

Public Document Pack

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<u>The Chair and Members of Cabinet</u>	Please ask for	Martin Elliott
	Direct Line	01246 345236
	Fax	01246 345252

3 March 2015

Dear Councillor,

Please attend a meeting of the CABINET to be held on TUESDAY, 10TH MARCH, 2015 at 10.30 am in Committee Room 1, Town Hall, Rose Hill, Chesterfield, the agenda for which is set out below.

AGENDA

Part 1(Public Information)

1. Declarations of Members' and Officers' Interests relating to items on the Agenda
2. Apologies for Absence
3. Minutes (Pages 3 - 14)

To approve as a correct record the Minutes of the Cabinet meeting held on 17 February, 2015.

4. Forward Plan (Pages 15 - 26)
5. Delegation Report (Pages 27 - 30)
6. Consideration of the recommendations of the Enterprise and Wellbeing Scrutiny Committee on Dog Fouling (Pages 31 - 68)

Chief Executive
Huw Bowen



Items Recommended to Cabinet via Executive Members

Executive Member for Environment

7. Environmental Health Fees and Charges 2015/16 (E000) (Pages 69 - 82)
8. Commercial Waste and Recycling - Changes to legislation (E000) (Pages 83 - 96)
9. Fees and Charges - Waste and Recycling - 2015/16 (E000) (Pages 97 - 110)

Executive Member for Governance and Organisational Development

10. Absence of Member of the Council (B100) (Pages 111 - 114)

Executive Member for Housing

11. London Boroughs Estate – Barrow Hill Environmental Improvements (H000) (Pages 115 - 182)

Yours sincerely,

A handwritten signature in black ink, appearing to be 'Randy', written in a cursive style.

Local Government and Regulatory Law Manager and Monitoring Officer

CABINET

Tuesday, 17th February, 2015

Present:-

Councillor Burrows (Chair)

Councillors	Blank	McManus
	Gilby	Russell
	King	Serjeant
	Ludlow	

Non Voting	Hill	Martin Stone
Members	Huckle	

+ Attended for Minute Nos. 186-195

*Matters dealt with under Executive Powers

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

No declarations of interest were received.

187 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Brown and Hollingworth.

188 **MINUTES**

RESOLVED –

That the Minutes of the meeting of Cabinet held on 10 February, 2015 be approved as a correct record and signed by the Chair.

189 **FORWARD PLAN**

The Forward Plan of key decisions for the four month period 1 March to 30 June, 2015 was reported for information.

*** RESOLVED –**

That the Forward Plan be noted.

190 APPROVAL OF CHESTERFIELD BOROUGH COUNCIL'S CORPORATE PLAN 2015/16 (J040R)

The Corporate Management Team submitted a report to recommend for approval the Council's Corporate Plan for 2015-2019.

The proposed move to a four year Corporate Plan was in response to a recommendation made following the Local Government Association's Peer Challenge in 2013. Alongside the revised medium term financial plan and strengthened 'Great Place: Great Service' transformation programme, the new Corporate Plan was intended to deliver the Council's vision of 'Putting our communities first'.

The plan provided continuity with the 2014-15 plan, maintaining the same vision, three overarching priorities and values, with revised and updated objectives set out within each overarching priority.

The plan also included details of the national policy and financial context within which Council facilities and services would be delivered and key achievements in recent years.

The plan was to be reviewed on an annual basis to take account of the annual budget setting process and further policy changes and would be monitored through revised corporate performance management arrangements.

***RESOLVED –**

That it be recommended to Full Council that the Corporate Plan 2015-19 be approved, noting that it is:

- The Council's strategic framework for the financial years 2015-16 to 2018-19.
- Subject to review following the local and national elections in May 2015 and subsequently each year to reflect shifting policy and local circumstances.

REASON FOR DECISION

To provide the Council with a clear statement of its strategic priorities for 2015-2019 and a framework within which decisions can be made about the allocation of resources.

191 SENIOR PAY POLICY (B050)

The Human Resources and Payroll Service Solution Lead submitted a report seeking approval for a revision of the current Senior Pay Policy Statement in accordance with the Localism Act 2011 and the Local Government (Transparency Requirements) (England) Regulations 2014.

The policy statement included details of how senior pay is set within the Council. The revised statement had been updated to reflect the changes to the senior management structure, pension contributions and pension discretions.

***RESOLVED –**

That it be recommended to Full Council that the revised Senior Pay Policy Statement be approved.

REASON FOR DECISION

To meet the requirements of the Localism Act 2011.

192 2015/16 BUDGET AND MEDIUM TERM FINANCIAL PLAN (R090R)

The Chief Executive and the Chief Finance Officer submitted a report on the draft General Fund budget, making recommendations to Council on the budget allocations and the Council Tax level for 2015/16.

The report included proposals for maintaining a sustainable and affordable budget over the medium term, taking into account the effects of the economic climate on income streams, cuts in the revenue support grant, and changes in funding arrangements resulting from the Local Government Finance Review in 2013.

Other sources of Government funding were outlined, including the availability of the Council Tax Freeze Grant, the Efficiency Support Grant, and the Homelessness Prevention Grant. The other major funding sources for the General Fund were business rates growth, fees & charges (particularly car parking income), rental income from the Council's extensive industrial and commercial property portfolio and the council tax.

The report set out the council tax setting options available to the Council, provided details of the expenditure estimates for 2015/16 to 2019/20, and summarised the planned budget savings proposals over the same period.

A review of the Council's reserves and priorities had been undertaken and the report also included a comprehensive risk and sensitivity analysis.

Alternative options were considered throughout the budget setting process.

***RESOLVED -**

That it be recommended to Full Council that:

- (1) The revised budget for 2014/15 be approved.
- (2) The Local Government Finance Settlement be noted.
- (3) The Collection Fund and Tax Base forecasts be noted.
- (4) The Portfolio budgets and the overall revenue budget summary for 2015/16 be approved.
- (5) The proposed Council Tax for 2015/16 be approved.
- (6) The Cabinet's recommendations on the growth requests be approved.
- (7) The budget forecasts for 2015/16 and 2016/17 and the strategy for addressing the projected deficits be noted.
- (8) The estimates of reserves, including reducing the General Working Balance to £1.5m after applying £250k in 2015/16 to help finance the Council's share of the Business Rates deficit, be approved.

- (9) The budget risks and sensitivity analysis be noted.
- (10) The Government's Retail Relief and extended Transitional Relief schemes be adopted as local schemes.
- (11) The 2015/16 Council Tax Requirement and financing be approved.
- (12) The Chief Finance Officer's assurances be noted.

REASON FOR DECISIONS

In order to meet the statutory requirements relating to setting a budget and the council tax.

193 CAPITAL STRATEGY AND GENERAL FUND CAPITAL PROGRAMME (J000R)

The Chief Finance Officer submitted a report recommending for approval the updated General Fund Capital Strategy and Programme for 2014/15 to 2017/18.

The report provided details of:

- The updated Capital Strategy.
- Updated Capital Programme forecasts.
- Schemes added to the Programme during 2014/15.
- Progress made on current major schemes including Queen's Park Sports Centre and Waterside Canal Infrastructure Works.
- Recurring schemes including expenditure on Disabled Facilities Grants, vehicle and plant maintenance, ICT and major property repairs.

The report also provided details of capital financing arrangements, capital receipts and the net financing position.

It was proposed that the growth request for Erin Road Pumping Station be approved as an urgent request and that future growth requests be considered at a later stage when the capital receipt forecasts had become firmer.

***RESOLVED –**

That it be recommended to Full Council that:

- (1) The Capital Strategy be approved.
- (2) The updated General Fund Capital Programme expenditure and financing be approved.
- (3) The Erin Road Pumping station scheme be added to the Capital Programme, with all other growth requests to be considered later in the financial year as resources become available.

REASON FOR DECISIONS

To update the Council's General Fund Capital Programme and ensure that it is affordable and deliverable over the medium term.

194 FEES AND CHARGES - OUTDOOR RECREATION 2015/16 (E000)

The Environmental Services Manager submitted a report recommending for approval the proposed fees and charges for Outdoor Recreation facilities to take effect from 1 April, 2015.

The fees and charges proposals had taken into account:

- The need for the Council to achieve a balanced budget.
- The fees and charges structures of other local public and private sector providers.
- The current condition of the facilities.
- Value for money considerations.
- Health inequalities.

The options of leaving the charges unchanged or introducing lower increases were ruled out as the proposed increases in the charges were required to deliver a balanced and sustainable budget. An option of introducing a significantly greater increase in the charges was ruled out as there would have been a risk in terms of deterring potential customers.

Councillor Russell requested that his vote against the recommendation at paragraph 5.1 of the report be record.

***RESOLVED-**

- (1) That the charges set out in Appendix A to the report be approved and introduced for the financial year 2015-16.
- (2) That the Environmental Services Manager, in consultation with the Executive Member for Environment, 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

To set the Council's fees and charges for Outdoor Recreation with effect from 1 April 2015.

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

195 REVIEW OF CEMETERIES FEES AND CHARGES - 2015/16 (E000)

The Environmental Services Manager submitted a report recommending for approval the proposed fees and charges for the Council's cemeteries to take effect from 1 April, 2015.

The fees and charges proposals had taken into account:

- Cabinet's decision to increase cemeteries fees and charges to better reflect the cost of providing the service and to improve the standard of the management of the cemeteries (Minute No 159 (2013/14)).
- A comparison of fees and charges made by other authorities in the surrounding areas.
- The need for the Council to achieve a balanced budget.
- The current condition of the cemeteries.
- Value for money considerations.

The options of leaving the charges unchanged or introducing lower increases were ruled out as the proposed increases in the charges were required to deliver a balanced and sustainable budget.

***RESOLVED –**

That the 2015/16 fees and charges, as detailed in Appendix A to the report, be approved.

REASON FOR DECISION

To set the cemeteries fees and charges for 2015/16 and encourage increased use of the cemetery service.

196 STRATEGIC HOUSING ACQUISITIONS (H000)

The Housing Services Manager – Business Planning and Strategy submitted a report recommending for approval a Strategic Housing Acquisitions Policy and a Right-to-Buy (Right of First Refusal) Policy.

The Right of First Refusal provisions under the Housing Act 2004 allowed the Council to buy back properties being sold by former tenants who acquired their properties under the Right-To-Buy (RTB). Reforms to the Housing Revenue Account had provided the flexibility for the repurchase of properties to be considered where financially viable. The Right-to-Buy (Right of First Refusal) Policy included criteria for considering the repurchase of properties and the procedure for managing the process.

A Strategic Acquisitions Policy was also proposed to cover:

- The purchasing of properties from the open market (including former Right-to-Buy properties where the Right of First Refusal has elapsed).
- The purchasing of properties directly from residential developers through s106 agreements.
- The purchasing of properties being disposed of by Registered Providers.
- The ability to acquire properties or land for estate management and regeneration/ development purposes.

The policy identifies opportunities where the acquisition of new homes for social or affordable rent could:

- Strengthen the HRA Business Plan through rental income.

