Monday, Tuesday and Thursday, 10am to 5pm on Wednesday and 8.30am to 4.30pm on Friday).

Staveley, Brimington and Chesterfield Town Centre libraries during each library's normal opening hours (http://www.derbyshire.gov.uk/leisure/libraries/find_your_local_library/default.asp)

How to make comments

The Council would like to hear your views on any aspect of the Draft Charging Schedule and supporting evidence. Representations can be submitted as follows:

By email: forward.planning@chesterfield.gov.uk

By post or by hand: Strategic Planning & Key Sites, Chesterfield Borough Council, Town Hall, Rose Hill, Chesterfield, S40 1LP

By fax: 01246 345 809 (marked for the attention of Forward Planning)

Please note that copies of representations will be made available on request for inspection at Council offices so cannot be treated as confidential. All responses must be received by **5pm 13th January 2014**.

Next Stages

After consultation on the Draft Charging Schedule the Council intend to submit it to the Planning Inspectorate for independent examination. All representations made on the Draft Charging Schedule will

be submitted to the examiner. Organisations and individuals making representations may request the right to be heard at the CIL examination in accordance with the [Statement of Representation Procedure](#).

Should the Council decide to amend the schedule in response to comments received, then consultees will be notified of the proposed modifications in a Statement of Modifications in accordance with Regulation 19 of the CIL Regulations 2010 (as amended). During this time there may be a further period of consultation prior to submission of the Draft Charging Schedule.

Further information

Government CIL guidance and regulations can be viewed on the Planning Advisory Service (PAS) website: www.pas.gov.uk (accessed Nov 2013)

If you wish to find out more about the Council's CIL, please contact the Strategic Planning & Key Sites team on forward.planning@chesterfield.gov.uk or telephone 01246 345 796.

Contact Us



Chesterfield Borough Council
Town Hall
Rose Hill
Chesterfield
S40 1LP

Tel: 01246 345345
Text: 07960 910264
Fax: 01246 345252

Email: enquiries@chesterfield.gov.uk

APPENDIX 3: Summary of CIL amendments

The 2014 regulatory changes to the levy are summarised as follows:

Exemptions and Reliefs

- Exempting those building their own homes, extending existing ones or building residential annexes, from the levy
- Extending social housing relief from the levy to include communal areas (such as stairs and corridors) and ancillary areas (such as car-parking)
- Creating a discretionary relief power for discount market sale developments
- Extending the criteria for granting discretionary relief when a Section 106 agreement is in place

Payments

- Allowing infrastructure to be provided as a payment in kind, in lieu of a levy payment
- Allowing each phase of a development to be treated as a separate development, to stagger levy liabilities
- Allowing levy liabilities to be re-calculated when the provision of affordable housing is later varied
- Allowing offsetting of levy liabilities when development is altered prior to completion
- Lessening levy liabilities for buildings brought back into use by either removing liability altogether if there is no change of use or considerably extending the qualifying criteria for relief when there is a change of use

Rate Setting

- Strengthening the evidence required when setting proposed levy rates
- Requiring any Regulation 123 list (the infrastructure list setting out the infrastructure to be funded by the levy) to form part of the evidence during rate setting and examination
- Allowing levy rates to be set by scale of development (as well as by use and location)

Interaction with Section 106 & 278 Agreements:

- Extending the date when further limitations on the use of pooled Section 106 planning obligations will apply to April 2015
- Restricting the use of Section 278 Highways Agreements to remove potential for “double dipping” (where overlapping contributions for infrastructure are sought under both the levy and Section 278). *The restriction does not apply in respect of Section 278 agreements sought by the Highways Agency, Transport for London and Welsh Ministers in respect of the trunk road network.*
- Extending the criteria for granting discretionary relief when a Section 106 agreement is in place (as stated under exemptions and reliefs)

Appeals

- Requiring comments on representations on appeals to be received within 14 days
- Extending the review and appeal process to those obtaining planning permission after development has commenced and in respect of self build development

APPENDIX 4: Draft regulation 123 infrastructure list

Provisional S106 and CIL list			
S106	Evidence	CIL (regulation 123 list)	Evidence
Affordable housing	N/A (affordable housing is outside the CIL regime).	Green infrastructure network improvements (including parks and open space, protected sites, greenways and the Chesterfield Canal)	<ul style="list-style-type: none"> • Chesterfield Borough Council Infrastructure Study & Delivery Plan • Chesterfield Borough Council Green Infrastructure Study • Derbyshire County Council Infrastructure Plan • East Derbyshire Greenways Strategy • Chesterfield Greenprint • Staveley & Rother Valley Corridor Area Action Plan • Chesterfield Borough Council Parks & Open Spaces Strategy (under review) • Chesterfield Canal Partnership work
Small areas of open space or play provision (on-site)	Based on the Council's use of S106 between 2005 and 2012.	Road infrastructure (excluding motorway and major trunk roads)	<ul style="list-style-type: none"> • Chesterfield Borough Council Infrastructure Study & Delivery Plan • Derbyshire County Council Infrastructure Plan • Staveley & Rother Valley Corridor Area Action Plan • Local Transport Plan 3 • Chesterfield Town Centre Masterplan
Minor road improvements outside of Section 278 agreements (on-site)		Flood mitigation	<ul style="list-style-type: none"> • Chesterfield Borough Council Infrastructure Study & Delivery Plan • Draft Chesterfield Flood Alleviation Scheme • Staveley & Rother Valley Corridor Area Action Plan
Footpath/cycling improvements (on-site)		Land remediation	<ul style="list-style-type: none"> • Chesterfield Borough Council Infrastructure Study & Delivery Plan • Staveley & Rother Valley Corridor Area Action Plan
Education contributions for existing schools to address shortfalls in capacity (but excluding a brand new school or schools that may be on the CIL list)		A new school (or schools)	<ul style="list-style-type: none"> • Chesterfield Borough Council Infrastructure Study & Delivery Plan • Staveley & Rother Valley Corridor Area Action Plan • Derbyshire County Council Infrastructure Plan
Sustainable design or energy efficiency measures (on-site)		Sustainable transport measures (including walking and cycling).	<ul style="list-style-type: none"> • Chesterfield Borough Council Infrastructure Study & Delivery Plan • Derbyshire County Council Infrastructure Plan • Local Transport Plan 3 • Chesterfield Cycle Network • Staveley & Rother Valley Corridor Area Action Plan • East Derbyshire Greenways Strategy
CCTV (on-site)		Other large-scale community facilities such as libraries, art centers, health centers and sports/leisure centers	Where evidence of need is provided.
Percent for Art (on-site)			

APPENDIX 5: Preliminary Equalities Impact Assessment (EIA)

EQUALITY IMPACT ASSESSMENT – PRELIMINARY ASSESSMENT

Service Area: **Regeneration/Planning**

Section: **Forward Planning**

Lead Officer: **Scott Nicholas**

Title of policy, project, service, function or strategy the preliminary EIA is being produced for:
Introduction of a Community Infrastructure Levy

Is the policy, project, service, function or strategy:

Existing

Changed

New/Proposed **YES**

Q1 – What is the aim of your policy or new service?

The aim of a Community Infrastructure Levy is to ensure that, where viable and necessary, development in the borough provides funding for new infrastructure. The definition of infrastructure is wide and includes green infrastructure (parks and open space), physical infrastructure (roads, flood defence, etc) and community infrastructure (health, education, etc).

Q2 – Who is the policy or service going to benefit?

Benefits should accrue to the residents and businesses of Chesterfield Borough.

Q3 – Thinking about each group below, does, or could the policy, project, service, function or strategy have an impact on protected characteristics below? You may also need to think about sub groups within each characteristic e.g. older women, younger men, disabled women, etc.

Group or Protected Characteristics	Potentially positive impact	Potentially negative impact	No impact
Age – including older people and younger people	✓		
Disable people – physical, mental and sensory including learning disabled people and people with HIV/Aids cancer	✓		
Gender – men, women and transgender	✓		
Marital status including civil partnership	✓		
Pregnant women and people on maternity/paternity. Also breastfeeding mothers.	✓		
Sexual Orientation – Heterosexual, Lesbian, gay men	✓		

and bisexual people			
Ethnic Groups	✓		
Religions and Beliefs including those with no religion and/or beliefs	✓		
Other groups e.g. those experiencing deprivation and/or health inequalities	✓		

If you have answered that the policy, project, service, function or strategy could have a negative impact on any of the above characteristics then a full EIA will be required.

Q4 – Should a full EIA be completed for this policy, project, service, function or strategy?

NO

Q5 – Reason for this decision

Because the aim of a Community Infrastructure Levy is to provide infrastructure to meet a community’s needs, hence it is considered that impacts are likely to be positive.

Please e-mail this form to the Policy Service before moving this work forward so that we can confirm that either a full EA is not needed or offer you further advice and support should a full EIA be necessary.

FOR PUBLICATION

INTERNAL COMMUNICATIONS STRATEGY 2014-2017

R100

MEETING:	COUNCIL
DATE:	23 APRIL 2014
REPORT BY:	COMMUNICATIONS AND MARKETING MANAGER
WARD:	ALL
COMMUNITY FORUM:	ALL
KEY DECISION REFERENCE (IF APPLICABLE):	386

FOR PUBLICATION

1.0 **PURPOSE OF REPORT**

1.1 To seek approval for the council's Internal Communications Strategy April 2014 to April 2017.

2.0 **RECOMMENDATION**

2.2 That cabinet considers the Internal Communications Strategy and refers it on for approval by full council.

3.0 **BACKGROUND**

3.1 The need for an Internal Communications Strategy is identified as a key project within the council's Corporate Plan for 2013/14.

3.2 The strategy and action plan (attached at appendices 1 and 2) are intended to provide overall direction to the council's communications activity with the aim of keeping employees and members well informed about the work of the council. At the same time the document aims to encourage as many opportunities for genuine two-way engagement with staff as possible, both up and down the hierarchy of the council and across services.

3.3 In preparing the strategy a number of background external issues that will impact on both internal and external communications have been considered. These include:

- Increasing public expectations of the council despite the financial issues it faces
- Increasing customer service expectations
- Changes to the demographic make-up of Chesterfield's resident population
- Public policy changes
- Cuts to public sector spending
- Around half of the council's employees do not have access to email or intranet based communications.

3.4 At the same time the council has recently launched a new Corporate Plan which includes three new priorities and four values, which are a set of behaviours the council expects all staff to reflect when doing their jobs. It is important that the new Corporate Plan is clearly understood and acted on by staff.

3.5 The report was considered by Cabinet at its meeting on the 25 March, 2014 and is recommended to Council for approval.

4.0 KEY AIMS OF THE STRATEGY

4.1 The starting point of the strategy is to recognise that the council's employees are its single biggest asset and without

effective internal communications staff cannot perform at their best.

- 4.2 This is particularly important due to the launch in December 2013 of the council's Great Place, Great Service transformation programme, which seeks to fundamentally alter the way the council delivers services. Supporting and developing the workforce is one key element of this programme and internal communications will play a critical role in its delivery.
- 4.3 For the strategy to work it is important that all employees have a personal responsibility to engage positively with immediate colleagues, those in other teams, managers and members.
- 4.4 However, managers have a particularly crucial role to play in terms of being visible to their staff and ensuring that two-way communication up and down and across services is the norm within the organisation.

5 EVALUATION

- 5.0 The strategy sets out a number of measures which the council will monitor to establish the success of internal communications activity. A key element of this will be annual employee surveys which will track the opinions of staff on key measures over time. This will be supplemented by the use of electronic voting devices at team meetings or corporate briefings to track opinion on particular internal communications projects or initiatives.

6.0 RISK MANAGEMENT

Risks	Impact	Likelihood	Mitigating Action	Residual Impact	Residual Likelihood
Failure to deliver Great Place, Great Service (GPGS) customer service improvements or financial savings due to lack of buy-in from managers or staff for good internal communications	H	M	<p>Provide regular, consistent messages through multiple communications channels.</p> <p>GPGS volunteering group on communications and consultation to recommend communication needs.</p> <p>Briefing sessions and learning and development provided for managers to get buy-in to project</p>	M	L
Lack of staff buy-in to corporate values and delivering the Corporate Plan	M	M	<p>Managers to discuss the new corporate values and corporate plan at team meetings and Employee Personal Development (EPD) reviews.</p> <p>Use of case studies to highlight success stories</p>	L	L

7.0 EQUALITIES IMPACT ASSESSMENT (EIA)

7.1 A preliminary Equalities Impact Assessment has been carried out. This assessment identified no negative impacts for any of the protected characteristics.

7.2 The action plan identifies key actions that will improve the accessibility of communication channels. This will have a positive impact for all employees and members including those with protected characteristics.

8.0 RECOMMENDATION:

That cabinet considers the Internal Communications Strategy and refers it on for approval by full council.

9.0 REASONS FOR RECOMMENDATION

- To improve internal communications.
- To help deliver our Corporate Plan aim to 'value and develop our staff to reach their full potential'.

You can get more information about this report from John Fern on 01246 345245.

Officer recommendation supported/not supported/modified as below or Executive Member's recommendation/comments if no officer recommendation.

Signed



Executive Member

Date: 17th March 2014

Consultee Executive Member/Support Member comments (if applicable)/declaration of interests

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Chesterfield Borough Council

Internal Communications Strategy

April 2014 - April 2017.



Section 1: Introduction

- 1.1 Chesterfield Borough Council's single biggest asset is its employees.
- 1.2 It is vital that effective two-way communications exist within the council if it is to get the best out of its staff and meet their desire for a fulfilling and rewarding career.
- 1.3 This communication needs to happen both up and down the hierarchy of the organisation but also across services to prevent 'silos' from existing.
- 1.4 The same principles apply to councillors, who need effective communications to enable them to carry out their role effectively.
- 1.5 This strategy will guide how we achieve effective internal communications.
- 1.6 The council is facing a number of external factors that impact on both internal and external communications.
- 1.7 Like all public sector organisations, Chesterfield Borough Council is going through a period of huge change as it reshapes the way it does things to ensure it continues to deliver high quality services.
- 1.8 Between 2010/11 and 2016/17 the council will have seen its Government grant cut from £8.7 million to £4.3 million. This inevitably has a high potential to affect staff morale as many changes are made to cope with this budget reduction.
- 1.9 At the same time the demand from customers for services is increasing and expectations of receiving good quality customer service have never been higher. Changes to the demographic make-up of the Chesterfield population are also occurring and public policy changes are placing new responsibilities on the council.
- 1.10 All of these factors place greater pressures on council staff delivering services. As a consequence it is vitally important they are kept well informed of changes that directly impact on them and the wider council.
- 1.11 In response to this the council has launched the Great Place, Great Service programme. This seeks to:
 - Deliver services that meet customer needs
 - Introduce more agile working through better use of IT
 - Make more effective use of our buildings and
 - Give staff the learning and development skills they need to cope with this change.

- 1.12 To succeed Great Place, Great Service will need to be driven by excellent communications, particularly from the leadership and line managers.
- 1.13 In turn these changes will also deliver the savings needed through greater income generation and more effective and cost efficient services.
- 1.14 Alongside this is the need to embed the council's new Corporate Plan including the corporate values, which were approved in February 2014 to sit alongside the existing council vision of 'putting our communities first'.
- 1.15 To ensure successful delivery of the Corporate Plan it is crucial that all employees are aware of the contribution their job makes to the success of the council and how the council expects them to behave while delivering services. It is also important for them to understand the direction the council is taking and the reasons why.
- 1.16 A challenge to achieving this will be the fact that around half of the council's employees are not able to receive email or intranet based communications at the current time. Investment in IT will improve this situation over the coming years. However, this fact reinforces the need for face-to-face communication to remain a key way of informing staff of issues and engaging with them.

Section 2: Where are we

- 2.1.1 In recent years the direction of internal communications work within Chesterfield Borough Council has been guided by the Workforce Strategy Group ¹ in response to feedback from staff given as part of the council's Investors in People accreditation.
- 2.1.2 This has included initiatives such as providing template agendas and minutes that managers can use to make team meetings more effective.
- 2.1.3 However, the group has identified that we need more up-to-date data to make informed decisions about internal communications needs.
- 2.1.4 To update our understanding of these issues an employee survey will be carried out as part of the Great Place, Great Service programme.
- 2.1.5 The Workforce Strategy Group, in consultation with the Leader and Executive Member for Regeneration, will use the data from this survey to amend the proposed action plan that accompanies this strategy.
- 2.1.6 The survey data will be used to create baseline figures which will enable the council to set targets to achieve. The employee survey will then be repeated each year to monitor progress against these targets.
- 2.1.7 While internal communications and staff engagement are two different things, good engagement will not happen without good communication. So we also intend to use some wider measures of staff engagement to supplement the data that will be gained from a staff survey.
- 2.1.8 For example, the average number of sick days taken by employees in the council can be influenced, in part, by how engaged people feel with the organisation and how well they understand their role.

¹ The Workforce Strategy Group consists of representatives of different services, unions, HR and the Executive Member for Governance and Organisational Development. It was set up to oversee work the council was doing to respond to areas for improvement identified as part of its Investors in People accreditation. It has now been established as the way to deliver the workforce elements of the Great Place, Great Service transformation programme.

Section 3: Where we want to be

3.1 Getting the basics right

- 3.11 Research by MORI for the LG Communications New Reputation Guide shows that a council lives or dies by its reputation. That reputation is built on three things:
1. What you say about yourself
 2. How your actions and behaviours reflect what you stand for
 3. What people say about you
- 3.12 In other words there is a direct link between successful internal communications and successful external communications.
- 3.13 To achieve this as an organisation the council needs to focus on two key issues:
1. Getting staff to be advocates for the council and what it stands for (its brand)
 2. Leadership – managers and senior councillors providing clear direction on the way forward and ensuring consistent and regular communication messages are delivered.
- 3.14 In February 2014 the council confirmed its vision of ‘putting our communities first’ and agreed a new corporate plan and a set of core values.
- 3.15 Everyone who works for the council needs to understand what it stands for and the way it expects services to be delivered. This means all staff being able to say what the council’s vision and values are and how their jobs help contribute to delivering on the priorities set out in the new corporate plan.
- 3.16 Employees also need to understand how their behaviour and attitude when doing their job impacts on the council’s reputation with the public.
- 3.17 To achieve this, the council needs to maintain existing internal two-way communication channels and establish new ones. This will enable staff to be informed about, and engaged with, the work of the council.
- 3.18 Clear and effective leadership is essential to good internal communications and staff engagement.
- 3.19 So once the strategy is established, we need it reinforced by all managers – but particularly senior managers. They need to be highly visible and deliver consistent key messages face-to-face to their staff.

Section 4: How we will get there (our communications objectives)

The following objectives apply to Chesterfield Borough Council's managers:

4.1 We will work to ensure our employees hear news that affects them, their job or their workplace from us first to prevent gossip or rumours being a main source of information.

4.1.1 If we leave long gaps between communications messages that 'space' will be filled by gossip.

4.1.2 To avoid this, communications messages need to be pre-planned, regular and delivered using a mixture of communications channels.

4.2 We will ensure communication is two-way, regular and consistent, and delivered through a mix of informal and formal methods across the organisation.

4.2.1 Different people respond to messages in different ways. Managers need to reflect this by seeking to deliver the same key messages through multiple communications channels that mix informal (eg one-to-one chat between a manager and a member of staff) with formal (eg briefings, Borough Bulletin).

4.2.2 When planning work we must ensure there are ways for the ideas of staff to be communicated up to senior managers and councillors and that there is a mechanism for acting on them and providing feedback.

4.3 We will develop alternative channels to communicate messages.

4.3.1 Our communication channels are largely traditional ones. We need to develop newer communication methods, particularly through the use of online communication (eg a greatly enhanced intranet, use of text messaging).

4.4 We will ensure all our managers, especially senior managers, are more visible and devote the time needed to deliver good internal communications.

4.4.1 Good internal communications require a commitment from all managers, particularly those at the top of the organisation, to devote the necessary time to being visible, listening to staff and understanding the reality of the jobs that their teams are doing.

4.4.2 This communication is best done face-to-face. Although this has a time commitment this will be rewarded down the line with less need to manage poor performance or deal with grievance issues that arise due to poor communication.

4.4.3 As part of the Great Place, Great Service programme the council will carry out various learning and development sessions to support line managers to develop the skills needed to manage better. As part of this the council will seek to improve their communication skills.

4.5 Our communications will reflect the desire of Great Place, Great Service to create a 'one council' approach that breaks down silos.

4.5.1 To do their jobs effectively employees need to know about a mix of issues specific to their area but also wider activities that impact on the way the organisation operates.

4.5.2 Changes in one service will have knock-on implications for others and early and effective communication across the organisation is essential.

4.5.3 Even if there is nothing fresh to say since a previous communication managers should tell staff that and give them details of when a decision will be made.

4.6 We will close the communication loop by feeding back on action taken following the input of staff into a process or piece of work.

4.6.1 A basic principle of all our communication will be that – at all levels of management - we will complete the communication circle by providing feedback on staff ideas we receive.

4.6.2 Where we can act on ideas we will do so and publicly acknowledge that so that the staff concerned and others can see the value in being better engaged with the council's work.

4.6.3 If we are unable to adopt an idea put forward by staff then we will tell them why.

4.7 The council will produce an annual communications plan to take the actions necessary to improve its performance against the key indicators (once the baseline has been set).

4.7.1 If communications is not viewed as a priority in the organisation then we will struggle to achieve improvements to internal communications satisfaction levels.

4.7.2 By producing annual communications plans the council can ensure it is putting in place actions to deliver the wider aims of the strategy.

Section 5: Communications channels we will use or investigate using

5.1 Existing

5.11 Two way communications

- Face-to-face (individual conversations)
- Team meetings
- Manager breakfast forums
- Joint consultative committees with trade unions
- Chief executive/council leader sessions

5.12 One/two way communications (depending on circumstances)

- Email

5.13 One way communications

- Borough Bulletin staff newsletter
- CBC Portal intranet (temporary intranet site)
- Staff notice boards
- Online consultations
- Key messages from corporate management team meetings

5.2 Other communication tools to investigate for future use

5.2.1 Two way communications

- Job shadowing 'Back to the Floor' events for heads of service and service managers of bigger teams
- Core brief/manager's talking points (assuming feedback from staff is reported back to senior managers)
- In the Hot Seat or Ask the Boss features on the intranet and face-to-face – enabling staff to ask questions of managers about issues
- Electronic voting on issues in team meetings/workshops/roadshows

5.2.2 One way communications

- Videos and video blogs
- Weekly update briefing on intranet content
- Posters on walls about staff success in delivering council priorities
- Summaries of major decisions made at cabinet/council and other key executive member meetings/planning committee

Section 6: Responsibilities

All staff and councillors have a role to play in improving internal communications and delivering this strategy.