- Deliver high quality homes to meet local affordable housing need.
- Provide good value for money when compared to equivalent new-build costs.
- Offset the loss of housing stock through RTB.
- Prevent the loss of affordable housing units through purchasing surplus units of housing stock from Registered Provider partners.

The main advantages of this route were the speed of delivery (compared to new build), the cost, and the flexibility to be able to address housing needs at a local level.

The Housing Capital Programme for 2015/16, considered by Cabinet and recommended to Full Council (Minute No. 184 (2014/15)), had included an allocation to fund potential acquisitions, dependent upon suitable properties becoming available.

*** RESOLVED -**

- (1) That the Strategic Housing Acquisitions Policy be approved.
- (2) That the Right-to-Buy – (Right of First Refusal) Policy be approved.
- (3) That the Housing Services Manager - Business Planning and Strategy be given delegated authority to purchase properties that meet the requirements of the Strategic Acquisitions Policy and Right of First Refusal Policy within the budgets agreed in the Housing Capital Programme report that is presented to Council annually.

REASONS FOR DECISIONS

The Right to Buy (Right of First Refusal) Policy and Strategic Housing Acquisitions Policy will enable the Housing Service to maximise and take advantage of its options for increasing the Council's Housing Stock.

To meet the Council's Corporate Plan Priority – To improve the quality of life for local people, including improving the quality of housing in the borough and reducing inequality, and improve standards of living.

197 LOCAL GOVERNMENT ACT 1972 - EXCLUSION OF THE 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 involved the likely disclosure of exempt information as defined in Paragraph 1 of Part I of Schedule 12A to the Local Government Act 1972 – as they contained information relating to an individual.

198 PURCHASE OF 39 ST AUGUSTINE'S AVENUE (H080)

The Housing Services Manager – Business Planning and Strategy submitted a report seeking approval for Housing Services to purchase the property at 39 St Augustines Avenue, Chesterfield under the Right-to-Buy buy-back legislation.

The Housing Act 2004 introduced the Right of First Refusal (RFR) that gave Local Authorities the first opportunity to 'buy-back' properties being sold by former tenants who had acquired their properties under the Right-to-Buy scheme.

The St Augustines Avenue property was originally purchased through the Right-to-Buy scheme in 2007. In December 2014 the Council were advised of the proposed sale of 39 St Augustines Avenue by solicitors working for the current owners. The Council had 8 weeks to decide whether to purchase the property at current market value, and a further 12 weeks after such notice was given, to enter into a binding contract.

Approval was sought to purchase the property as part of a strategy to increase Council housing supply.

***RESOLVED –**

- (1) That the purchase of 39 St Augustines Avenue, Chesterfield be approved and that the costs be met from the Housing Revenue Account Capital Programme.
- (2) That any costs associated with the purchase of the property and any associated repairs to bring it up to a lettable standard be met from the Housing Revenue Account.

REASONS FOR DECISIONS

To help meet the demand for affordable two bedroom homes.

To consider alternative ways in which to increase the Council's supply of affordable housing and ensure a sustainable Housing Revenue Account Business Plan for the future.

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CHESTERFIELD BOROUGH COUNCIL FORWARD PLAN
FOR THE FOUR MONTH PERIOD 1 APRIL 2015 TO 31 JULY 2015

What is the Forward Plan?

This is formal notice under The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 of key decisions to be made on behalf of the Council. This Forward Plan sets out the details of the 'key' and other major decisions which the Council expects to take during the next four month period. The Plan is available to the public 28 days before the beginning of each month.

What is a Key Decision?

Any executive decision which is likely to result in the Council incurring significant expenditure or the making of savings where there is:

- a decision to spend £50,000 or more from an approved budget, or
- a decision to vire more than £10,000 from one budget to another, or
- a decision which would result in a saving of £10,000 or more to any budget head, or
- a decision to dispose or acquire any interest in land or buildings with a value of £50,000 or more, or
- a decision to propose the closure of, or reduction by more than ten (10) percent in the level of service (for example in terms of funding, staffing or hours of operation) provided from any facility from which Council services are supplied.

Any executive decision which will have a significant impact in environmental, physical, social or economic terms on communities living or working in one or more electoral wards. This includes any plans or strategies which are not within the Council's Policy Framework set out in Article 4 of the Council's Constitution.

Are any other decisions included on the plan?

The Forward Plan also includes details of any significant issues to be considered by the Executive Cabinet, full Council and Overview and Scrutiny Committee. They are called "non-key decisions". Non-key decisions that will be made in private are also listed.

How much notice is given of forthcoming decisions?

As far as possible and in the interests of transparency, the Council will seek to provide at least 28 clear days' notice of new key decisions (and many new non-key decisions) that are listed on this document. Where this is not practicable, such key decisions will be taken under urgency procedures (in accordance with Rule 15 (General Exception) and Rule 16 (Special Urgency) of the Access to information Procedure Rules). This will be indicated in the final column and a separate notice is also published with additional details.

What information is included in the plan?

The plan will provide a description of the decision to be taken, who will make the decision and when the decision is to be made. The relevant Executive Member for each decision is listed. If you wish to make representations about the decision to be made, the contact details of the appropriate officer are also provided. Decisions which are expected to be taken in private (at a meeting of the Cabinet or by an individual Cabinet Member) are marked "private" and the reasons privacy is required will also be stated. Each issue is also listed separately on the website which will show more details including any Urgency Notices if issued.

How is consultation and Community Engagement carried out?

We want all our communities to be given the opportunity to be involved in the decisions that affect them so before a decision is taken, where appropriate, community engagement activities are carried out. The Council's Community Engagement Strategy sets out a framework for how the Council engages with its customers and communities. Details of engagement activities may be found in reports when published. Alternatively you can contact the officer to whom representations may be made.

Notice of Intention to Conduct Business in Private

Whilst the majority of the business at Cabinet meetings will be open to the public and media to attend, there will inevitably be some business to be considered that contains, for example, confidential, commercially sensitive or personal information. This is formal notice under The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 that the Cabinet meetings shown on this Forward Plan will be held partly in private because some of the reports for the meeting will contain either confidential information or exempt information under Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it.

A list of the reports which are expected to be considered at this meeting in private are set out in a list on this Forward Plan. They are marked "private", including a number indicating the reason why the decision will be taken in private under the categories set out below:

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- (1) information relating to any individual
- (2) information which is likely to reveal the identity of an individual
- (3) information relating the financial or business affairs of any particular person (including the authority holding that information)
- (4) information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
- (5) Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
- (6) Information which reveals that the authority proposes (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or (b) to make an order or direction under any enactment.
- (7) Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

If you would like to make representations about any particular decision to be conducted in private at this meeting then please email: democratic.services@chesterfield.gov.uk. Such representations must be received in advance of 5 clear working days before the date Cabinet meeting itself, normally by the preceding Monday. The Council is required to consider any representations received as to why an item should not be taken in private and to publish its decision.

It is possible that other private reports may be added at shorter notice to the agenda for the Cabinet meeting or for a Cabinet Member decision.

Huw Bowen
Chief Executive

Copies of the Council's Constitution and agenda and minutes for all meetings of the Council may be accessed on the Council's website: www.chesterfield.gov.uk



CHESTERFIELD
BOROUGH COUNCIL

Meeting dates 2014/15

<u>Cabinet</u>	<u>Council</u>
10 March 2015 24 March 2015	
7 April 2015 21 April 2015	
5 May 2015	18 May 2015 20 May 2015

Meeting Dates 2015/16

<u>Cabinet</u>	<u>Council</u>
2 June 2015* 16 June 2015 30 June 2015	
14 July 2015* 28 July 2015	29 July 2015
8 September 2015* 22 September 2015	
6 October 2015* 20 October 2015	14 October 2015
3 November 2015* 17 November 2015	
1 December 2015* 15 December 2015	16 December 2015
12 January 2016* 26 January 2016	
9 February 2016* 23 February 2016	25 February 2016
8 March 2016* 22 March 2016	
5 April 2016* 19 April 2016	27 April 2016 (ABM)
3 May 2016* 17 May 2016 31 May 2016	11 May 2016 (ACM)

(To view the dates for other meetings please click [here.](#))

*From 2015/16, Joint Cabinet and Employment and General Committee meet immediately prior to the first meeting of Cabinet each month

Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Documents to be considered by Decision taker	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Key Decisions								
Key Decision 329	Local Plan: Sites and Boundaries Development Plan document - to agree preferred options for public consultation.	Cabinet	Deputy Leader & Executive Member for Planning	24 Mar 2015	Report of Strategic Planning and Key Sites Manager	Alan Morey Tel: 01246 345371 alan.morey@chesterfield.gov.uk	Public	
Key Decision 337	THI Scheme Project Evaluation - to receive a final evaluation of the THI project for Chesterfield Town Centre.	Cabinet	Deputy Leader & Executive Member for Planning	7 Apr 2015	Report of Development Management and Conservation Manager	Paul Staniforth Tel: 01246 345781 paul.staniforth@chesterfield.gov.uk	Public	
Key Decision 340	Caravan and Mobile Home Park Licensing	Cabinet	Executive Member - Housing	24 Mar 2015	Report of Business Planning and Strategy Manager - Housing Services	Jane Thomas jane.thomas@chesterfield.gov.uk	Public	
Key Decision 398	Sale of CBC Land/Property	Deputy Leader & Executive Member for Planning	Deputy Leader & Executive Member for Planning	4 Mar 2015	Report of Head of Kier	Matthew Sorby Tel: 01246 345800 matthew.sorby@chesterfield.gov.uk	Exempt 3 Contains financial information	

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Key Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Documents to be considered by Decision taker	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Key Decision 438	Six Month Review of PPP Performance - Public-Private Partnerships	Cabinet	Executive Member - Governance and Organisational Development	24 Mar 2015	Report of Executive Director	James Drury james.drury@chesterfield.gov.uk	Public	
Key Decision 448	Environmental Health Fees and Charges 2015/16	Cabinet	Executive Member - Environment	10 Mar 2015	Report of Environmental Health Manager	Russell Sinclair Tel: 01246 345397 russell.sinclair@chesterfield.gov.uk	Public	
Key Decision 449	Fees and Charges - Waste and Recycling - 2015/16	Cabinet	Executive Member - Environment	10 Mar 2015	Report of Waste and Street Cleaning Manager	Dave Bennett Tel: 01246 345122 dave.bennett@chesterfield.gov.uk	Public 3	
Key Decision 466	Accountancy Service Restructure	Joint Cabinet and Employment & General Committee	Leader & Executive Member for Regeneration	7 Apr 2015	Report of Head of Finance	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Exempt 1, 3 Relating to individuals and financial and business affairs	