6.1 All employees

- 6.1.1 Every member of staff has a responsibility to engage positively and constructively with their immediate colleagues, colleagues in other teams, managers and councillors.
- 6.1.2 It is vital that each employee buys into the delivery of the council's corporate vision and priorities and does their job by 'living' the values of the organisation.
- 6.1.3 In return the council's managers and councillors need to provide staff with timely and accurate information, and the opportunity to feedback their ideas and suggestions and then act on them.
- 6.1.4 By achieving this employees will become advocates for the council, both internally and with other public and partner organisations.

6.2 Trade unions

- 6.2.1 As employee representatives it is important that trade unions are provided with timely and accurate information that enables them to consult with their members and give feedback to senior managers.
- 6.2.2 Corporate issues will be raised through the Transformation Group ², while service specific issues can be communicated through monthly joint consultative committees and informal discussions within each service area.

6.3 Team leaders/service managers

- 6.3.1 Employee surveys regularly show that the ability of line managers to deliver good communications will largely dictate how satisfied a member of staff is with their job.
- 6.3.2 So in addition to the above they will be responsible for:
 - Holding regular and effective team meetings
 - Ensuring effective two-way communications within teams by passing up to senior managers any ideas or feedback from their teams

² The Transformation Group is a fortnightly meeting between senior officers, senior members and trade union representatives to discuss corporate issues that have an impact on staff.

- Ensuring all employees understand the role their job plays in delivering their team plan and in turn their service plan and the council's corporate plan – a process often called the 'golden thread'
- Ensuring all employees are delivering the council's values when doing their job
- Ensuring staff receive regular feedback about key items from service management teams, the corporate management team and key cabinet and council decisions. This should be delivered in a jargon free way and related as far as possible to the jobs of the people in the team meeting.

6.4 Corporate management team

6.4.1 As the leaders of the organisation the corporate management team play a key role in demonstrating the importance of internal communication to the wider organisation. By demonstrating the way they want their staff to communicate they will get the best out of their teams and ensure internal communications is considered an important corporate issue that needs time devoted to it, rather than being an afterthought.

6.4.2 So in addition to the above they will be responsible for:

- Being highly visible and approachable to their teams, and able to demonstrate to those staff that they understand the day-to-day reality of their jobs and the impacts of corporate decisions on those staff eg through back to the floor sessions.
- Creating a culture of open communication and demonstrating this by their own actions
- Ensuring there is an effective communication framework in place that allows staff to be informed and have the opportunity to comment on corporate and service issues and plans
- Assessing and monitoring the communications abilities of managers within their service and ensuring a consistency in the delivery of team meetings
- Ensuring all employees feel able to comment on any issue and are confident they will be listened to. When staff are asked for comments they need to ensure feedback is provided explaining why something is or isn't being implemented

6.5 Councillors

6.5.1 To perform their roles councillors need an effective flow of relevant and timely information.

6.5.2 Cabinet members hold regular meetings with heads of service to receive and give information on strategic issues. Heads of service have the responsibility to disseminate relevant information from these discussions to their staff.

- 6.5.3 Other councillors require the information needed to do their constituency work, fulfil various committee roles within the organisation and be kept up-to-date on wider developments within the council.
- 6.5.4 Being properly informed on issues will enable councillors to fully represent the authority at a local, regional and national level.
- 6.5.5 In return councillors have a duty to communicate information and feedback they receive from the public and partner organisations to senior managers within the council.

6.6 Corporate communications team

6.6.1 The corporate communications team will advise, guide and lead on implementing the internal communications strategy with the support of managers.

6.6.2 The team will lead on:

- Managing content for the intranet
- Producing the Borough Bulletin staff newsletter
- Providing information to managers to help them deliver effective team meetings
- Issuing corporate information and devising corporate internal communications campaigns
- Considering, trialling and developing new channels of internal communications
- Evaluating overall internal communications activity
- Advising and supporting the delivery of staff roadshow events and the chief executive/leader visits to teams

Section 7: Evaluation

- 7.1.1 Evaluation is a critical part of the communication process but is an area that many local authorities struggle to successfully deliver due to a lack of resources to continually monitor changes in opinion and other outputs and outcomes.
- 7.1.2 So we will adopt the standards and guidance issued by the Government Communication Network in its document Evaluating Government Communication Activity which says: "A pre-planned, but partial, evaluation is better than no evaluation."
- 7.1.3 Our evaluation activities will be split into two levels. Individual campaigns will have evaluation included as part of the accompanying communications plan. This will assess the impact of each individual communications activity.
- 7.1.4 But this strategy sets out longer term evaluation measures. As there is a lack of current data a baseline will need to be established before targets can be set for the following years.
- 7.1.5 Many of the measures outlined below will be affected by a range of activities, of which communications is one. The individual campaigns will identify the incremental changes being made.

7.2 Measures

- 7.2.1 The following measures will be used to evaluate the internal communications strategy. Baseline figures will be collected from the 2014 employee survey.
- 7.2.2 The workforce strategy group, in consultation with the Leader and Executive Member for Regeneration, will then set targets to measure performance against in the remaining years of the strategy.
- 7.2.3 Reputation rating
- Staff understand our vision
 - Staff understand our priorities (as set out in the corporate plan)
 - Staff understand our values
 - Staff feel valued for the work they do
- 7.2.4 Brand
- Staff who are proud to tell others they work for the council
 - Staff who would recommend the organisation as a great place to work

7.2.5 Information and engagement

- Staff who feel well informed
- Staff who understand how their work contributes to delivering the organisation's vision and priorities in the corporate plan
- Staff who believe the intranet keeps them well informed
- Staff who believe the Borough Bulletin keeps them well informed
- Staff who feel their team meetings keep them well informed

7.2.6 Wider measures of staff engagement

- Number of staff sick days per year
- Staff retention rates

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Appendix 2: Action plan of communications activity for 2014/15

Communication Objective	Audience	Activity	Who	Estimated cost (excluding staff time)	When	Evaluation
Understand staff communication needs	All staff	a) Carry out a staff survey to obtain accurate opinions about the strengths and weaknesses of current internal communications. b) Set a baseline and improvement targets.	Policy/ Comms/ Workforce Strategy Group	----	Headline survey results by 15/4/14 Baseline and targets set by July 2014	Achieve at least 40% return rate on survey Baseline and target figures set.
Deliver a new intranet to help improve staff engagement and streamline business processes	Staff and councillors	a) Select best tender from procurement process b) Develop a project management plan c) Integrate with existing IT systems d) Develop a content management plan organised around the business and information needs of users e) Write new content f) Provide training to content	e-content editor/ comms/ GPGS intranet group/ IT	Depends on tenders.	a) April 2014 b) April 2014 c) May/June d) Up to June e) May/June f) April/May g) May h) June onwards i) Six months after new	Establish baseline and set targets for: i) Number of unique users ii) Number of page views iii) User satisfaction (based on user survey)

NB This is a live document and will be subject to change throughout the year. A full communications plan will be developed for campaigns needed to deliver communication objectives.

Appendix 2: Action plan of communications activity for 2014/15

Deliver a new intranet to help improve staff engagement and streamline business processes	Staff and councillors	<ul style="list-style-type: none"> g) authors/editors Design the layout of the site h) Establish analytics to monitor usage i) Communicate how to use the system to all staff and councillors j) Run user surveys to rate satisfaction and identify improvements 	e-content editor/ comms/ GPGS intranet group/ IT		intranet launched	
Develop alternative channels to communicate messages	All staff and councillors	a) Create a YouTube channel/Vimeo	Comms	----	Ongoing	Number of views of videos on YouTube/Vimeo
		b) Trial small scale use of video using Flip Cameras or mobile devices		£200-£300	By March 2015	
		c) Investigate obstacles to use of professional camera equipment and see if these can be overcome		N/A	From date of launch of new intranet site	Number of page views of intranet pages from links in email content
		d) Produce weekly bulletin of news to highlight new intranet content		-----	As above	
		e) Develop blogs, ask the boss/project manager on intranet		----	As above	Number of unique visitors to blogs
		f) Produce corporate		Will depend on number	Ongoing	

NB This is a live document and will be subject to change throughout the year. A full communications plan will be developed for campaigns needed to deliver communication objectives.

Appendix 2: Action plan of communications activity for 2014/15

Develop alternative channels to communicate messages	Frontline staff	posters to support internal communications campaigns g) Investigate use of text messaging as way of engaging frontline staff not on email	Comms	To be investigated	By Christmas 2014	Number of users/response rates
Ensure managers are more visible and devote time needed to internal communications	Managers	Consider introduction of 'back to the floor' sessions for senior managers as a way of encouraging two way communication	CMT/ service managers of bigger teams	-----	At least twice a year. Start date to be agreed	Staff feedback about sessions
Achieve a 'one council' approach to communications	Managers	All major projects to have a communications plan which details how the wider organisation will be kept updated before, during and at the end of the project and, where relevant, have the opportunity to comment and receive feedback on their ideas	Managers	-----	Ongoing	Feedback from staff

NB This is a live document and will be subject to change throughout the year. A full communications plan will be developed for campaigns needed to deliver communication objectives.

Appendix 2: Action plan of communications activity for 2014/15

Achieve staff buy-in of the new corporate values Achieve staff buy-in of the new corporate values	All staff	a) Produce posters of the new values.	Comms/HR	£50	By May 2014	Set baseline and target figures for % of staff who understand our values as measured by the staff survey and electronic voting in team meetings/ workshops etc % of job descriptions which include values in them Feedback from staff induction sessions
	All staff	b) Update posters with case studies of staff delivering those values in their jobs			Ongoing after May 2014	
		c) Produce regular stories in the Borough Bulletin highlighting delivery of the values		----	Ongoing	
		d) Add a requirement to adopt values into all new job descriptions and, where possible, existing ones		-----	By August 2014 (tbc by Workforce Strategy Group)	
		e) Amend the staff induction process to focus on the values staff should be delivering when doing their jobs		-----	First induction session after April 2014	
Ensure gossip or rumour is not the primary source of news	All staff	a) Each service to produce a monthly forward plan of issues that will create internal and/or external	Heads of service/ Comms	----	Ongoing	Plans received. At least 20% more pro-active stories produced

NB This is a live document and will be subject to change throughout the year. A full communications plan will be developed for campaigns needed to deliver communication objectives.

Appendix 2: Action plan of communications activity for 2014/15

<p>Ensure gossip or rumour is not the primary source of news</p>	<p>All staff</p>	<p>communication needs to enable pro-active communications to be planned where possible</p> <p>b) Intranet authors/editors in each service to identify daily and weekly news stories from within their teams to communicate to staff</p>	<p>Intranet authors/ comms</p>	<p>-----</p>	<p>Ongoing</p>	<p>Number of hits for new stories on intranet</p>
<p>Ensure communication is two-way, regular, consistent and delivered through a mix of methods</p>	<p>Managers</p>	<p>a) Introduce a core brief system to support managers in identifying key issues and ensuring consistent messages are being given to staff</p> <p>b) Roll out use of anonymous electronic voting to get feedback</p>	<p>CMT/ Comms</p> <p>Managers/ Policy/ comms</p>	<p>-----</p> <p>-----</p>	<p>Monthly or quarterly depending on issues to communicate</p> <p>Will vary according to team meeting schedule</p>	<p>Call centre/admin staff to do random samples to test if message was received and understood</p> <p>Staff feedback</p>

NB This is a live document and will be subject to change throughout the year. A full communications plan will be developed for campaigns needed to deliver communication objectives.

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COUNCIL MEETING – 23 APRIL 2014

MINUTES OF COMMITTEE MEETINGS

These Minutes are of Committee meetings taken under delegated powers since the last meeting of Council. The Minutes are for information only and there will be no questions or discussion on the Minutes at the Council meeting.

Please click on the links opposite the committee dates below to view the Minutes you want to read.

Appeals And Regulatory Committee	12 February 2014 19 February 2014 5 March 2014 12 March 2014 2 April 2014
Licensing Committee	26 March 2014
Planning Committee	17 February 2014 10 March 2014 31 March 2014
Standards and Audit Committee	4 April 2014

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Democratic Services, Town Hall, Chesterfield, S40 1LP

Telephone 01246 345277

Email: democratic.services@chesterfield.gov.uk

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CABINET MEETING

Tuesday, 25 February, 2014

Present:-

Councillor Gilby (In the Chair)

Councillors	Blank King Ludlow	Russell Serjeant
Non Voting Members	Brown Hill Hollingworth	Huckle Martin Stone

*Matters dealt with under Executive Powers

165 **DECLARATIONS OF MEMBERS' AND OFFICERS' INTERESTS RELATING TO ITEMS ON THE AGENDA**

Councillor Russell declared an interest, as a user of Queen's Park Sports Centre, in respect of Minute No. 173, and left the meeting during discussion of this item.

166 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Burrows and McManus.

167 **MINUTES**

RESOLVED –

That the Minutes of the meeting of Cabinet held on 18 February, 2014, be approved as a correct record and signed by the Chair.

168 **FORWARD PLAN**

The Forward Plan of key decisions for the four month period 1 March, 2014 to 30 June, 2014 was reported for information.

***RESOLVED –**

That the Forward Plan be noted.

169 FEES AND CHARGES FOR OUTDOOR RECREATION PROVISION 2014-15 (E000)

The Head of Environment submitted a report setting out proposed fees and charges for outdoor recreation facilities, to take effect from 1 April, 2014.

***RESOLVED-**

(1) That the charges set out in Appendices A and B to the report be approved and introduced for the financial year 2014/15.

(2) That the Head of Environment, in consultation with the relevant Executive Member, be authorised to revise the approved Fees and Charges where threats to income generation emerge or opportunities to raise additional income arise, which are in line with the Council's general principles for charging.

REASONS FOR DECISION

1. To set the Council's fees and charges for Outdoor Recreation provision, with effect from 1 April, 2014.

2. To contribute to improving the Council's overall financial position and reduce the overall cost of recreation provision by the Council.

170 TRADE WASTE AND MISCELLANEOUS FEES AND CHARGES 2014/15 (E000)

The Head of Environment submitted a report setting out proposed charges for the collection and disposal of trade wastes and other miscellaneous environmental fees in 2014/15.

***RESOLVED-**

That the revised charges for trade wastes and other miscellaneous environmental fees for 2014/15, as detailed within the report and at Appendices A and C to the report, be approved.

REASON FOR DECISION

To set the Council's trade waste charges and other miscellaneous fees for the financial year 2014/15 in accordance with financial regulations.

171 HOUSING REPAIRS BUDGET 2014/15 (H000)

The Housing Service Manager – Operational Services Division submitted a report on the Housing Repairs Budget for 2014/15.

***RESOLVED-**

(1) That the Housing Repairs Budget for 2014/15, as set out at Appendix 1 to the report, be approved.

(2) That the Operational Services Manager be authorised to vire between responsive repairs budget heads in order to manage and respond to fluctuations in tenant-led or weather dependent repairs.

REASONS FOR DECISION

1. To permit required maintenance of the Housing Stock.
2. To support working with tenants through the Tenant Participation Strategy.
3. To support the Council's Vision and Corporate Plan.

172 TENANT SATISFACTION 'STAR' SURVEY RESULTS (H000)

The Housing Service Manager – Business Planning and Strategy submitted a report on the results of the Survey of Tenants and Residents (STAR) carried out in November, 2013 and recommending a future programme of surveys monitoring satisfaction with the Housing Service.

The Survey of Tenants and Residents was a voluntary undertaking which had replaced the mandatory Standardised Tenants Satisfaction Survey (STATUS). The requirement to complete a STATUS survey every three years had been removed by the Government in 2010.

The housing performance benchmarking company HouseMark had developed the STAR survey to provide housing providers with a means of comparing satisfaction with their services. The Council's Policy Team had undertaken the survey on behalf of housing services.

Details were given of the results of the survey, which had shown a rise in overall satisfaction with the service from 77.4% in 2008 to 87.5% in 2013.

Housing Management and the Tenants Executive planned to use the survey results to identify any areas for improvement, and prepare an action plan for addressing these.

***RESOLVED-**

- (1) That the improvement in tenant satisfaction since the previous survey was completed in 2008 be noted.
- (2) That a further report be brought to Members identifying any areas for improvement and associated actions arising out of the survey.
- (3) That agreement be given to Housing Services commissioning the Council's Policy Team to carry out the STAR Survey every two years.

REASON FOR DECISION

To ensure that more timely and accurate satisfaction data is available.

173 FEES AND CHARGES FOR SPORT AND LEISURE 2014-15 (L000)

The Head of Environment submitted a report setting out proposed fees and charges for Sport and Leisure facilities to take effect from 1st April, 2014.

The report also covered proposed changes to casual and block bookings, the Leisure Pass name and membership packages, the two tier pricing system, concessionary memberships, booking times and guidelines for charging.

***RESOLVED-**

- (1) That the charges set out in Appendix E to the report be approved and introduced for the financial year 2014/15.

(2) That the proposed changes to Casual and Block Bookings, Leisure Pass name and membership package/benefits, and to the removal of two tier pricing, be approved.

(3) That the proposals for Concessionary charge eligibility be approved, as outlined in Appendix A2 to the report, and that the Concessionary membership be refreshed as Change4Life membership as part of Active Chesterfield.

(4) That the proposal for amendment of booking times in the Sports Halls and Squash Courts at Queens Park Sports Centre to 45 minutes be approved.

(5) That the refreshed guidelines for charging for services, as outlined at Appendix A2 to the report, be adopted.

(6) That the Sport and Leisure Manager, in consultation with the Head of Environment and the Executive Member for Leisure, Culture and Tourism, be authorised to revise the approved fees and charges where threats to income generation emerge and/or opportunities to raise additional income arise, in line with the Council's general principles for charging.

REASONS FOR DECISIONS

1. To set the Council's fees and charges for Sport and Leisure Indoor and Outdoor facilities with effect from 1 April, 2014.
2. To contribute to improving the Council's overall financial position and reduce the overall cost of Sport and Leisure provision by the Council.
3. To support the Council's delivery of Great Place, Great Service corporate priorities for visitors to and residents of Chesterfield Borough.
4. To improve customer service, the service programming and overall participation levels of Sport and Physical activity in the borough.

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CABINET MEETING**Tuesday, 11th March, 2014**

Present:-

Councillor Burrows (Chair)

Councillors	Blank	McManus
	Gilby	Russell
	King	Serjeant
	Ludlow	

Non Voting	Brown	Huckle
Members	Hill	Martin Stone
	Hollingworth	

*Matters dealt with under Executive Powers

174 DECLARATIONS OF MEMBERS' AND OFFICERS' INTERESTS RELATING TO ITEMS ON THE AGENDA

No declarations were received.

175 APOLOGIES FOR ABSENCE

Apologies for absence were received from the Chief Executive.

176 MINUTES**RESOLVED –**

That the Minutes of the meeting of Cabinet held on 25 February, 2014, be approved as a correct record and signed by the Chair.

177 FORWARD PLAN

The Forward Plan of key decisions for the four month period 1 April, 2014 to 31 July, 2014 was reported for information.

***RESOLVED –**

That the Forward Plan be noted.

178 DELEGATION REPORT

Decisions taken by Executive Members during February 2014 were reported.

***RESOLVED –**

That the Delegation Report be noted.

179 RENEWAL OF CLEANING CONTRACT FOR COMMUNAL AREAS

The Housing Service Manager – Customer Division submitted a report requesting Members' approval of awarding the contract for cleaning communal areas in blocks of flats to the in-house Building Cleaning Team (ISP), from April, 2014 for a period of three years.

Councillor Russell asked that his vote be recorded against the recommendation made. Following discussion arising from this, it was agreed that the arrangements would be reviews following one year of operation.

***RESOLVED –**

(1) That the contract for the cleaning of communal areas in blocks of flats be awarded to the Building Cleaning ISP, following value for money principles being satisfied, and a very successful trial being carried out.

(2) That a review of the service be carried out after twelve months of operation.

REASON FOR DECISION

To improve the levels of service provided in relation to the contract and to ensure value for money.

180 LOCAL GOVERNMENT ACT 1972 - EXCLUSION OF PUBLIC

RESOLVED –

That under Regulation 21(1)(b) of the Local Authorities (Executive

Arrangements) (Access to Information) (England) Regulations 2000, the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 3 of part I of Schedule 12A of the Local Government Act 1972.

181 **CHESTERFIELD WATERSIDE GPF LOAN**

This item was withdrawn and will be considered at a future meeting.

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CABINET MEETING**11th March, 2014****DELEGATION REPORT****DECISIONS TAKEN BY LEAD MEMBERS****Deputy Leader and Executive Member for Planning**

Decision Record No.	Subject	Delegation Reference	Date of Decision
51/13/14	Renewal of 7 year Lease to land at rear of Cemetery Terrace, Chesterfield Road, Brimington, Chesterfield	J420L	11th February, 2014
<p>Decision</p> <p>(1) That approval be given to a further seven year lease to East Midlands Reserve Forces and Cadets Association of land to the rear of Cemetery Terrace, Chesterfield Road, Brimington at a increased annual rent of £300, on the terms contained within the report.</p> <p>(2) That the Head of Governance be granted delegated authority to deal with any late amendments to the terms of the lease.</p>			
<p>Reason for Decision</p> <p>The letting will continue to provide social and training facilities for young people in the area. It will also bring in a small ground rent for the Council.</p>			

Decision Record No.	Subject	Delegation Reference	Date of Decision
52/13/14	Sale of land at Ireland Industrial Estate, off Colliery Close, Chesterfield	T260L	11th February, 2014
<p>Decision</p> <p>(1) That approval be given for the freehold disposal of land at Ireland Industrial Estate off Colliery Close, Chesterfield on the terms set out in the report.</p> <p>(2) That the Head of Governance be granted delegated approval for any late amendments to the land sale.</p>			
<p>Reason for Decision</p> <p>1. The sale will secure a one off capital receipt.</p> <p>2. The value achieved is considered to be at market value for land in the area, given plot shape, physical constraints, cost of site clearance and servicing.</p>			

Decision Record No.	Subject	Delegation Reference	Date of Decision
53/13/14	Sale of East Lodge/ Boythorpe Road, Chesterfield	T260L	11th February, 2014
<p>Decision</p> <p>(1) That approval be given for the freehold disposal of land and buildings at East Lodge and Boythorpe Depot on the terms set out in the report.</p> <p>(2) That the Head of Governance be granted delegated authority to amend the terms of the sale if required.</p>			
<p>Reason for Decision</p> <p>1. The sale will secure a one off capital receipt.</p> <p>2. The value achieved is considered to be at market value for land in the area.</p>			