Key Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Documents to be considered by Decision taker	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Key Decision 473	Anti Social Behaviour Crime and Policing Act 2014 Amendments to the previous 2003 Act	Cabinet	Executive Member - Customers and Communities	24 Mar 2015	Report of Policy Manager	Donna Reddish Tel: 01246 345307 donna.reddish@chesterfield.gov.uk	Public	
Key Decision 478	London Boroughs Estate – Barrow Hill Environmental Improvements To sign off programme of environmental improvements to the London Boroughs Estate	Cabinet	Executive Member - Housing	10 Mar 2015	Report of Housing Services Manager - Business Planning and Strategy	Alison Craig Housing Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Public	
Key Decision 484	Home Energy Conservation Act Update To seeking approval for the adoption and publication of the Home Energy Conservation Act Report.	Cabinet	Executive Member - Housing	24 Mar 2015	Report of Private Sector Housing Manager		Public	
Key Decision 485	Housing Strategy Update To seek approval for the adoption and publication of the Council's Housing Strategy 2013-16	Cabinet	Executive Member - Housing	24 Mar 2015	Report of Business Planning and Strategy Manage - Housing Services	Alison Craig Housing Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Public	

Key Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Documents to be considered by Decision taker	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Key Decision 495	Local Government Pension Scheme To approve the revised Discretions in accordance with the changes to the Local Government Pension Scheme Regulations	Cabinet	Executive Member - Governance and Organisational Development	7 Apr 2015	Report of HR and Payroll Lead	Jane Dackiewicz Tel: 01246 345257 jane.dackiewicz@chesterfield.gov.uk	Public	
Key Decision 498	Consideration of a Community Right to Bid nomination Localism Act 2011 – Consideration of the Community Right to Bid (Assets of Community Value) nomination for the Wellington Hotel, New Whittington	Deputy Leader and Executive Member for Planning - Executive Member Decision	Deputy Leader & Executive Member for Planning	4 Mar 2015	Report of Policy Manager	Donna Reddish Tel: 01246 345307 donna.reddish@chesterfield.gov.uk	Public	
Key Decision 499	Renewal of Repairs and Maintenance Contract 12	Cabinet	Executive Member - Housing	24 Mar 2015	Report of Operational Services Manager – Housing Services	Martyn Bollands Tel: 01246 345020 martyn.bollands@chesterfield.gov.uk	Public	
Key Decision 500	Outstanding Debts for Write Off	Executive Member - Customers and Communities	Executive Member - Customers and Communities	2 Mar 2015	Report of Customer Centre Services Manager	Maureen Madin Tel: 01246-345487 maureen.madin@chesterfield.gov.uk	Exempt 3 Information relating to financial or business affairs	

Key Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Documents to be considered by Decision taker	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Key Decision 501	Commercial Waste and Recycling - Changes to legislation To determine the commercial viability for the provision of a commercial recycling service in response to changes in legislation.	Cabinet	Executive Member - Environment	10 Mar 2015	Report of Environmental Services Manager	Mel Henley melhenley@chesterfield.gov.uk	Public 3	
Key Decision 502	Waste and Recycling Re-designation of Customers To extend the application of commercial waste collection charges to charitable organisations in response to changes in legislation.	Cabinet	Executive Member - Environment	16 Jun 2015		Mel Henley melhenley@chesterfield.gov.uk	Public 3	
Key Decision 503	Request for Article 4 Direction - The Wellington Hotel, 162 High Street, New Whittington To consider a request for an Article 4 Direction to be served on The Wellington, which would require that, to change the use of a public house (class A4) to a retail shop (class A1), a planning application must be submitted for consideration.	Deputy Leader and Executive Member for Planning - Executive Member Decision	Deputy Leader & Executive Member for Planning	4 Mar 2015	Report of Head of Planning	Paul Staniforth Tel: 01246 345781 paul.staniforth@chesterfield.gov.uk	Public 6	General Exception Notice Published 9 February 2015

Key Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Documents to be considered by Decision taker	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Key Decision 504	Housing Allocations Policy – feedback on the results of consultation on changes to the Housing Allocations Policy. To consider feedback on the results of consultation on changes to the Housing Allocations Policy.	Cabinet	Executive Member - Housing	21 Apr 2015	Report of Customer Division Service Manager – Housing Services	Julie McGrogan Tel: 01246 345135 julie.mcgrogan@chesterfield.gov.uk	Public	
Private Items -Non Key/ Significant but non-Key								
Non-Key Page 23 63	Application for Home Repairs Assistance	Executive Member - Housing	Executive Member Housing - Executive Member decisions	31 Mar 2015	Report of Business Planning and Strategy Manager - Housing Services	Jane Thomas jane.thomas@chesterfield.gov.uk	Exempt 1, 3 Information relating to an individual Information relating to financial affairs	
Non-Key 364	Application for Waiver of Private Sector Housing Discretionary Decisions (including Home Repair Assistance and Disabled Facilities Grants)	Executive Member - Housing	Executive Member - Housing	31 Mar 2015	Report of Local Government and Regulatory Law Manager	Stephen Oliver Tel: 01246 345313 stephen.oliver@chesterfield.gov.uk	Exempt 1 Contains information relating to an individual.	

Key Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Documents to be considered by Decision taker	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Non-Key 367	Lease of Commercial and Industrial Properties	Deputy Leader & Executive Member for Planning	Deputy Leader & Executive Member for Planning	31 Mar 2015	Report of Kier Asset Management	Christopher Oakes Tel: 01246 345346 christopher.oakes@chesterfield.gov.uk	Exempt 3 Information relating to financial or business affairs	
Non-Key 372	Creation of Digital Content Editor post	Joint Cabinet and Employment & General Committee	Leader & Executive Member for Regeneration	2 Jun 2015	Report of Communications and Marketing Manager	John Fern Tel: 01246 345245 john.fern@chesterfield.gov.uk	Public	
Non Key Decision								
Non-Key Non Key 24	List of Buildings of Local Interest - to consider the list of nominated buildings and agree an assessment panel and process	Deputy Leader & Executive Member for Planning	Deputy Leader & Executive Member for Planning	10 Mar 2015	Report of Development Management and Conservation Manager	Paul Staniforth Tel: 01246 345781 paul.staniforth@chesterfield.gov.uk	Public	
Non-Key 30	Consultation Response to the Local Government Association Consultation Paper – Taking Stock – Where next with sector-led improvement?	Deputy Leader & Executive Member for Planning	Deputy Leader & Executive Member for Planning	3 Mar 2015	Report of Policy Manager	Donna Reddish Tel: 01246 345307 donna.reddish@chesterfield.gov.uk	Public	

Key Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Documents to be considered by Decision taker	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Non-Key 31	Corporate Health and Safety Improvement Programme 2015 - 18	Cabinet	Executive Member - Governance and Organisational Development	24 Mar 2015	Report of Business Transformation Manager	Karen Brown Tel: 01246 345293 karen.brown@chesterfield.gov.uk	Public	
Non-Key 32	Consideration of the recommendations of the Enterprise and Wellbeing Scrutiny Committee on Dog Fouling	Cabinet	Executive Member - Environment	10 Mar 2015	Report of Committee and Scrutiny Co-ordinator	Martin Elliott Committee & Scrutiny Co-ordinator martin.elliott@chesterfield.gov.uk	Public	
Non-Key 33	Local Government Declaration on Tobacco Control To sign the Declaration on Tobacco Control and commit to its aims to reduce the harm smoking causes to our community.	Cabinet	Executive Member - Leisure, Culture and Tourism	7 Apr 2015	Report of Environmental Health Manager		Public	

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CABINET MEETING

10th March, 2015

DELEGATION REPORT

DECISIONS TAKEN BY LEAD MEMBERS

Executive Member for Governance and Organisational Development

Decision Record No.	Subject	Delegation Reference	Date of Decision
47/14/15	Member Level Meetings - 2015/2016	GD000L	4th February, 2015
<p>Decision</p> <p>That the schedule of member-level meetings for 2015/16 be approved.</p>			
<p>Reason for Decision</p> <p>To allow member-level meetings for 2015/16 to be scheduled.</p>			
48/14/15	Representatives on Outside Bodies 2014/18	GD000L	10th February, 2015
<p>Decision</p> <p>That the schedule of appointments of representatives to outside bodies, attached at Appendix A to the report, be approved.</p>			
<p>Reason for Decision</p> <p>To enable appointments of new representatives of the Council on outside bodies for the remainder of 2014/15.</p>			

Executive Member for Customers and Communities

Decision Record No.	Subject	Delegation Reference	Date of Decision
49/14/15	Outstanding Debts for Write Off	G100L	2nd March, 2015
<p>Decision</p> <p>That the debts shown in the appendix to the report be written off.</p>			
<p>Reasons 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. 			
50/14/15	Insolvency Debts for Write Off	G100L	2nd March, 2015
<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 off has been recommended by the Council's external auditors.</p>			

Decision Record No.	Subject	Delegation Reference	Date of Decision
51/14/15	Write off for Bad Debt - 1	G100L	2nd March, 2015
<p>Decision</p> <p>That the debts shown in the report be written off against the bad debt provision.</p>			
<p>Reasons for Decision</p> <ol style="list-style-type: none"> 1. Legal enforcement proceedings have been exhausted and it is believed the debtor may have passed away. 2. Further Enforcement proceedings are not possible. 3. There is no likelihood of obtaining payment of the debt. 4. The debt is 18 years old. 			
52/14/15	Write off for Bad Debt - 2	G100L	2nd March, 2015
<p>Decision</p> <p>That the debts shown in the report be written off against the bad debt provision.</p>			
<p>Reasons for Decision</p> <ol style="list-style-type: none"> 1. Extensive recovery action has failed as we are unable to trace the debtor. 2. Enforcement proceedings are not possible. 3. There is no likelihood of obtaining payment of the debt. 4. The debt is within four years and therefore the council can reclaim the VAT. 			

Decision Record No.	Subject	Delegation Reference	Date of Decision
53/14/15	Write Off for Bad Debt - 3	G100L	2nd March, 2015
<p>Decision</p> <p>That the debts shown in the report be written off against the bad debt provision.</p>			
<p>Reasons for Decision</p> <ol style="list-style-type: none"> 1. The company has ceased to trade and a petition for administration would add to the debt which due to nature of the business would not be recovered. 2. Enforcement proceedings are not possible. 3. There is no likelihood of obtaining payment of the debt. 4. The debt is within four years and therefore the council can reclaim the VAT. 			

FOR PUBLICATION

ENTERPRISE AND WELLBEING SCRUTINY COMMITTEE REPORT ON DOG FOULING

MEETING: CABINET

DATE: 10 MARCH, 2015

REPORT BY: COMMITTEE AND SCRUTINY CO-ORDINATOR

WARD: ALL

COMMUNITY ASSEMBLY: ALL

KEY DECISION REFERENCE (IF APPLICABLE): FORWARD PLAN ENTRY REF:
NON-KEY DECISION NO: 52

FOR PUBLICATION

BACKGROUND PAPERS FOR PUBLIC REPORTS: None

TITLE:

LOCATION:

1.0 PURPOSE OF REPORT

- 1.1 To present for consideration by Cabinet the report and recommendations of the Enterprise and Wellbeing Scrutiny Committees on the service provided in relation to dog fouling by Chesterfield Borough Council.
- 1.2 To provide the statutory written notice that must be given by the Enterprise and Wellbeing Scrutiny Committee to Cabinet to take required action as at 3.3 below.