Decision Record No.	Subject	Delegation Reference	Date of Decision
54/13/14	Freehold Disposal of former Rempoy Land and Premises at Sheffield Road, Whittington Moor	G260L	18th February, 2014
<p>Decision</p> <p>(1) That the freehold disposal of land and premises at Sheffield Road, Whittington Moor, Chesterfield, be approved, on the terms set out in the report.</p> <p>(2) That the Head of Governance be granted delegated authority to agree any late amendments to the proposed sale.</p>			
<p>Reason for Decision</p> <p>1. The sale will secure a one off capital receipt.</p> <p>2. The value achieved is considered to be at market value for land in the area.</p> <p>3. The arrangement with Autoworld for Renace's continued occupation at a low rent will enable the company to establish itself.</p>			

Executive Member for Governance and Organisational Development

Decision Record No.	Subject	Delegation Reference	Date of Decision
55/13/14	Member Level Meetings 2014/15	B000L	18th February, 2014
<p>Decision</p> <p>That the schedule of member-level meetings for 2014/15 be approved.</p>			
<p>Reason for Decision</p> <p>To allow member-level meetings for 2014/15 to be scheduled.</p>			

Executive Member for Customers and Communities

Decision Record No.	Subject	Delegation Reference	Date of Decision
56/13/14	Insolvency Debts for Write-off	G100L	25th February, 2014
<p>Decision</p> <p>That the debts shown in the appendix to the report be written off.</p>			
<p>Reason for Decision</p> <p>Payment of these debts is unlikely to be forthcoming and early write offs have been recommended by the Council's external auditors.</p>			
57/13/14	Outstanding Debts for Write-off	G100L	25th February, 2014
<p>Decision</p> <p>That the debts shown in the appendix to the report be written off.</p>			
<p>Reason for Decision</p> <ol style="list-style-type: none"> 1. There is little or no likelihood of obtaining payment of the debts. 2. Any action which could be taken to recover the debts would not be cost effective. 			

Decision Record No.	Subject	Delegation Reference	Date of Decision
58/13/14	Units 4 and 14, Ireland Close	G100L	25th February, 2014
<p>Decision</p> <p>That the debts shown in the report be written off.</p>			
<p>Reason for Decision</p> <ol style="list-style-type: none"> 1. Extensive recovery action had failed to elicit any payments from the debtor. 2. Enforcement proceedings were not considered justified. The debtor's personal circumstances were such that the cost of proceedings could not be justified. 3. There was little or no likelihood of obtaining payment of the debt. 			
59/13/14	Housing Benefit Overpayment	G100L	25th February, 2014
<p>Decision</p> <p>That the debt shown in the report be written off.</p>			
<p>Reason for Decision</p> <ol style="list-style-type: none"> 1. The overpayment was due to the debtor not declaring a pension - he had now died. 2. Enforcement proceedings were not possible as the invoice was statute barred. 3. There was little or no likelihood of obtaining payment of the debt. 			

Decision Record No.	Subject	Delegation Reference	Date of Decision
60/13/14	Unit 2, Calow Lane	G200L	25th February, 2014
<p>Decision</p> <p>That the debt shown in the report be written off.</p>			
<p>Reason for Decision</p> <ol style="list-style-type: none"> <li data-bbox="134 882 1477 920">1. Extensive recovery action has failed to elicit any payments from the debtor. <li data-bbox="134 965 1477 1048">2. Enforcement proceedings could not continue because the debtor's address was not known. <li data-bbox="134 1093 1206 1131">3. There was little likelihood of obtaining payment of the debt. 			

CABINET MEETING**Tuesday, 25th March, 2014**

Present:-

Councillor (Chair)

Councillors	Blank	McManus
	Gilby	Russell
	King	Serjeant
	Ludlow	

Non Voting	Brown	Huckle
Members	Hill	Martin Stone
	Hollingworth	

*Matters dealt with under Executive Powers

182 DECLARATIONS OF MEMBERS' AND OFFICERS' INTERESTS RELATING TO ITEMS ON THE AGENDA

Councillor Ludlow declared a pecuniary interest in Minute No. 189, as a Council tenant who had benefited from a recent home insulation programme.

183 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Burrows.

184 MINUTES**RESOLVED –**

That the Minutes of the meeting of Cabinet held on 11 March, 2014, be approved as a correct record and signed by the Chair.

185 FORWARD PLAN***RESOLVED –**

That the Forward Plan be noted.

186 INTERNAL COMMUNICATIONS STRATEGY 2014-2017 (R100)

The Communications and Marketing Manager submitted a report of a new Internal Communications Strategy, for the period April 2014 to April 2017.

The need for a strategy had been identified as a key project in the Council's 2013/14 Corporate Plan. The aim was to keep staff and Members well informed, and to facilitate two-way engagement, both up and down, and across the organisation.

External factors influencing the strategy's preparation included:

- Increasing public expectations of the Council
- demographic changes in Chesterfield
- public policy changes
- cuts to public sector spending.

Delivery of the new Corporate Plan for 2014/15 setting out the Council's vision, aims, priority projects and values would be reliant on good internal communications, as would implementation of the Great Place: Great Service transformation programme.

The Internal Communications Strategy would be monitored and evaluated through annual employee surveys, the use of electronic voting devices at team meetings, and feedback at corporate briefings.

The Strategy would then be updated in response to the results from these methods of consultation with staff.

***RESOLVED –**

That the Internal Communications Strategy 2014-17 be referred to Full Council for approval.

REASONS FOR DECISION

1. To improve internal communications.

2. To help deliver the Corporate Plan aim to 'value and develop our staff to reach their full potential'.

187 **LOCAL OFFERS TO TENANTS 2014/15 (H000)**

The Housing Service Manager – Customer Service Division submitted a report on the Local Offers to tenants for 2014/15, which would form part of the Council's Annual Report to tenants, as required by the Homes and Communities Agency. These Offers had been drawn up in response to the outcomes of a consultation event with tenants.

The Annual Report to tenants includes information on past performance (in 2013/14) as well as Local Offers (service improvements) for the next year (2014/15).

The proposed local offers included:

- use of social media to promote Housing Services
- internal decoration of 'hard to let' properties
- additional drop-in session at On the Move
- promotion of the Adaptation Service
- use of mobile office to enable tenants to report Anti Social Behaviour and contact Estates Services
- increase the number of Tenancy Support Workers
- direct referrals to Careline service using mobile devices.

Reference was made to the provision of a Housing App, to facilitate communication between tenants and Housing staff. It was suggested that the timetable of estate visits by the mobile Housing office be advertised more widely, to ensure that its presence in neighbourhoods achieved their full potential.

It was suggested that gardens should also be put into good order, as an additional measure to the offer relating to the internal decoration of 'hard to let' properties.

***RESOLVED –**

That the Local Offers to tenants for 2014/15 be approved.

REASON FOR DECISION

To ensure compliance with the requirements of the Homes and Communities Agency.

188 LOCAL AUTHORITY MORTGAGE SUPPORT SCHEME (LAMS) UPDATE (H000)

The Housing Service Manager – Business Planning and Strategy submitted a progress report on the Local Authority Mortgage Scheme (LAMS), and sought approval to amend the maximum level of the loan to which the indemnity provision could be applied, to increase take-up.

At Minute No.0208 (2012/13) Cabinet had resolved to recommend to Council that the LAMS be adopted, and this was resolved at Council Minute No. 0086 (3). The scheme was launched in May 2013.

Progress had been much slower than anticipated, with only 14% of the indemnity supplied by Lloyds Banking Group having been taken up. Analysis by Sector Treasury Services had compared the take up of the Chesterfield scheme with one being offered by Derbyshire County Council. The main difference between the schemes was in the maximum level of the loan offered.

It was also noted that the Government's Help-to-Buy scheme offered similar assistance to the local authority LAMS, although at a higher cost to the mortgage applicant. The Government scheme had been given a higher profile through national marketing.

It was proposed that the maximum loan size for the Chesterfield LAMS be raised to enable applications to be made for a wider range of properties.

It was also suggested that promotion be undertaken through social media, the local press, Council publications and the Council's website, and that estate agents be encouraged to make their clients aware of the LAMS option.

Contact centre staff would also be given further training to ensure that they dealt with enquiries about LAMS effectively. And Members of Council briefed so that they could inform their constituents about LAMS.

***RESOLVED -**

1. That the limited progress of the Local Authority Mortgage Scheme (LAMS) be noted.
2. That the proposal to raise the maximum loan size to £142,500 be approved, so that applicants would be able to consider properties up to the value of £150,000, and to match that of the Derbyshire County Council-wide LAMS scheme. This would raise the maximum indemnity for an individual property from £24,000 to £30,000.
3. That a new round of publicity for the scheme be carried out.

REASONS FOR DECISION

1. To increase the speed of take up of the LAMS.
2. To contribute to the delivery of the actions in the Barriers to Housing Supply Action Plan.
3. To contribute to the Council's Corporate Aims - to make Chesterfield a thriving borough, and to improve the quality of life for local people.

189 APPOINTMENT OF GREEN DEAL/ECO PARTNER (H000)

The Housing Service Manager – Business Planning and Strategy submitted a report seeking authority to procure a contractor/partner, through the East Midlands Efficiency Framework, to supply, fit and 'bring Energy Company Obligation (ECO) funding' for external wall insulation to Wimpey No Fine Housing Stock within the Borough, across all tenures.

In 2013 ECO and Green Deal were introduced by the Government to replace similar previous schemes. The objective was to oblige energy companies to invest in domestic energy efficiency improvements, through ECO. The scheme was targeted at low income and vulnerable households.

The ECO scheme included three strands: Carbon Savings Communities (CSCO), Carbon Savings Obligation (CSO) and Affordable Warmth.

During the tender process, contractors would be asked to bring ECO funding to fund the work needed to improve energy efficiency, including external insulation.

The Council would also contribute funding, from its 2014/15 Housing Capital Programme, and the Home Repair Assistance Loan Scheme.

Members were also advised that the Derbyshire-wide Local Authority Energy Partnership would be separately bidding for grant funding from the Department Climate and Energy Change, to assist private home owners in meeting the costs of energy efficiency improvements in non-traditional built homes that were hard to heat. If the bid was successful, this would be another source of funding for work needed on homes in Chesterfield.

***RESOLVED –**

1. That the Housing Manager – Business Planning and Strategy be authorised to carry out an open tender process, utilising the East Midlands Efficiency Framework (EEM) and in accordance with the Council's Standing Orders, to procure a contractor/partner to supply, fit and 'bring funding' for external wall insulation programmes to Wimpey No Fine Housing Stock within the Borough across all tenures.
2. That the costs associated with the supply and fit of external wall insulation to the Council's housing stock are met from the 2014/15 Housing Capital Programme.
3. That a further report be brought to Members to update them on the outcome of the tender process, the levels of funding that can be achieved through ECO and the number of properties that can be improved.

REASONS FOR DECISION

1. To contribute to meeting the Council's Corporate aim 'To improve the quality of life for local people' by improving the quality of housing in the Borough.
2. To contribute to improved performance against the Key Performance Indicator NI158 (% Decent Council Homes).

3. To contribute to the actions set out in the Council's Home Energy Conservation Act (HECA) Plan.

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CABINET MEETING**Tuesday, 8th April, 2014**

Present:-

Councillor Burrows (Chair)

Councillors	Blank	McManus
	Gilby	Russell
	King	Serjeant

Non Voting	Brown	Hollingworth
Members	Hill	Huckle

*Matters dealt with under Executive Powers

190 DECLARATIONS OF MEMBERS' AND OFFICERS' INTERESTS RELATING TO ITEMS ON THE AGENDA

No declarations were received.