2.0 RECOMMENDATIONS

- 2.1 That it is noted that the Environmental Services, Street Scene Team provides an excellent service to residents of the borough. However, the project group recommends that a review of staff resources for the enforcement team be carried out as the project group recognises that while the existing staff do a good job, going over and above what is expected of them, that their impact is limited by there only being a FTE of 1.5 Enforcement Officer posts dedicated to dealing with dog fouling.
- 2.2 That the potential of the Neighbourhood Wardens is fully realised and that they receive extra training in carrying out enforcement action, so to feel more confident and able to issue penalty notices. The project group makes this recommendation as there are 5 FTE Neighbourhood Warden posts and 3 FTE Enforcement Officer posts (with FTE 1.5 dealing with dog fouling), and see the Neighbourhood Wardens as a potentially underutilised resource as they are out and about in, and have a good understanding of local communities in the borough.

Also that the potential for more collaborative working between the Neighbourhoods team, and Environmental Services Street Scene team, as a result of the provisions under the Anti-Social Behaviour, Crime and Policing Act 2014, is looked at.

- 2.3 That new and functioning mobile phones are purchased for the Environmental Services, Street Scene Team as the current phones are old and often do not work. New phones would benefit effective communication, increase service responsiveness as well as contributing to the health and safety of staff working in non office based roles. Up to date phones would also enable staff to communicate via social media and allow the Environmental Services, Street Scene Team to work within the “digital first approach” contained in the Council’s External Communications Strategy.
- 2.4 That a review of the provision of dog bins in the borough takes place. This should look at the location, usage and number of bins so that it can be determined if dog bin provision is an effective use of resources or if the resources could be spent more effectively providing standard bins which can be used to dispose of dog waste as well as general litter.
- 2.5 To recommend that on all temporary signs and notices that are produced to discourage dog fouling that the maximum fine of “up to £1000” be used in the wording as is done by Bassetlaw District

Council. Also to recommend that Bassetlaw District Council be contacted to see if the effective and innovative imagery on their signs can be borrowed and to enable the sharing of best practice.

- 2.6 That a coordinated and structured approach to communication and engagement with residents of the borough to include school engagement, community engagement, key message delivery and advertising, is adopted.

Greater coordination in the planning and use of existing resources has the potential to have a bigger impact than the current uncoordinated approach and will also be a more effective use of existing resources and provide better outcomes in these financially difficult times, i.e. increased public awareness that Chesterfield Borough Council deals effectively with dog fouling and a reduction of dog fouling in targeted areas.

Better coordination and consequent outcomes could be met by:

- Running campaigns by area so to make a splash rather than scattering messages in an unfocused and disparate way across the borough. This approach will also be more appealing to the media than disparate scattered activity.
- Establishing a campaign group to meet two to three times a year, comprising of members, Environmental Services, Street Scene Team officers and the Communications and Marketing Manager. The group would monitor the impact of communication, community engagement and advertising and would discuss and formulate future plans and priorities for communicating and engaging with residents.

3.0 BACKGROUND

- 3.1 The Enterprise and Wellbeing Scrutiny Committee agreed that a Scrutiny Project Group be appointed to look into the service provided in relation to dog fouling by Chesterfield Borough Council.
- 3.2 Further information and background detail are contained within the Scrutiny Review Group's report attached at Appendix 1 which provides the purpose of the review and its findings.
- 3.3 Statutory Scrutiny Committees are also required to provide written statutory notice to Cabinet requiring action in response to its scrutiny report and recommendations. These actions require Cabinet to:

(i) consider the attached report and recommendations;

- (ii) indicate the actions it proposes to take if any; and
- (iii) publish its response within 2 months of the receipt of the report.

With regard to (i) and (ii) above the Council's Constitution provides for Cabinet to consider the report at the earliest practicable opportunity.

4.0 SCRUTINY PROJECT GROUP REPORT

- 4.1 The report of the Scrutiny Project Group was considered and its recommendations approved by the Scrutiny Committee on 5 February 2015 (Appendix A).

5.0 RISK CONSIDERATIONS

- 5.1 There are no risk considerations arising from the recommendations in this report.

6.0 FINANCIAL CONSIDERATIONS

- 6.1 Action on recommendations in this report should be contained within existing budgets.

7.0 LEGAL CONSIDERATIONS

- 7.1 There are no legal considerations arising from the recommendations in this report.

8.0 EQUALITIES CONSIDERATIONS

- 8.1 There are no equalities considerations arising from the recommendations in this report.

9.0 HUMAN RESOURCES CONSIDERATIONS

- 9.1 There could be human resourcing considerations arising from the recommendations in this report.

10.0 RECOMMENDATIONS

- 10.1 That Cabinet consider the recommendations of the Enterprise and Wellbeing Scrutiny Committee as set out below:
- 10.2 That it is noted that the Environmental Services, Street Scene Team provides an excellent service to residents of the borough. However, the project group recommends that a review of staff resources for the enforcement team be carried out as the project group recognises that while the existing staff do a good job, going over and above what is expected of them, that their impact is limited by there only being a

FTE of 1.5 Enforcement Officer posts dedicated to dealing with dog fouling.

- 10.3 That the potential of the Neighbourhood Wardens is fully realised and that they receive extra training in carrying out enforcement action, so to feel more confident and able to issue penalty notices. The project group makes this recommendation as there are 5 FTE Neighbourhood Warden posts and 3 FTE Enforcement Officer posts (with FTE 1.5 dealing with dog fouling), and see the Neighbourhood Wardens as a potentially underutilised resource as they are out and about in, and have a good understanding of local communities in the borough.

Also that the potential for more collaborative working between the Neighbourhoods team, and Environmental Services Street Scene team, as a result of the provisions under the Anti-Social Behaviour, Crime and Policing Act 2014, is looked at.

- 10.4 That new and functioning mobile phones are purchased for the Environmental Services, Street Scene Team as the current phones are old and often do not work. New phones would benefit effective communication, increase service responsiveness as well as contributing to the health and safety of staff working in non office based roles. Up to date phones would also enable staff to communicate via social media and allow the Environmental Services, Street Scene Team to work within the “digital first approach” contained in the Council’s External Communications Strategy.
- 10.5 That a review of the provision of dog bins in the borough takes place. This should look at the location, usage and number of bins so that it can be determined if dog bin provision is an effective use of resources or if the resources could be spent more effectively providing standard bins which can be used to dispose of dog waste as well as general litter.
- 10.6 To recommend that on all temporary signs and notices that are produced to discourage dog fouling that the maximum fine of “up to £1000” be used in the wording as is done by Bassetlaw District Council. Also to recommend that Bassetlaw District Council be contacted to see if the effective and innovative imagery on their signs can be borrowed and to enable the sharing of best practice.
- 10.7 That a coordinated and structured approach to communication and engagement with residents of the borough to include school engagement, community engagement, key message delivery and advertising, is adopted.

Greater coordination in the planning and use of existing resources has the potential to have a bigger impact than the current uncoordinated approach and will also be a more effective use of existing resources and provide better outcomes in these financially difficult times, i.e. increased public awareness that Chesterfield Borough Council deals effectively with dog fouling and a reduction of dog fouling in targeted areas.

Better coordination and consequent outcomes could be met by:

- Running campaigns by area so to make a splash rather than scattering messages in an unfocused and disparate way across the borough. This approach will also be more appealing to the media than disparate scattered activity.
- Establishing a campaign group to meet two to three times a year, comprising of members, Environmental Services, Street Scene Team officers and the Communications and Marketing Manager. The group would monitor the impact of communication, community engagement and advertising and would discuss and formulate future plans and priorities for communicating and engaging with residents.

11.0 REASON FOR RECOMMENDATIONS

To provide a more responsive dog fouling service and to improve resident's awareness of the service that is provided.

MARTIN ELLIOTT
COMMITTEE AND SCRUTINY CO-ORDINATOR

You can get more information about this report from Martin Elliott (Tel. 01246 345236).



Enterprise and Wellbeing Scrutiny Committee

Scrutiny Project Group

report on Dog Fouling

Date: January 2015

PROJECT GROUP MEMBERS:

Councillors:

Lead	Jean Innes
Group Members	Andy Slack Bob Gibson

1.0 INTRODUCTION AND REVIEW AIMS

1.1 This review aims to look at and build upon the Council's existing policies and plans to address dog fouling in the borough, including consideration of:

- How the service and its staff currently operate and if there are any areas for potential improvement
- Residents' perceptions of dog fouling as a problem in their area
- How the service communicates with residents, and residents' awareness of the service
- Looking at setting best practice in relation to how the service communicates with residents

2.0 REASONS FOR THE REVIEW AND LINK TO PRIORITIES

2.1 The review came about as members of the Community Assemblies had raised the issue of dog fouling in the borough as an area of concern with their elected members.

2.2 In Chesterfield Borough Council's 2013 Survey of Tenants and Residents 27.2% of respondents thought that dog fouling was a major problem in their area.

2.3 The review directly links into the Corporate Plan priority of improving the quality of life for local people and the aim of keeping the borough's streets, parks and open spaces clean, tidy and well managed.

3.0 RECOMMENDATIONS

The Project Group recommends:

3.1 That it is noted that the Environmental Services, Street Scene Team provides an excellent service to residents of the borough. However, the project group recommends that a review of staff resources for the enforcement team be carried out as the project group recognises that while the existing staff do a good job, going over and above what is expected of them, that their impact is limited by there only being a FTE of 1.5 Enforcement Officer posts dedicated to dealing with dog fouling.

3.2 That the potential of the Neighbourhood Wardens is fully realised and that they receive extra training in carrying out enforcement action, so to feel more confident and able to issue penalty notices. The project group makes this recommendation as there are 5 FTE Neighbourhood Warden posts and 3 FTE Enforcement Officer posts (with FTE 1.5 dealing with dog fouling), and see the Neighbourhood Wardens as a potentially underutilised resource as they are out and about in, and have a good understanding of local communities in the borough.

Also that the potential for more collaborative working between the Neighbourhoods team, and Environmental Services Street Scene team, as a result of the provisions under the Anti-Social Behaviour, Crime and Policing Act 2014, is looked at.

3.3 That new and functioning mobile phones are purchased for the Environmental Services, Street Scene Team as the current phones are old and often do not work. New phones would benefit effective communication, increase service responsiveness as well as contributing to the health and safety of staff working in non office based roles. Up to date phones would also enable staff to communicate via social media and allow the Environmental Services, Street Scene Team to work within the “digital first approach” contained in the Council’s External Communications Strategy.

3.4 That a review of the provision of dog bins in the borough takes place. This should look at the location, usage and number of bins so that it can be determined if dog bin provision is an effective use of resources or if the resources could be spent more effectively providing standard bins which can be used to dispose of dog waste as well as general litter.