191 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Ludlow and Martin Stone.

192 MINUTES**RESOLVED –**

That the Minutes of the meeting of Cabinet held on 25 March, 2014, be approved as a correct record and signed by the Chair.

193 FORWARD PLAN***RESOLVED –**

That the Forward Plan be noted.

194 **COMMUNITY INFRASTRUCTURE LEVY - PROPOSAL TO SUBMIT A DRAFT CHARGING SCHEDULE FOR EXAMINATION (J010R)**

The Head of Regeneration submitted a report on a proposal to submit a draft Community Infrastructure Levy (CIL) charging schedule to the Planning Inspectorate for independent examination.

The report included a progress report on the preparation of the draft CIL Charging Schedule, and gave an update on recent changes in the CIL regulations.

The Cabinet had approved the introduction of a CIL at Minute No. 0109 (2011/12) and after viability evidence work had been done by consultants, a Preliminary Draft Charging Schedule was approved by Cabinet in May 2013, at Minute No 0005 (2013/14).

Consultation took place on the Preliminary Draft Charging Schedule during the summer in 2013, and the results were reported to Cabinet at Minute No. 0094, when the modified draft was approved. Further consultation took place on the Draft Charging Schedule from November 2013 to January 2014.

The consultation outcomes were summarised, and the Council's responses to comments made during the consultation were detailed in the report.

The report included details of the next stages in the CIL process, including submission of the Draft Charging Schedule to the Planning Inspectorate for independent examination

Information was provided on amendments to CIL regulations, in force since February 2014, and their likely impact on the implementation of CIL Charging Schedule in Chesterfield.

The report also provided details of the capital and revenue financial implications of introducing a CIL, of the statutory consultation process, legal, equalities and human rights issues, and of the implications of the CIL for environmental sustainability and bio-diversity.

***RESOLVED –**

1. That the response to the consultation comments received during consultation on a Draft Charging Schedule (shown at Appendix 2 to the report) be approved.
2. That submission of the Draft Charging Schedule (attached at Appendix 1 to the report) and associated documentation to the Planning Inspectorate for independent examination be approved.

REASON FOR DECISION

To ensure that the Council can continue to prepare a Community Infrastructure Levy.

195 DRAFT REVISED STATEMENT OF COMMUNITY INVOLVEMENT (J000)

The Head of Regeneration submitted a report seeking approval to publish the draft Revised Statement of Community Involvement for consultation.

A Statement of Community Involvement (SCI) is required from Planning Authorities by the Planning and Compulsory Purchase Act 2004, setting out how the public and other consultees will be consulted in connection with planning applications and planning policies in local plans.

In 2007 the Council adopted the current SCI at Minute No 0080 (2006/7). This SCI had subsequently been reviewed because of changes in planning legislation. The key change was made when the Town and Country Planning (Local Planning) (England) Regulations 2012 [S.I 2012 No.767] came into force, setting out the minimum requirements for community involvement in local plan making.

There had also been changes in the Council's consultation mechanisms, when Community Assemblies replaced Community Forums. Technological advances, including the increased use of electronic communication and social media also had an impact on consultation procedures. Proposals for updating the SCI, to take account of these changes, were outlined in the report, and a revised SCI was attached at the Appendix to the report.

***RESOLVED –**

1. That the draft statement of Community Involvement attached to the report be approved for public consultation purposes.
2. That responsibility be delegated to the Head of Regeneration in consultation with the Executive Member for Planning to make minor amendments to the document prior to the consultation period, if appropriate.

REASON FOR DECISION

To ensure that the Council meets its obligations under the Planning Acts.

JOINT CABINET AND EMPLOYMENT & GENERAL COMMITTEE

Tuesday, 25th March, 2014

Present:-

Councillor Gilby (In the Chair)

Councillors	Blank	McManus
	Elliott	Russell
	King	Serjeant
	Ludlow	Simmons
Non Voting	Brown	Huckle
Members	Hill	Martin Stone
	Hollingworth	

*Matters dealt with under Executive Powers

25 **DECLARATIONS OF MEMBERS' AND OFFICERS' INTERESTS
RELATING TO ITEMS ON THE AGENDA**

No declarations were received.

26 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Burrows, Gibson and Higginbottom.

27 **MINUTES**

RESOLVED –

That the Minutes of the meeting of the Joint Cabinet and Employment and General Committee of 28 January, 2014 be approved as a correct record and signed by the Chair.

28 **LOCAL GOVERNMENT ACT 1972 - EXCLUSION OF PUBLIC**

RESOLVED –

That under Regulation 21(1)(b) of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000, the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraphs 1, 3 and 4 of Part 1 of Schedule 12A to the Local Government Act 1972 – on the grounds that it contained information relating to any individual, information relating to the financial or business affairs of the authority and information relating to any consultations or negotiations, in connection with any labour relations matter arising between the authority and employees of the authority.

29 SUPPORT SERVICES RESTRUCTURE

The Head of Business Transformation submitted proposals for a revised Support Services structure.

The restructure was intended to achieve savings while maintaining effective administrative support for Housing, Environment, Resources and Planning services.

Restructures affecting support staff working in other services had already been undertaken.

The proposals had been formulated by a Project Board chaired by the Executive Member for Governance and Organisational Development.

The objectives of the review were:

- to provide a fit for purpose Support Services function
- to secure a cashable saving for the General Fund
- to support the Great Place, Great Service transformation programme
- to increase responsiveness to demand
- to introduce new technology to increase efficiency.

The example of Derby City Council showed how the restructuring and centralisation of Support Services could make savings and achieve economies of scale. By standardising practices, increasing flexibility

within teams, improving coordination and more effectively managing the distribution of workload, savings and efficiencies could be achieved.

A LEAN Review had been carried out by staff trained in the in-house Project Academy, reporting in November 2013. It had recommended changes in working practices to improve efficiency, in the short term, and had indicated where new technology could be introduced to achieve further efficiencies in the medium term.

The report compared the current and proposed staffing structures, and advised that reductions in staffing could be achieved by voluntary redundancy, flexible retirement and redeployment.

Staff would be offered training and support, so that they would be able to undertake a wider range of administrative tasks, increasing their flexibility. And, would be deployed in centralised teams; and their methods of working reviewed and standardised.

A Service Level Agreement would be developed for aspects of support work for the Planning service, and the support services requirements of Housing and Environmental services reviewed, to identify possible improvements and cost reduction opportunities.

In 2014/15 a Document Management System would be introduced. Following implementation, it was envisaged that a further review of the support services structure would take place with the potential for additional economies.

***RESOLVED –**

That the Head of Business Transformation be authorised to implement the proposals for a revised Support Services structure.

REASONS FOR DECISION

1. A fit for purpose Support Services Structure has been created for the medium term.
2. Financial savings have been secured to support the Council in achieving a balanced budget.

3. New technology will be introduced to improve the efficiency and effectiveness of the current operating systems.

JOINT CABINET AND EMPLOYMENT & GENERAL COMMITTEE**Tuesday, 8th April, 2014**

Present:-

Councillor Burrows (Chair)

Councillors	Blank	King
	Elliott	McManus
	Gibson	Russell
	Gilby	Serjeant
	Higginbottom	
Non Voting Members	Brown	Hollingworth
	Hill	Huckle

*Matters dealt with under Executive Powers

30 DECLARATION OF MEMBERS' AND OFFICERS' INTERESTS RELATING TO ITEMS ON THE AGENDA

No declarations were received.

31 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Fanshawe, Ludlow, Simmons and Martin Stone.

32 MINUTES**RESOLVED –**

That the Minutes of the meeting of the Joint Cabinet and Employment and General Committee of 25 March, 2014 be approved as a correct record and signed by the Chair.

33 REVIEW OF FLEET AND FACILITIES MANAGEMENT

The Housing Services Manager – Operational Services Division submitted a report seeking approval to centralise the management of the Council's vehicle fleet, and to appoint a Fleet and Facilities Manager and

Assistant who would be responsible for the corporate management of the Council's vehicle fleet.

A review of the working arrangements at the Operational Services Division (OSD) had been undertaken following the retirement of the OSD Fleet and Facilities Officer. The number of vehicles managed by the OSD, and by other Council staff, had been quantified. An updated database for all Council vehicles had been produced and would be useful to other Council staff, including insurance specialists.

To streamline processes and provide a more efficient vehicle management service, it had been suggested that all vehicles leased or owned by the Council be managed by a full-time Fleet and Facilities Manager, who, with a full-time assistant, would also be responsible for managing the OSD depot at Stonegravel.

The relocation of Environmental Services to the OSD depot would bring all the vehicles this service used to this central location.

Centralised vehicle and facilities management would enable high standards for health and safety, security and vehicle maintenance to be achieved.

Savings could be made through procurement of new vehicles, fuel purchase and short-term vehicle hire. It was also expected that centralising vehicles would enable Council vehicles to be used instead of hired vehicles when a vehicle was needed at short notice, resulting in further savings.

The Fleet and Facilities Manager would be required to develop a Fleet and Facilities Management Strategy and Action Plan, to deliver further savings. Efficiency savings were expected to cover the increased costs of employing two staff instead of one.

A Code of Practice for vehicle management had been developed by the Transport Working Group that had overseen the preparation to centralise all Council vehicles at the OSD depot.

***RESOLVED –**

1. That the existing post of Operational Services Division (OSD) Fleet and Facilities Officer be deleted from the establishment, and a new post of Corporate Fleet and Facilities Manager be established.
2. That a new post of Corporate Fleet and Facilities Assistant be established.
3. That corporate fleet management be based at Housing Services – Operational Services Division (OSD) under the overall responsibility of the OSD Manager.
4. That corporate budgets for fleet management are made the responsibility of the Corporate Fleet and Facilities Manager and the OSD Manager.
5. That the OSD Manager be authorised to make appointments to the vacant posts of Corporate Fleet and Facilities Manager and Corporate Fleet and Facilities Assistant.

REASON FOR DECISION

The fleet will be fully compliant with all health and safety requirements and managed from an improved central base under the direction of a professionally qualified fleet manager and assistant.

34 LOCAL GOVERNMENT ACT 1972 - EXCLUSION OF PUBLIC**RESOLVED –**

That under Regulation 21 (1)(b) of the Local Authorities (Executive Arrangements)(Access to Information)(England) Regulations 2000, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in the following Paragraphs of Part 1 of Schedule 12A to the Local Government Act 1972 – Paragraphs 1 and 3, on the grounds that they contained information relating to any individual, and information relating to the financial or business affairs of the authority.

35 **OVERVIEW AND SCRUTINY COMMITTEE RECOMMENDATIONS TO CABINET ON THE ANTI-SOCIAL BEHAVIOUR REVIEW**

The Co-Chair of the Overview and Scrutiny Committee presented the recommendation on the Corporate Anti Social Policy Review made by the Overview and Scrutiny Forum at its meeting on 12 December, 2013.

The Scrutiny Forum had studied the business case put forward by the Project Board for the four options for arrangements for ASB management in the private sector. It had agreed to recommend support for option 2(b) (employment of a 0.6 FTE) case worker to deal with ASB in the private sector.

***RESOLVED –**

That the recommendation made by the Overview and Performance Scrutiny Committee on the Corporate Anti Social Behaviour Review be noted.

36 **REVIEW OF THE COUNCIL'S ANTI SOCIAL BEHAVIOUR MANAGEMENT ARRANGEMENTS FOR THE PRIVATE SECTOR**

The Policy Manager submitted a report on the Review of the Council's Anti-Social Behaviour (ASB) Management Arrangements for the Private Sector.