- 3.5 To recommend that on all temporary signs and notices that are produced to discourage dog fouling that the maximum fine of “up to £1000” be used in the wording as is done by Bassetlaw District Council. Also to recommend that Bassetlaw District Council be contacted to see if the effective and innovative imagery on their signs can be borrowed and to enable the sharing of best practice.
- 3.6 That a coordinated and structured approach to communication and engagement with residents of the borough to include school engagement, community engagement, key message delivery and advertising, is adopted.

Greater coordination in the planning and use of existing resources has the potential to have a bigger impact than the current uncoordinated approach and will also be a more effective use of existing resources and provide better outcomes in these financially difficult times, i.e. increased public awareness that Chesterfield Borough Council deals effectively with dog fouling and a reduction of dog fouling in targeted areas.

Better coordination and consequent outcomes could be met by:

- Running campaigns by area so to make a splash rather than scattering messages in an unfocused and disparate way across the borough. This approach will also be more appealing to the media than disparate scattered activity.
- Establishing a campaign group to meet two to three times a year, comprising of members, Environmental Services, Street Scene Team officers and the Communications and Marketing Manager. The group would monitor the impact of communication, community engagement and advertising and would discuss and formulate future plans and priorities for communicating and engaging with residents.

4.0 REVIEW APPROACH

- 4.1 The review was carried out by:
- a) Reviewing the current service provision and its effectiveness along with how the service communicates with residents by holding project group meetings which were attended by:

- Russell Sinclair, Environmental Health Manager
 - Sherri Stock, Senior Environmental Health Officer, Streetscene
 - Mark Rawson, Dog Control Officer
 - John Fern, Communications and Marketing Manager
 - Cllr Chris Ludlow, Executive Member for Environment
 - Cllr Sarah Hollingworth, Assistant Executive Member for Environment
 - Cllr Martin Stone, Assistant Executive Member for Housing
- b) Reviewing the responses to the feedback form on dog fouling (**Appendix A**) which was sent to all Community Assembly members asking for their views and opinions on dog fouling in their area and the service that Chesterfield Borough Council provided. This allowed the group to gain the views of residents so that these could feed into the group's considerations.

5.0 EVIDENCE AND RESEARCH

- 5.1 The information received via the responses from the feedback form on dog fouling sent to Community Assembly members was collated and analysed for trends (**Appendix B**). The information received was then considered by the project group members and assisted them in formulating their recommendations.

6.0 REVIEW FINDINGS AND ANALYSIS

- 6.1 It was essential when starting out on this review that the project group should get to know how the service currently operates. To provide this insight and specialist knowledge, Sherri Stock, Senior Environmental Health Officer Environmental Services – Streetscene was invited to attend the project group meetings. The officer provided project group members with both a strategic and day to day operational understanding of the current service provision.
- 6.2 The project group meetings were also attended by Mark Rawson who as an Enforcement Officer was able to give project group members an invaluable insight to how the service operates from the perspective of a frontline member of staff who deals with dogs and dog fouling issues everyday and in different parts of the borough.
- 6.3 It quickly became apparent from the discussions that the staff involved were highly motivated to provide a good service to residents

and were always looking at ways of improving and innovating in how the service is provided. The group was very impressed with the positive “can do” attitude shown by the team and their determination to provide a high level of service despite budget cuts and reductions in staff over recent years. There was concern though from the project group members that in such a service where officers are out and about in the borough, reductions in staffing do have a detrimental impact on service provision, for example being present to witness incidents of dog fouling and issuing the subsequent fixed penalty notices.

- 6.4 Currently there is the FTE of three Enforcement Officers covering the borough, and the FTE of five Neighbourhood Warden posts covering the council’s housing estates. Enforcement Officers also carry out other work including pest control so the amount of staff resource devoted to dealing with dog fouling is estimated to be 1.5 FTE
- 6.5 Elected Members on the project group all advised that the number of complaints they received in relation to problems with dog fouling in their wards had decreased noticeably from levels received only a few years ago.
- 6.6 Officers reported that over the last few years incidents of anti social dog fouling had decreased but that the number of fixed penalty notices had remained the same which indicated that only a persistent hardcore of offenders remained and that the service’s activities had been effective in reducing “casual dog fouling”. Currently there are no key performance indicators to measure service delivery in relation to dog fouling, but the group were satisfied from the information provided by officers, that dog fouling was being dealt with effectively. The subsequent consultation with Community Assembly members reinforced the fact that the service was performing and delivering, with respondents noting that dog fouling in their areas had visibly decreased. The responses to the consultation also indicated that residents were happy with the service when they came into contact with it, and that staff were very helpful when dealing with their problem or query. **(Appendix B)**

RECOMMENDATION:

That it is noted that the Environmental Services, Street Scene Team provides an excellent service to residents of the borough. However, the project group recommends that a review of staff resources for the enforcement team be carried out as the project group recognises that while the existing staff do a good job, going over and above what is expected of them, that their impact is limited by there only being a FTE of 1.5 Enforcement Officer posts dedicated to dealing with dog fouling.

- 6.7 Neighbourhood Wardens are out in the borough on a day to day basis and have a good knowledge of local areas and communities.
- 6.8 Neighbourhood Wardens are authorised to issue fixed penalty notices and in some cases have issued them, but this does not happen frequently.
- 6.9 The new provisions in the Anti-Social Behaviour, Crime and Policing Act 2014 provide opportunities for more and different types of enforcement action to be carried out by more officers (such as Neighbourhood Wardens) such as Dog Behaviour Contracts, Dog Control Notices and Orders. Due to these changes there is potential for more collaborative working between the Neighbourhoods team, and Environmental Services Street Scene team.
- 6.10 There is currently some collaborative working with Neighbourhood Wardens and Environmental Services working in dog fouling “hotspots” to encourage residents to educate dog owners on the environmental and health costs of dog fouling.
- 6.11 For Neighbourhood Wardens to be as effective as possible in regard to dealing with dog fouling they need to be confident in dealing with, and pursuing enforcement action, including issuing penalty charge notices. There has in the past been training given to Neighbourhood Wardens by Environmental Services officers on enforcement action.
- 6.12 The project group recognises that the changes made by the Anti-Social Behaviour, Crime and Policing Act 2014 may take time to implement due to the wide ranging changes it has introduced, but also see the opportunities it offers for more and more varied types of enforcement, such as Dog Behaviour Contracts.

RECOMMENDATION

That the potential of the Neighbourhood Wardens is fully realised and that they receive extra training in carrying out enforcement action, so to feel more confident and able to issue penalty notices. The project group makes this recommendation as there are 5 FTE Neighbourhood Wardens and 3 FTE Enforcement Officer posts (with FTE 1.5 dealing with dog fouling), and see the Neighbourhood Wardens as a potentially underutilised resource as they are out and about in, and have a good understanding of local communities in the borough.

Also that the potential for more collaborative working between the Neighbourhoods team, and Environmental Services Street Scene team, as a result of the provisions under the Anti-Social Behaviour, Crime and Policing Act 2014 is looked at.

- 6.13 With Chesterfield Borough Council adopting a new External Communications Strategy which includes an increased use of social media as a way of the Council communicating and interacting with residents the project group were keen that Enforcement Officers should use social media when they are out and about in the borough to highlight what they were doing in a modern and cost effective way. Officers advised that while they thought this was a good idea it was currently not possible as the phones that the team used were old and did not support accessing the web.
- 6.14 At Chesterfield Borough Council social media is used via the Communications and Marketing Manager, but this does not show what the Enforcement and the other Officers are doing on a day to day basis out and about in the borough to deal with, and reduce incidents of dog fouling. Other local authority Enforcement Officers and Dog Wardens, such as those at Bassetlaw District Council use Facebook to communicate their day to day activities with their local residents as shown in **Appendix D**.
- 6.15 The phones that the team use are unreliable and often do not work.

RECOMMENDATION:

That new and functioning mobile phones are purchased for the Environmental Services, Street Scene Team as the current phones are old and often do not work. New phones would benefit effective communication, increase service responsiveness as well as contributing to the health and safety of staff working in non office based roles. Up to date phones would also enable staff to communicate via social media and allow the Environmental Services, Street Scene Team to work within the “digital first approach” contained in the Council’s External Communications Strategy.

- 6.16 There are approximately 1,200 litter bins and 450 dog waste bins in the borough and over 40% of responses to the consultation with Community Assembly members mentioned the provision of dog bins as an area of concern. **See Appendix B.** Some respondents thought that more dog bins should be provided to encourage owners to dispose of dog waste responsibly, while other respondents thought that dog bins should be removed totally and that the resources used to provide and service them be redeployed into providing more enforcement. There were also several comments that dog bins were not located where they were needed most and that they were not emptied regularly.
- 6.17 Dog waste can be placed in normal litter bins and there have been previous campaigns to advise owners that “any bin will do”, but it is not known how well known this fact is amongst dog owners. This information is however given on the dog fouling section on the Chesterfield Borough Council website.
- 6.18 The dog waste collection route has been recently rationalised to introduce efficiencies including larger bins that are visited at most weekly. A policy has also been introduced to use more dual purpose litter and dog bins so that separate teams are not needed for collections and emptying.
- 6.19 It is estimated that the cost of providing dog bins (including on-costs, labour, vehicles and fuel in undertaking the emptying of bins/cleaning/repairs due to vandalism and ad hoc visits to clear excess fouling at sites where it is left un-bagged), even after these efficiencies is approximately £50,000 a year.

RECOMMENDATION:

That a review of the provision of dog bins in the borough takes place. This should look at the location, usage and number of bins so that it can be determined if dog bin provision is an effective use of resources or if the resources could be spent more effectively providing standard bins which can be used of to dispose dog waste as well as general litter.

- 6.20 Over the years Chesterfield Borough Council has run a range of campaigns to encourage responsible dog ownership and for owners to pick up and dispose of dog fouling. As shown at paragraphs 6.5 and 6.6 of this report incidents of dog fouling have decreased so it can be seen that these campaigns have succeeded in changing behaviour and making cleaning up after your dog the norm.
- 6.21 Campaigning and promotional activities have included poster campaigns and engagement with schools and local communities by officers. Advertising such as posters on lampposts and notice boards needs to be continuously reviewed and refreshed as their impact declines with time as they become part of the street scene landscape so temporary signs and posters rather than large amounts of permanent signage is used.
- 6.22 Poster imagery used has varied widely over the years and currently posters using the imagery of an owl's eyes are being used to get the message across that people who allow their dogs to foul are being watched. Project group members liked this campaign and agreed that the imagery was effective in discouraging dog fouling.
- 6.23 Legislation states that the maximum fine for not clearing up dog fouling can be up to £1000, however the majority of advertising used by Chesterfield Borough Council refers to the maximum fixed penalty notice fine allowed of £80.
- 6.24 Advertising campaigns and poster imagery used by other local authorities were reviewed by the group and it was agreed that the imagery, wording and style of Bassetlaw District Council's "Dob on a Dirty Dog" campaign (**Appendix C**) was both modern and also gave a strong message that not clearing up dog fouling was not acceptable. The campaign while hard hitting and unambiguous in its message showed a light touch and a humorous tone which appealed to members.

- 6.25 The Bassetlaw District Council campaign also appealed to the group as the posters clearly stated that allowing your dog to foul can lead to a fine of “up to £1000” which they thought was more hard hitting and more likely to attract the attention of the hardcore of owners who still allow their dogs to foul rather than referring to the maximum fixed penalty notice of £80.
- 6.26 As legislation can change in regard to the amount of fines and penalties that can be issued the project group agreed that specific wording in relation to the amount of fines and penalties should only be used on temporary notices and poster campaigns.

RECOMMENDATION

That Cabinet considers using the maximum fine wording of “up to £1000” on all temporary signs and posters that are produced to discourage dog fouling as is done by Bassetlaw District Council. Also to recommend that Bassetlaw District Council be contacted to see if the effective and innovative imagery on their signs can be borrowed and to enable the sharing of best practice.

- 6.27 On reviewing the current activities, achievements and service delivery, group members were satisfied that the Street Scene Team provided an excellent service to residents of the borough. Elected members had advised however, that while the number of complaints they received in relation to problems with dog fouling from residents in their wards had decreased noticeably from levels received only a few years ago, dog fouling was still an issue that residents had concerns about, and wanted to see Chesterfield Borough Council doing more to deal with.
- 6.28 While the Street Scene Team are providing an excellent service residents appear to lack awareness of this, and as the elected members report, residents still raise it as an area of concern. It appears that residents currently have a perception that Chesterfield Borough Council is not doing enough to deal with dog fouling as they lack information on what the service is doing and achieving in regard to dealing with, and reducing dog fouling. Information on enforcement action taken and fines issued is available on the Chesterfield Borough Council but is not very easy to find.
- 6.29 In response to this lack of awareness the obvious thing would be to have a high profile and borough wide campaign aimed at discouraging dog fouling with activity such as a poster campaign and

high profile advertising on bin lorries and other Chesterfield Borough Council vehicles. This however would be counter productive, as while residents still raise fouling as an area of concern, these concerns are from a minority, and having such a large campaign could provide a misleading message to the majority that dog fouling is a large borough wide problem, rather than a problem in specific areas caused by a hardcore of irresponsible dog owners.

- 6.30 Increased communications and publicity, instead of being borough wide and using a broad message aimed at discouraging dog fouling, needs to be more specific and targeted in the messages it is delivering, and at the audiences which it is targeting.
- 6.31 The first key message that needs to be delivered is that Chesterfield Borough Council is taking effective action at reducing dog fouling and dealing with irresponsible dog owners. This message needs to be targeted borough wide and to all residents
- 6.32 The second key message that needs to be delivered is that not clearing up dog fouling, and allowing dogs out on to streets and open spaces to foul is not acceptable. This message needs to be targeted in specific problem areas in the borough and at the hardcore of irresponsible dog owners.
- 6.33 For communication of key messages to be effective all publicity, advertising, school and community engagement activities need to be coordinated to ensure that they are giving a consistent message at all times, with all activity reaffirming key communication and message objectives.
- 6.34 The project group was advised by the Communications and Marketing Manager that a greater and more publicly noticeable impact could be achieved with the use of existing resources by not only coordinating publicity and community engagement, but by also planning and focussing these activities on specific areas or wards at any one time, rather than in trying to communicate a message borough wide all at once. This coordinated and planned approach to publicity and community engagement would then make a “splash” in one specific area and therefore make a greater impact than in spreading resources more thinly over a larger area. This approach would also make any publicity activity or community engagement more appealing to the media as a story as it would be more of an “event”. This approach would then allow activity to be rotated around different parts

of the borough on a scale that would engage public and media interest.

RECOMMENDATION

That a coordinated and structured approach to communication and engagement with residents of the borough to include school engagement, community engagement, key message delivery and advertising, is adopted.

Greater coordination in the planning and use of existing resources has the potential to have a bigger impact than the current uncoordinated approach and will also be a more effective use of existing resources and provide better outcomes in these financially difficult times, i.e. increased public awareness that Chesterfield Borough Council deals effectively with dog fouling and a reduction of dog fouling in targeted areas.

Better coordination and consequent outcomes could be met by:

- Running campaigns by area so to make a splash rather than scattering messages in an unfocused and disparate way across the borough. This approach will also be more appealing to the media than disparate scattered activity.
- Establishing a campaign group to meet two to three times a year, comprising of members, Environmental Services, Street Scene Team officers and the Communications and Marketing Manager. The group would monitor the impact of communication, community engagement and advertising and would discuss and formulate future plans and priorities for communicating and engaging with residents.

7.0 REVIEW CONCLUSIONS

- 7.1 The project group sees that while the service provided in relation to dog fouling is good, there is potential to provide an improved and more responsive service by reviewing how existing resources are used.
- 7.2 The project group sees great opportunities for better communication with residents and increasing their awareness of the service by utilising the expertise of the Communications and Marketing team to ensure residents get to know all about the great work that Environmental Services Officers are doing in the borough.
- 7.3 The review and its focus has had direct input from local residents with the consultation with Community Assembly members. Their input has been directly reflected in the project group's focus and its recommendations. The project group would like to note the benefit of involving residents and that this should be seen as best practice for all scrutiny reviews.

APPENDICES:

- (A)** Scrutiny Project Group on Dog Fouling Community Assembly Feedback Form
- (B)** Summary and analyses of responses received from Community Assembly Feedback Forms
- (C)** Bassetlaw District Council's communication materials used to discourage dog fouling
- (D)** Bassetlaw District Council Facebook activity

Contacts:

Project Group Lead – Cllr Jean Innes

Committee and Scrutiny Co-ordinator - Martin Elliott

Appendix A

Scrutiny Project Group on Dog Fouling Community Assembly Feedback Form

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Scrutiny Project Group on Dog Fouling: Update and request for Community Assembly input.

As a result of feedback received by your Councillors a Scrutiny Project Group has been set up to look at how Chesterfield Borough Council deals with the problem of dog fouling and at how this service could be improved in the future.

The group looking at dog fouling is made up of Councillors Jean Innes, Bob Gibson and Andy Slack and they have been having meetings with the Executive and Assistant Executive Members for Environment, the Assistant Executive Member for Housing as well as senior officers in Environmental Health at the Council.

The meetings so far have shown that the service provided by Chesterfield Borough Council in dealing with dog fouling is performing well, and is delivered by a hardworking and dedicated team who want to ensure that the borough's streets and open spaces are clean and free from dog fouling.

The group is now looking at improving and developing publicity and advertising for the service, working with other Council departments, and engaging with local school children to further reduce dog fouling in the borough.

The project group would now like to hear your views and opinions on dog fouling in your area, the service that Chesterfield Borough Council provides and what improvements or changes to the service you would like to see before the group reports back to you early next year.

To submit your comments please complete the attached form and bring it with you to the November meeting of your Community Assembly, or you can return it by post to the Town Hall.

We look forward to receiving your comments and input.

Councillors Jean Innes, Bob Gibson and Andy Slack



**Scrutiny Project Group on Dog Fouling Community Assembly
Feedback Form**

Which Community Assesmbly do you attend?

North / East / South / West

Comments.....
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If you would like us to contact you to discuss your comments further please provide your name and contact details (optional).

Name:

Address:

If returning by post please send to:

**Martin Elliott
Committee and Scrutiny Coordinator
Chesterfield Borough Council
Town Hall
Chesterfield
S40 1LP**

Appendix B

Summary of responses received from Community Assembly Feedback Forms for the Dog Fouling Scrutiny Project Group

Compiled by: Martin Elliott, Committee and Scrutiny Coordinator

	Assembly	Feedback
1/2	West	Request for information on how to get mess cleared up and also on the number of fines issued by Chesterfield Borough Council. Respondent did think the Council was doing enough to reduce dog fouling and understood that enforcement is difficult. Noted that dog fouling is from a small minority of dog owners.
3	East	Advising of persistent dog fouling near Brimington Methodist Church. Request for more signage to discourage fouling and highlight the penalties in that area.
4	South	Request for information on the cost of cleaning up fouling and the provision of bins. Respondent said they would like all bins removed and reallocate resources to more patrols of problem areas to educate dog owners in responsible ownership and behaviour. Also noted that the dog bins around Seagrave Drive are often overflowing and are not emptied enough. Wants more posters put up.
5	North	Advised that at Firth Court there is persistent fouling on a grass area and this happens late at night and early in the morning. Would like patrols on an ad-hoc basis to catch the perpetrators. Also thinks dog bins need emptying more and areas around them need paving and regularly cleaned in order to encourage their use.
6	North	Advised that dog fouling has reduced in last few months and always sees owners picking the mess, wondered if this is due to offenders being fined. Does see unaccompanied dogs fouling, asked if the owners are indetified can they be fined. Also asked what information is given to owners when stray dogs are returned. Thought that highlighting the facts and figures IRO the problems and the resolutions would show that fouling is a particular concern of the community being taken seriously by the council.
7	West	Dog fouling signs on Linacre Road are badly worn and illegible. Would like them replaced.
8	East	Situation with dog fouling around Coronation Road, Brimington is very variable. Commented that the service provided when they have contacted Environmental Services has been excellent and wanted to note a special thanks to Mark Rawson for his help when needed.
9	East	Would like the dog bin sited on Goodwins Lane, Brimington resited as walkers no longer use the overgrown lane. Advised the bin would be more useful sited at the field end of Jubilee Walk of Catterhill Lane and a new bin placed at the top of the same field which leads to North Moor View, Manor Road, Brimington. These bins would service the most used dog walking area. Bin on Manor Road at entrance could be re-sited as gets waterlogged and is not much used.
10	South	Wants better enforcement and execution of existing powers. Perhaps a community clean up could be organised from time to time.

11	South	Thinks that without more dog bins you cannot hope that dogs owners who are letting their dogs foul will pick it up.
12	South	Advised that dog fouling has noticeably reduced in last few months. Unsure what has changed but wants it to continue. Advises that Berwick upon Tweed* Council are successfully addressing this problem, could we liaise? Thinks that engaging with school children trivialises what an unpleasant problem this is. Thinks advertising should focus on the antisocial and disease spreading nature of dog fouling.
13	South	Wants the entire service withdrawing. Advertise over 6-12 months in press, on website and signs to encourage dog walkers to pick up the mess and take it home. All dog bins to be removed on a given day, vans to be sold and wardens redeployed to other duties such as patrolling and issuing fines.
14	South	Notes that despite lots of local action over the years dog fouling still persists on the green at Grangewood near the Coop and also behind the police house on Birchwood Crescent.

Summary

1. There has been a noticeable improvement in incidents of dog fouling in the last 3 months especially in the South of the borough.
2. Residents feel the service provided by Environmental Services is good and are impressed with the quality of the service and the professionalism of the staff.
3. Some of the information respondents asked for example on fines issued was available on the website but they were unaware of this.
4. Residents understand that fouling is committed by a minority.
5. There is a definite divide between those who think more dog bins are needed and those who think they should all be removed totally.
6. There is a consensus that there needs to be more signage and that it should be hard hitting it its message.