Changes in Government guidance had delayed the production of this report, and new Council savings targets had also reduced the budget for funding any new ASB post.

This report recommended staffing changes to enable the effective delivery of the current ASB Policy, improving services to victims of ASB in private sector housing, and in public or private 'open space'.

The proposed staffing structure would be part of the Council's preparation for the Anti-Social Behaviour, Crime and Policing Bill (expected to come into force during 2014).

The report provided details of the Council's ASB Policy, adopted by the Council in 2010. It was expected that the ASB, Crime and Policing Act would lower the threshold for ASB action, resulting in a need to update the ASB Policy.

Current differences in response by the Council to ASB by Council tenants, by people in private sector accommodation, and in public spaces were highlighted. The intention was to bring ASB policy for ASB in the private sector, and in public open spaces around the Borough, up to the same standard as the response to ASB already provided by the Housing service.

By adopting a corporate approach, it would be possible to lower the threshold for action on ASB in all housing sectors, and in open spaces, increasing the Council's responsiveness to any reported problems. Staff would be encouraged to share expertise and to work together to resolve ASB issues.

Guidance would be given to Members of Council, and publicity about the Council's policy on ASB would be provided, so that the public were aware of the service available.

The report outlined the financial considerations considered when proposing changes in the ASB staffing structure, including the need for the Council to make further budgetary savings, and the possibility of obtaining funding from the Police and Crime Commissioner.

It was recommended that the budget for this post be transferred from Housing Services to the Community Safety Partnership, to fund the increased responsibility being taken by the Community Safety Unit.

It was suggested that the staffing and funding arrangements be subject to further review when the impacts of the new Act could be assessed.

The positive assistance given by the Overview and Performance Scrutiny Forum was acknowledged.

***RESOLVED –**

1. That the Safer Neighbourhoods Officer Post be deleted from the establishment.
2. That option 4 (service restructure) be taken forward. This will include a review of the activities undertaken by the Chesterfield Community Safety Partnership using Lean principles in order to develop capacity for the new responsibilities.

3. That, subject to obtaining Police and Crime Commissioner Funding, option 2b (0.5 FTE ASB Officer) be approved, and that the recruitment process for the 0.5 FTE ASB officer takes place on a fixed term two year contract.

4. That on completion of either the review, as at paragraph 16.2 of the report, and/or the recommendation at paragraph 16.3 of the report, the responsibility for 'private sector' ASB management be transferred from the Neighbourhoods Team in Housing Services to the Community Safety Unit.

5. That the 'Private Sector' ASB budget be transferred from Housing Services to the Community Safety Unit, and that the budget be reviewed and assessed against the new requirements within the Anti-Social Behaviour, Crime and Policing Act during 2015/16.

6. That the Neighbourhoods Team and Community Safety Unit continue to work in partnership to deliver effective ASB management.

REASONS FOR DECISIONS

1. To respond to the ASB challenges highlighted by the ASB Review.
2. To prepare for the new provision and responsibilities within the Anti-Social Behaviour, Crime and Policing Act (2014).

OVERVIEW AND PERFORMANCE SCRUTINY FORUM MEETING**Thursday, 3 April, 2014**

Present:-

Councillor Lang (Chair)

Councillors	Bagley	Lowe
	Blank+++	Tom Murphy
	Borrell	Neil Rayner
	Flood	Slack
	Gibson	
	Innes	

Jonathan Alsop, ICT Programme Manager++
Anita Cunningham, Policy and Scrutiny Officer
Barry Dawson, Head of Finance+
John Moran, Programme Manager++
Donna Reddish, Policy Manager+++
Mary Stead, Democratic Services Officer

+ Attended for Minute No. 76
++ Attended for Minute No. 77
+++ Attended for Minute No. 78

**74 DECLARATIONS OF MEMBERS' AND OFFICERS INTERESTS
RELATING TO ITEMS ON THE AGENDA**

No declarations were received.

75 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Bradford, Callan and Paul Stone.

**76 LEADER AND EXECUTIVE MEMBER FOR REGENERATION -
UPDATE REPORT ON THE BUDGET**

The Head of Finance provided an update on the Council's General Fund Budget 2013/14 and 2014/15.

The update included:-

- details of the forecast 2013/14 year-end position;
- key issues to monitor in 2014/15, including:
 - implementation of approved budget savings targets,
 - business rates income and appeals outcomes
 - key income sources
 - key expenditure budgets;
- General Fund capital programme outline;
- progress on implementation of budget-saving proposals.

Regular monitoring reports would be provided for Cabinet and Scrutiny, so that the effectiveness of measures intended to meet savings targets and reduce the predicted deficit could be assessed.

Members requested further details of the voluntary severance costs, and of the progress made in renegotiating the Public Private Partnership contracts.

RESOLVED –

That the report be noted, and staff and Members commended for their work to achieve a balanced budget.

77 DEPUTY LEADER AND EXECUTIVE MEMBER FOR PLANNING - PROGRESS REPORT ON GREAT PLACE:GREAT SERVICE TRANSFORMATION PROGRAMME

General Progress Update

The Programme Manager gave a report on progress made with the Great Place:Great Service Transformation Programme.

The report included information on the objectives of Great Place:Great Service, which was intended to achieve an integrated approach to the Council's four key strategies: ICT, Customer Services, Workforce Development and Asset Management.

The strategies aimed to help deliver the Council's Vision 'Putting Our Communities First' while maintaining a solvent and financially sound Council over the medium term (2014/17).

Customer Services Update - The Council was collecting data around its current interactions with customers, so that it would better understand their behaviour and expectations. It was hoped that the first results would be available in May 2014.

Presentations had already been given to the Council on plans for self-service and improved workflow, and proposals to enable customers to access more Council services on-line, at a time that would suit them.

ICT Update (GPGS) - Several measures had been taken to implement the ICT Strategy. These included –

- encouraging employees to 'clock on' on line;
- demonstrating the technology used to deliver flexible working;
- installing WiFi in Committee Rooms 1 and 2;
- initiating the procurement process for a new intranet system;
- collating data on all the IT systems used in the Council;
- profiling users, to meet the requirements of each role in the Council.

It was hoped that this ICT work would deliver 'quick wins' and facilitate flexible working, as well as saving money by avoiding any duplication or overlapping of procedures and technology. The intention was to ensure that staff had the tools that they needed to do the job.

Workforce update - Service managers and the Corporate Management Team (CMT) were being trained to manage performance.

Lean Academy master belt training was being given, so that the Council could undertake its own Lean reviews.

An NVQ3 training programme for employees was being developed, to improve work in their service areas.

The second phase of the Project Academy had just begun, with the aim of training staff to undertake work often done by external consultants, thus saving money and developing staff skills.

The employee survey had just finished, and results would be analysed and reported to Members. There had been a 58% response rate, which was encouraging.

Members welcomed the formal update on GPGS provided at the Overview and Performance Scrutiny Forum meetings, and the additional informal update meetings held in between. They were reminded that if there were specific issues on which they needed more information, the officers would provide it on request.

The use of ICT by Members was discussed in some detail, and issues relating to training in the use of Ipads and accessing WiFi in Council premises were raised. It was suggested that Elected Members would benefit from more information about devices when they were issued with them, and more training in how to use them.

Further information was requested on the proposals for New Square, so that Members would better understand the benefits of merging CCTV and Parking.

There was consideration of the ways that the demand for 'on line' services would change over time, as a result of demographic change. It was assumed that younger people would feel more comfortable with doing most of their transactions on line.

In the short term, better marketing and communication would be needed to inform the public of the different options for contacting the Council, and to encourage them to use them, rather than relying on 'face-to-face' contact, the telephone, cash payments and letters.

The Customer Survey had shown that almost two thirds of customers did not use the Council's website, so there was evidently a need to promote it.

ICT Strategy Implementation Progress Update

The ICT Projects Manager gave an update on the progress implementing the ICT Strategy.

The report outlined the strategic vision for the ICT Strategy, and work being done to establish a new governance structure for it, as part of the Great Place:Great Service (GPGS) initiative.

The report summarised the key themes of the ICT Strategy, including Citizen Centric Services, Flexible Working (remote and mobile), application system improvements, corporate Intranet development, the Corporate Document Management System (CDMS), the Geographical Information System (GIS), e-payments and security.

The proposed changes to the ICT governance structure to link with the GPGS governance structure were outlined.

A Strategic Steering Group was working on the implementation of the ICT Strategy and there would be a further update at the next meeting of the Overview and Performance Scrutiny Forum.

Progress was being made with the development of Customer Centric Services, for example for Leisure bookings. The provision of WiFi at Leisure Centres, and in future at the Winding Wheel and Assembly Rooms was expected to attract customers.

The CDMS would enable the Council to keep more complete records without needing much space to do so, and GIS would facilitate the collation of information and mapping of problems, making it easier to plan how best to resolve issues effectively.

Improvements had already been achieved in the Operational Services Division (OSD) contractors recording process, and in the security of documents and transactions, to comply with the Government's Public Sector Network requirements and annual audit.

Corporate Asset Management Plan (CAMP) Progress Update

The Programme Manager provided an update on the implementation of the Corporate Asset Management Plan.

This included completing the refurbishment of the lower ground floor to accommodate four voluntary sector organisations, which were expected to move in by May 2014.

Land currently occupied by the Derbyshire Unemployed Workers Centre would become available for sale, and there was considerable interest in this town centre location.

If more space could be made available in the Town Hall it was likely that other public bodies would wish to rent it, producing an income for the Council.

The Environment Services team had relocated from East Lodge to their new accommodation at the Operational Services Division (OSD) depot at Stonegravels. East Lodge had been sold, subject to contract. The merging of the Environment and Housing depots had created a 'super depot' offering better facilities, and an improved working environment, to staff, and encouraging co-operation between them.

Garages were being constructed and were expected to be completed by the end of April.

Staveley area office was on the market and had attracted some interest. Payments could now be made using machines located within the Healthy Living Centre.

A model office was being established in the Town Hall, to demonstrate to staff what working in this new environment would be like for them.

The CCTV and Parking teams were being merged, to create more space at 87 New Square, and the building was on the market.

Further information was requested about some CCTV equipment that had been bought using Community Forum funds, but could not be used as envisaged because of changes in Police guidance on the use of CCTV. It was suggested that this matter be raised with officers, and if necessary, suggested to the Community, Customer and Organisational Scrutiny Committee as a possible topic for their work programme.

It was hoped that cash receipts from the current sale of assets would total approximately £800,000. These measures were part of a three year asset management programme.

There was a four year asset disposal plan, and in the longer term Planning were involved in a 25 year plan for the remaining assets.

RESOLVED –

That the Programme Manager and ICT Projects Manager be thanked for their presentations, and that a regular update on these matters be provided at future Scrutiny meetings.

**78 EXECUTIVE MEMBER FOR CUSTOMERS AND COMMUNITIES -
REPORT ON COMMUNITY CONSULTATION SURVEY RESULTS**

The Policy Manager gave a presentation on the 'Are You Being Served?' Community Consultation Survey Results.

The survey used the MORI and Local Government Association (LGA) recommended methodology and met all data quality requirements to enable benchmarking with other authorities.

The Community Engagement Group, and the Executive Member for Customers and Communities and the Assistant Executive Member for Customers and Communities had endorsed the project, which had been delivered on time and on budget. With a sample size of 758 the survey had yielded good quality data. Little 'weighting' had been needed, because the sample was a good match with the demographic data for the Borough.