*

<http://www.northumberland.gov.uk/default.aspx?page=3175>

<http://www.berwick-advertiser.co.uk/news/local-news/all-news/more-than-100-owners-hit-with-dog-fouling-fines-1-3594348>

Appendix C

Bassetlaw District Council Posters

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Clean it up!

DOG FOULING CAN LEAD TO A FINE
OF UP TO **£1,000**



Telephone 01909 533 399
email dogpoo@bassetlaw.gov.uk
or visit www.bassetlaw.gov.uk



Bassetlaw
DISTRICT COUNCIL
— North Nottinghamshire —

Page 59



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Let's clean up this town

HELP BY REPORTING DIRTY DOG OWNERS



Dog fouling can lead to a fine of up to **£1,000**

Telephone 01909 533 399
email dogpoo@bassetlaw.gov.uk
or visit www.bassetlaw.gov.uk



Bassetlaw
DISTRICT COUNCIL
— North Nottinghamshire —



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Dob on a Dirty Dog

DOG FOULING CAN LAND OWNERS WITH A FINE
OF UP TO **£1,000**



Telephone 01909 533 399
email dogpoo@bassetlaw.gov.uk
or visit www.bassetlaw.gov.uk



Bassetlaw
DISTRICT COUNCIL
— North Nottinghamshire —

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Appendix D

Bassetlaw District Council Facebook activity

strict Council

Bassetlaw District Council added 2 new photos.
19 December 2014 at 16:34 · Edited ·

'PICK UP OR PAY UP' painted on Brancliffe Lane and Shireoaks in response to complaints about frequent dog fouling incidents outside St Lukes School. Feedback from the public suggests that one particular owner is allowing their (large) dog to roam in one place around the area which is contributing to more dog fouling.

Any information that would help us to identify this individual can be reported to the Council via dogpoo@bassetlaw.gov.uk or if you witness any dog fouling, then Dob on a Dirty Dog: 01909 533 399.

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was difficult to find a place at one time.
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- Terms - Cookies - More +

66249/977184562299605/?type=1



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Bassetlaw District Council added 2 new photos.

26 November 2014 · Edited ·

We have been out leafleting Lidget Lane and The Oval area of Ordsall in Retford. We have also been down Devonshire Road and West Carr Road. We will continue to patrol but we need the public's help in identifying those owners who don't pick up. Scoop it, bag it, bin it. Please.

You can report dog fouling via facebook or:

dogpoo@bassetlaw.gov.uk

See More



Like

Enterprise and Wellbeing Scrutiny Committee

5 February 2015

Briefing Note to support the Scrutiny Project Group report on Dog Fouling

For information, Sherri Stock is no longer part of the Environmental Protection Team (having moved over to the Private Sector Housing team) and so I, Esther Thelwell have been appointed as the Senior Environmental Health Officer for the Environmental Protection Team. Whilst I have considerable experience with environmental and pollution issues I have not been involved so much with dog and dog related issues (as Sherri lead on this). As such, I felt that I would benefit from speaking with peers at other local authorities in Derbyshire.

I am collating a list of contacts for officers in the Derbyshire region who are responsible for dog issues and it is proposed that

- we will be meet in March/April to discuss responsible dog ownership and share best practice in light of the new Anti-Social Behaviour Crime and Policing Act 2014;
- meet with dog handlers from the Derbyshire Police to discuss responsible dog ownership;
- work more collaboratively with the Chesterfield Borough Council Estates and Neighbourhoods Team (as they have powers to issue Fixed Penalty Notices for dog fouling on housing owned land);
- consider putting in place a Derbyshire-wide educational campaign/promotional event to promote responsible dog ownership to include, dog fouling, compulsory micro chipping (due in legislation in 2016) etc..

I note that para 6.26 of the report makes the following recommendation:

To recommend that on all temporary signs and notices that are produced to discourage dog fouling that the maximum fine of “up to £1000” be used in the wording as is done by Bassetlaw District Council. Also to recommend that Bassetlaw District Council be contacted to see if the effective and innovative imagery on their signs can be borrowed and to enable the sharing of best practice.

For information, we do already have signage with this wording – see below.

Esther Thelwell

Senior Environmental Health Officer

Clean Neighbourhoods and Environment Act 2005

Dog Control Order



Clean up after your dog

It is an offence to fail to
comply with the Order.

FIXED PENALTY
notices will be issued.
£1000 maximum fine.

01246 345735



FOR PUBLICATION

ENVIRONMENTAL HEALTH FEES AND CHARGES 2015/16 (E000)

MEETING: 1. CABINET
2. EXECUTIVE MEMBER ENVIRONMENT

DATE: 1. 10th March 2015
2. 2nd March 2015

REPORT BY: Environmental Health Manager

WARD: ALL

COMMUNITY ASSEMBLY: ALL

KEY DECISION 448
REFERENCE

FOR PUBLICATION

BACKGROUND PAPERS FOR PUBLIC REPORTS: Preliminary Equalities Impact Assessment

1.0 PURPOSE OF REPORT

1.1 To ask Members to approve the fees and charges proposed for 2015/16, as outlined in Appendix A; that relate to various environmental health functions.

2.0 RECOMMENDATIONS

2.1 That Members approve the proposed fees and charges, including concessionary rates where applicable, as detailed in Appendix A, with effect from 1st April 2015.

2.2 That the Environmental Health Manager has discretion to offer reduced charges for micro-chipping at promotional events and campaigns in the lead up to mandatory chipping in 2016.

2.3 That an interim review of the fees for rats and mice be undertaken in July 2015 having regard to the out-turn for 2015/16.

3.0 BACKGROUND

3.1 In accordance with the Council's Financial Regulations, it is necessary for all fees and charges to be reviewed annually.

3.2 General principles that govern the Council's approach to charging include:

- (a) To make a charge wherever non-statutory services benefit an identifiable group as opposed to the entire community.
- (b) Fees and charges should aim to recover at least the full cost of the service except where:
 - i. there is an opportunity to maximise income; or
 - ii. Members determine a reduction or subsidy should be made, for a specific reason.
- (c) That where charges are reduced from full cost the reason for that reduction is reviewed periodically (at least annually) to ensure it remains valid.
- (d) People on low income and/or suffering disadvantage through poverty or social exclusion may be charged less to ensure equal access.

3.3 In preparing this report we have had regard to the guidelines for 2015/16 that fees and charges should be raised by at least 3%.

4.0 SCOPE OF REVIEW

4.1 The services for which fees and charges are reviewed in this report are as follows:

- Pest Control – provision of advice and treatment at domestic and commercial premises
- Dog Control – seizure and kennelling of stray dogs and micro-chipping
- Fixed penalty levels for environmental crimes – where permitted the level of penalty to be offered in lieu of prosecution for the offence.

5.0 OUTLINE OF SERVICES

5.1 Pest Control

- 5.1.1 There is no statutory duty upon the Council to provide a pest control treatment service. However, the Council has a duty to keep the borough free from rats and mice, principally on its own land. It also means we may use enforcement powers, provide advice and offer treatment services for the control of vermin.. We presently apply a 50% reduction for persons in receipt of benefits. Pest control fees are subject to VAT. Fees across Derbyshire are shown in Appendix B.
- 5.1.2 Forecasted income for wasp treatments is highly dependent on the weather as well as market forces. Over the past four years service volumes have fluctuated between 200 and 600 per annum. A conservative forecast is used.
- 5.1.3 In April 2014 we introduced a charge for treatment of pests posing a significant public health risk, namely rats, mice and cockroaches. We had assumed an overall 50% drop-off for the income forecast based on other authorities' experiences. A comparison of the first nine months (April-December 2014) with the mean average for the previous three years has shown that there has been a 60% reduction in service requests for rats and 50% for mice. Half of the recent customers for mice claimed the concessionary rate, which is much higher than previously (typically 20%). This could be an indication that the "full price" charges are deterring proportionately more customers and as such any increase in the standard fee will be sensitive to customer choice.
- 5.1.4 As we have not yet had a full twelve months with the charges for vermin treatment we recommend that the 50% reduction for persons in receipt of benefits is retained for treatments and there is no change to the vermin treatment fees. Pest control fees for domestic customers are quoted including VAT and rounded to amounts that facilitate cash handling. We offer free telephone advice for all pests however we are often asked to visit properties to give on-site advice. We have seen a 4,600% increase in request for call-backs. The officer has on occasion received 15 in one day; assuming 20 minutes per phone call; this will mean five hours at his desk. Some customers still want a site visit for additional advice or reassurance even though we cannot treat. Under delegate authority, we have been charging £20 for such calls in recent months and the service is well received (satisfaction levels with pest

control remain at 100%). We propose adding this service to the schedule of fees and charges, set at £30, with a £20 minimum charge applying for those on income related benefits. It is proposed that we continue to offer a fixed price treatment for wasps for non-domestic clients (accessible without the use of ladders); unchanged at £50 plus VAT. All of the proposed charges are outlined in Appendix A.

5.1.5 It is estimated that the income for 2015-16 will be £19,000 with a further £4,000 from commercial work. The service costs about £46,000 per annum including all support costs. As such the treatment of rats at a domestic property typically costs between £45 and £65. With VAT, full cost-recovery would mean a charge of £54 to £78, with an agreed subsidy for concessions.

5.1.6 The proposals mean that the service recovers just over half of its full costs. Given fees are offered with a 50% reduction for those on benefits coupled with competition there is limited scope to reduce the current loss without changing the subsidy. We propose reviewing this in four months time, when we can analyse the full year effect of the new charges. We will also be seeking additional commercial contracts and recovering all costs from Housing Services associated with investigations and treatments in the housing property portfolio.

5.2 **Dog Control**

5.2.1 The Council may receive occasional requests from other authorities, such as the Police and Social Services, as well as Housing Services, to provide transportation to a kennelling facility for dogs coming into their possession. We recommend that the fee for providing this service be maintained at £50 an hour. We anticipate an income of £100 this year.

5.2.2 The levying of charges for the seizure and detention of a stray dog primarily reflects the costs we incur for kennelling that dog until it is claimed. The kennelling and out of hours reception service we are statutorily required to provide is contracted out. Before a stray dog is returned, its owner has to pay a fee that consists of 3 elements and the charges for 2014/15 are as follows:

- Daily kennelling cost of £15.50 per day or part thereof
- Statutory fee of £25 (set in 1992)
- Administrative Fee of £8 per dog

- 5.2.3 We cannot profit from individuals who pay these charges and, as there is no increase in the boarding fees we pay our contractor this year, we propose simply increasing the administrative fee (which contributes to transport costs, out of hours surcharges etc) to £10 per dog. Despite escalating costs since 2008, it appears to have peaked during 2011/12 as our costs have stabilised.
- 5.2.4 The Council offers a low cost micro-chipping service for dogs and cats. As it provides a permanent means of identification we encourage dog owners to get their pet micro-chipped and this can reduce the time officers spend dealing with stray dogs as well as assist with disputes over ownership. Anyone can provide a micro-chipping service though most people will use their veterinary surgeon and currently the Dogs Trust is funding free micro-chipping within surgeries in the run up to compulsory chipping in 2016. The main advantage of our service to customers is that it is provided in the home. We therefore propose no change to the current fee of £16.00 including VAT. We also propose that the Environmental Health Manager continues to have the discretion to offer a reduced rate at promotional events such as 'Taking the Lead'.