It was possible to compare the 2008 Place Survey data with the 'Are You Being Served?' data. The vast majority of the indicators showed positive progress, indicating higher levels of customer satisfaction.

The responses showed the areas of greatest concern, which could be taken into account when deciding on Council policies and actions.

A more detailed breakdown by ward would be made available to Members of Council, Community Assemblies could also access the data for their area.

It was requested that a copy of the presentation and reports be circulated with the Minutes.

RESOLVED –

That the report be noted and the Policy Manager thanked for her presentation.

79 **SCRUTINY REPORT ON COMMUNITY ASSEMBLIES INVOLVEMENT**

The Scrutiny and Policy Officer reported on the presentation of the Council's Overview and Scrutiny role to Community Assemblies.

The report included information about the priorities raised by the Community Assemblies, for inclusion in the scrutiny work programmes. It also included options to involve Community Assembly representatives in scrutiny work.

Each Community Assembly had been visited by the Scrutiny and Policy Officer and the Overview and Scrutiny Committee Chairs. A presentation had been given to the Community Assemblies, and workshops had been held to prioritise issues for scrutiny, using the 'issues for change' agenda already drawn up by each Community Assembly.

The priorities identified were, in order of importance:-

- community development for people of all ages;
- dealing more effectively with dog fouling;
- litter and street scene issues;
- protection of green spaces and verges;
- parking and roads issues;
- public service agencies working better together, and on community safety.

Community Assemblies would be kept informed of the response of the Overview and Performance Scrutiny Forum to their suggested priorities.

Consideration was given to the future role of Community Assembly representatives in the scrutiny process, as co-opted members of Scrutiny Project Groups, or by attending meetings to give evidence and inform the scrutiny reviews. It was suggested that Community Assemblies be requested to put a Scrutiny item on their agendas at regular meetings, to provide an opportunity for an update on issues raised by the Community

Assembly for action by Scrutiny, and to enable people attending the Assemblies to raise matters for Scrutiny.

The first two priorities for Scrutiny would be dog fouling and building communities, and the other priorities could be considered at a future Scrutiny meeting. Items raised by Community Assemblies would be covered by the appropriate Scrutiny Committee.

Two-way communication between Scrutiny and Community Assemblies was important, so that expectations of Scrutiny action raised at Community Assemblies remained realistic. It was also necessary to ensure that there was a good understanding of the Scrutiny process by Community Assemblies.

RESOLVED –

1. That the priorities outlined in paragraph 4.2 of the report be considered when drawing up the scrutiny committee work programmes, prioritising community development and action to deal with dog fouling as the first two priorities to be added to the work programmes.
2. That involvement of Community Assembly representatives be encouraged, and further consideration be given to how best to achieve this objective at a future meeting of the Overview and Performance Scrutiny Forum.

80 FORWARD PLAN

The Forward Plan was considered. Some information was requested around the Review of Town Centre Events. It was requested that the Member contact the responsible officer directly.

81 SCRUTINY MONITORING

Consideration was given to the Monitoring Form for the implementation of Scrutiny Committee recommendations.

It was reported that Councillor Innes would be attending the Joint Cabinet and Employment and General Committee meeting on 8 April, 2014, to present the Scrutiny Committee recommendations on Anti Social Behaviour.

82 **SCRUTINY PROJECT GROUP PROGRESS UPDATES)**

An update was provided on the Scrutiny Project Group progress on:-

Welfare Reform

No report was given. The Chair agreed to contact Councillor Hawksworth to get an update on the situation.

External Communications Strategy

It was reported that the Scrutiny Project Group's draft report was near to completion.

There was still more information to be collected, but the working group were close to being able to make recommendations based on information collected on the work and policies, through interviews and survey results. Information had been gathered on the use of the Council's website.

It was regretted that support had not been available to assist with this work. For this reason, despite support from the Policy and Scrutiny Officer, it was unlikely that the Scrutiny Project Group's report would be produced in time to meet its original deadline.

83 **WORK PROGRAMME FOR THE OVERVIEW AND PERFORMANCE SCRUTINY FORUM**

The Work Programme for the Overview and Performance Scrutiny Forum was considered.

The Work Programme included items that were on the Agenda for every meeting, as well as those that having been dealt with at this meeting, could now be removed.

Suggestions for the next Agendas included:

- Constitution
- Refresh of Tenant Involvement
- Tenant Consultation Survey Results

- Overview and Performance Scrutiny Arrangements - Action Plan progress
- Dog Control Measures Progress Report
- Corporate Performance.

These suggested priorities were in addition to the standing agenda items, which included the budget and Great Place: Great Service. reports. It was possible that some of the issues could be dealt with by written reports rather than in the next meeting.

84 JOINT OVERVIEW AND SCRUTINY

The Scrutiny and Policy Officer reported that the last scheduled meeting of this committee had been cancelled.

Items for inclusion in the Agenda of the next Joint Overview and Scrutiny Panel should be given to the Policy and Scrutiny Officer.

85 OVERVIEW AND SCRUTINY DEVELOPMENTS

The Scrutiny and Policy Officer reported that the next training session for Scrutiny Members, before the Overview and Performance Scrutiny Forum, would be on the Councillor Call for Action.

An extra session was being arranged on Questioning Skills, and Members would be notified of its date and time.

Further suggestions about training needs would be welcomed by the Policy and Scrutiny Officer.

86 MINUTES

The Minutes of the meeting of the Overview and Performance Scrutiny Forum held on 30 January, 2014 were presented.

RESOLVED –

That the Minutes be approved as a correct record and signed by the Chair.

ENTERPRISE AND WELLBEING SCRUTINY COMMITTEE**Thursday, 20th March, 2014**

Present:-

Councillor Lang (Chair)

Councillors Bradford
Dyke

Councillors

Gibson
SimmonsMick Blythe – Sports and Leisure Manager+
Anita Cunningham – Policy and Scrutiny Officer
Mary Stead – Democratic Services Officer

+ Attended for Minute No. 51

**48 DECLARATIONS OF MEMBERS' AND OFFICERS' INTERESTS
RELATING TO ITEMS ON THE AGENDA.**

No declarations were received.

49 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Callan, Councillor Flood and Councillor Hawksworth.

50 FORWARD PLAN

The Committee considered the Forward Plan for the period 1 April, 2014 to 30 June, 2014.

RESOLVED –

That the Forward Plan be noted.

**51 EXECUTIVE MEMBER FOR ENVIRONMENT AND EXECUTIVE
MEMBER FOR LEISURE, CULTURE AND TOURISM ON
CHESTERFIELD SPORT AND LEISURE STRATEGY**

The Sports and Leisure Manager clarified the position with regard to the three related items on the Committee's Work Programme. The Sport and

Leisure Strategy (Sport and Active Recreation Strategy as on the scrutiny work programme), the Playing Pitch Strategy, and the Parks and Open Spaces Strategy were all aspects of a proposed overarching strategy, yet to be developed, and would in future be listed on the Work Programme as aspects of that overarching strategy. This would encourage officers to see their work as part of a cross-service strategy. Each aspect required its own action plan, but would be developed in a consistent corporate approach, and could be reported on collectively or individually. The strategy would be of benefit to the Planning Service in this format, and the collective work being done was required to support the recently published Core Strategy for the Council.

He explained the importance of having a strategy, because whenever there was a planning application to change the use of open space within the Borough Sport England was likely to object, unless it could be shown clearly in the strategy that that piece of land was not required for recreational use, or that removal did not leave the area under provided for. The strategy was also required to assess the demand for built sports facilities, showing how existing and new facilities related to population and need. Parks, open spaces and playing pitches were all key factors to be considered in terms of needs and evidence bases for the planning decision process and associated investment through funding such as the Community Infrastructure Levy.

The Sports and Leisure Manager submitted a report on the preparation of a Sport and Leisure Strategy for Chesterfield Borough 2014-2031. This update had been requested by the Enterprise and Wellbeing Scrutiny Committee at its meeting on 7 November, 2013.

The report was being prepared using Sport England's Playing Pitch Strategy (PPS) and Facilities Planning Model (FPM) frameworks.

Questionnaires sent to sports clubs had been used to analyse their current use of sports facilities, and to identify future demand.

The FPM work had identified the likely future demand for swimming pool water space. It had also assessed sports hall provision, at Queen's Park and in community sports halls. Artificial grass pitch provision was also considered using the PPS and FPM framework assessment.

The National Governing Body (NGB) strategic reviews would determine the likely future demand, and would identify strategic priorities, so that this information could be used in strategic facility planning.

The information gathered included details of public, private and third sector facilities, because in some cases the facilities already existed, in schools for example, but access to them by the public could be improved.

Staff had met with external stakeholders and NGB representatives to agree in principle on an overall approach to Indoor and Outdoor strategy development.

The report outlined current PPS and FPM work, including data checks, and the production of a PPS draft assessment for discussion with lead officers and elected Members. Sport England was completing the FPM report and findings, and a discussion had been held with Sport England consultants. Agreement had been reached on the development of the Facilities Strategy and the Sport and Physical Community Strategy. Internal consultation with lead officers was in progress.

A review of the Strategic Planning framework for Facilities by Sport England had delayed the production of the Borough Council's strategy, so that it would be based on the most recent Sport England framework and would incorporate the latest best practice. By using new methodology the new strategy would be made more robust, since it would include good quality information to be used as the evidence needed to make funding applications for future planned developments. This report was expected to be available before the date of the next meeting of this Scrutiny Committee.

The Sports and Leisure Manager was thanked for his presentation.

RESOLVED –

That the report on the Sports and Leisure Strategy would be considered at the next meeting of the Enterprise and Wellbeing Scrutiny Committee, as part of the proposed overarching strategy, which would be of a similar nature to what had previously been termed in public organisations as a Leisure and Culture Strategy.

52 **EXECUTIVE MEMBER FOR HOUSING UPDATE REPORT ON HOMELESS PREVENTION SERVICE RESTRUCTURE**

This item was withdrawn from the agenda.

53 **SCRUTINY MONITORING**

The Committee considered an update on the implementation of approved Scrutiny recommendations.

A written update on implementing the parking policy would be required at the next meeting of the Committee.

It was also reported that an informal meeting between Scrutiny and Executive Members was being arranged for 8 April, to further discuss the Water Rates Payments Policy.

RESOLVED –

That the update be noted, and a written progress update on the parking policy implementation be requested.

54 **WORK PROGRAMME FOR ENTERPRISE AND WELLBEING SCRUTINY COMMITTEE**

The Committee considered a list of items raised to date for its Work Programme.

RESOLVED –

1. That the Work Programme be agreed.
2. That an update on the following items be considered at the meeting in May, 2014:
 - Proposed Overarching Leisure and Culture Strategy (incorporating the three subsections of the strategy, as explained at Minute No. 51 above);
 - Housing Allocations Policy.

3. That Housing Accommodation and Support Budget, and Older People's Services be added to the Work Programme, and considered at the May meeting.

55 SCRUTINY PROJECTS PROGRESS UPDATES

New Sport and Leisure Facilities

There was no report.

Taxi Licence Subsidy

There was no report.

56 OVERVIEW AND SCRUTINY DEVELOPMENTS

The Policy and Scrutiny Officer stated that there were no new developments to report.

57 MINUTES OF THE MEETING HELD ON 16 JANUARY, 2014 AND MATTERS ARISING

The Minutes of the meeting of the Committee held on 16 January, 2014 were presented.

RESOLVED –

That the Minutes be approved as a correct record and signed by the Chair.

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