6.0 Fixed Penalty Levels

- 6.1 Whilst penalties should not be seen as "income" Cabinet maintains the discretion to vary them from the national default sum so it is convenient to do so here. On 18th December 2008 members approved the types and levels of fixed penalty notices that the Council would consider using in the delivery of the clean neighbourhoods and environment agenda. Dog fouling has since been set at the maximum permissible of £80, with other dog control offences set at £50. Litter was increased in 2013 to £60.
- 6.2 The Antisocial Behaviour, Crime and Policing Act 2014 will eventually replace many of these offences and Cabinet will have to consider adopting the new provisions before the existing dog control orders lapse in three years' time. However, the Act introduced the Community Protection Notice (CPN) which covers a range of behaviours adversely affecting the quality of life in an area and these include provisions we previously had for accumulations of litter (and dog fouling) and defacement on private property. A penalty of up to £100 may be set. The primary use of the CPN for us is to ensure gardens are kept clean and tidy. We propose that the penalty is set at £70, less than the £80 penalty for failing to remove dog faeces in public areas. As the number

issued under the previous laws has been negligible no income is being declared at this time.

- 6.3 It is noted that the levels of fixed penalties issued fluctuates and this is in part due to reduced capacity within the Environmental Protection following recent restructures as well as increasing compliance particularly around smoking litter (which is to be applauded). Furthermore we have seen some non-payment which leads to prosecution. Whilst costs are awarded to the Council, it can be some time before it is returned to us via the Courts and it goes directly into central funds (so are not included here).

7.0 **EQUALITIES**

- 7.1 A preliminary Equalities Impact Assessment has been completed and no group is anticipated to face a disproportionate negative impact.
- 7.2 Registered assistance dogs, as defined in law, shall be exempt from fees associated with straying.

8.0 **FINANCIAL CONSIDERATIONS**

- 8.1 It is not easy to accurately predict the financial gain that will be achieved through these charges, as demand is variable and, in the case of kennelling income, is principally there to offset the fees we pay to our contractor.
- 8.2 For the purposes of these calculations, demand is based on recent years (and takes averages of fluctuations) and conservative predictions about the take-up of chargeable vermin control. In April 2014 we introduced charges for the public health pests (rats, mice and cockroaches); therefore we have yet to see what impact this will have on service uptake during the latter winter months. As such accurate forecasting is not possible and all income projections are subject to change.
- 8.3 The introduction of Universal Credit may impact on our current concession for those on “income-related benefits” principally housing benefit and council tax benefit, especially during the transitional period over the next twelve months. There is a risk that we will see a greater proportion of customers demanding the reduced fee. It is proposed that the concession will apply to those on Universal Credit with no earned income in parallel with the Service Manager’s

discretion to apply concessions.

8.4 Table 1 below shows that income will be £40,900. This is an increase of 15%.

Table 1 Income Profile

Service / Income	Budget 2014/15	Budget 2015/16
Domestic pest control	15,000	19,000
Commercial pest control	4,000	4,000
Strays and micro-chipping	7,000	7,500
Litter fixed penalty	8,000	8,000
Dog control fixed penalties	1,600	2,400
Total	35,600	40,900

9.0 ALTERNATIVE OPTIONS TO BE CONSIDERED

9.1 Given the agreed policy in terms of income generation, the alternative is to increase charges above those suggested and/or reduce the level of concessions for pest control. Alternatively the pest control service could be withdrawn.

10.0 RISK MANAGEMENT

10.1 Details of the risks associated with fees and charges are given in Table 2 below.

Table 2 Risk Factors Affecting Income

Risk	Likelihood	Impact	Mitigating Action	Revised Likelihood	Residual Impact
Below expected take up of services and competition	Medium	Medium impact on the income levels	Conservative income projection. Marketing of pest control services. Competitive pricing and concessions. Publicity about risks associated with DIY treatments. Council Tax guide advert.	Low	Low
Unpaid fees and written off debts	Low	Low	Pre-payment is necessary for many services. In others it is at point of delivery, apart from commercial invoicing	Low	Low
Fixed penalty fees not paid	Low	Low	Existing reminder letters to offenders keeps payment rates high. Court costs will be sought.	Low	Low
Reduced income due to uptake of Universal Credit	Low (due to phased introduction)	Low	Advice sought from Revenues. Limit to "no earned income" claimants. To monitor uptake.	Low	Low

11.0 RECOMMENDATIONS

- 11.1 That members approve the proposed fees and charges, including concessionary rates where applicable, as detailed in Appendix A, with effect from 1st April 2015.
- 11.2 That the Environmental Health Manager has discretion to offer reduced charges for micro chipping at promotional events and campaigns in the lead up to mandatory chipping in 2016.
- 11.3 That an interim review of the fees for rats and mice be undertaken in July 2015 having regard to the out-turn for 2015/16.

12.0 REASONS FOR RECOMMENDATIONS

- 12.1 To set the environmental health fees and charges for 2015/16.

RUSSELL SINCLAIR
ENVIRONMENTAL HEALTH MANAGER

Further information can be obtained from Russell Sinclair on Extn 5397

Officer recommendation supported.

Signed



Executive Member

Date 02/03/15

Consultee Executive Member/Assistant comments (if applicable)

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APPENDIX A					
<u>Environmental Health Fees and Charges 2015-16</u>					
	Current	Proposed		Current	Proposed
	Charge	Charge		Concession	Concession
Pest Control (all domestic fees include VAT)					
Domestic premises - Call-out Charge		£30			£20
Domestic premises - Rats	£40	£40		£20	£20
Domestic premises - Mice (indoors only)	£40	£40		£20	£20
Domestic premises - Cockroaches	£40	£40		£20	£20
Domestic premises - Wasps	£40	£40		£20	£20
Domestic premises - Ants	£58	£60		£29	£30
Domestic premises - Fleas	£68	£70		£34	£35
Domestic premises - Bedbugs	£98	£100		£49	£50
Commercial Premises - Treatment of Wasps Plus VAT	£50	£50			
Dog Control(all fees plus VAT)					
Transportation of Dogs (Hourly rate)	£50	£50			
Dog Control (all fees include VAT where applicable)					
Microchipping	£16	£16			
Stray Dog Collection Admin Fee	£8	£10			
Identity Tag and Microchip Voucher	£16	£16			
Kennel charge per day or part thereof	£15.50	£15.50			
Fixed Penalties					
Littering offence	£60	£60			
Dog control orders - fouling (failure to remove faeces)	£80	£80			
Other dog control orders	£50	£50			
Community Protection notice		£70			

Payment by credit card +1.5%					
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Appendix B Current or predicted pest control charges across Derbyshire based on information available at the time of writing

Fee and Concessionary rate	Rats	Mice	Wasps	Fleas	Bed Bugs	Ants	Comments
Amber Valley	£35 £22	£35 £22	£30 £20	£50 £30	£100 £75 Minimum charge	£30 £20	Call out fee of £15.
Bolsover	Free	Free	£46	£46	£46	No service	
Chesterfield	£40 £20	£40 £20	£40 £20	£70 £35	£100 £50	£60 £30	Call out fee of £30, reduced by £5 for concessions
Derby City	£22 £10	£60 £28	£50 £28	£80 £40	£95 £50	No service	Service under review.
Derbyshire Dales	£24 £12	£47 £24	£59 £30	£59 £30	£71 £36	£59 £30	These fees are likely to increase by 2.3%
Erewash							Erewash does not provide a service
High Peak	Free	£57 £25	£57 £25	£57 £25	Free	£57 £25	
North East	£41 £20	£41 £20	£45 £22	£45 £32	£65 £32	£45 £32	

Bed bug treatments require two officers hence the higher charge.

All fees include VAT at the prevailing rate

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FOR PUBLICATION

COMMERCIAL RECYCLING, CHANGES TO LEGISLATION

MEETING: 1. CABINET
2. EXECUTIVE MEMBER FOR ENVIRONMENT

DATE: 1. 10 MARCH 2015
2. 2 MARCH 2015

REPORT BY: ENVIRONMENTAL SERVICES MANAGER

WARD: ALL

COMMUNITY ASSEMBLY: ALL

KEY DECISION REFERENCE (IF APPLICABLE): 501

FOR PUBLICATION

BACKGROUND PAPERS FOR PUBLIC REPORTS:

TITLE: Working papers LOCATION: The Depot

1.0 **PURPOSE OF REPORT**

To set out the arising implications to the Council and its customers of the changes to recycling legislation. To explain the background rationale for our proposed response to this changing legislation affecting commercial waste. To recommend a way forward for Members to consider

2.0 **RECOMMENDATIONS**

- 2.1 That option one (See Appendix B) is adopted namely that, we do not introduce commercial waste recycling and use the TEEP arguments in this report to prove the economic issues that prevent us from providing the service.
- 2.2 To keep the implementation of option one under review and consider the introduction of a commercial recycling service if future circumstances allow, and to seek to find a viable option for commercial recycling as the service is re-tendered in the autumn of 2018.

3. **BACKGROUND**

- 3.1 The demand for the Council's commercial waste services has held up well against the national and local economic difficulties. The Council is committed to providing value for money services.
- 3.2 From January 2015 The Revised Waste Framework Directive requires anyone collecting waste to set up separate collections of paper, plastic, metal and glass for both household and commercial waste. These materials must be collected separately unless it is not technically, environmentally or economically practicable (TEEP) to do so.
- 3.3 Local Authorities with a responsibility for collection of waste have a duty under the Environmental Protection Act 1990 to collect waste from commercial premises if requested. It is also the duty of the Waste Collection Authority to recover the cost of collection and disposal of the waste collected unless the authority considers it inappropriate to do so.
- 3.4 There are 853 commercial customers with a turnover of £540k that is expected to generate a surplus of £77k this year. This subsidises essential community services reducing the cost to the council of the overall service.
- 3.5 Officers will continue to market the service in order to maintain current levels of customers however given the capacity issue with Veolia as shown in 4.2.1, we can only sustain a level of customers comparable to that which is current.

Our marketing initiative includes:

- Provision of leaflets to potential customers
- Marketing with other council publications

- Consideration of representation at a Destination Chesterfield forum
 - Right service at right price
 - High level of customer service
 - Consideration of direct debit introduction
- 3.6 Most commercial customers are keen to recycle at least one material and historically we have lost a few customers to private companies who are able to provide recycling. Commercial recycling has been investigated previously and these investigations have failed to offer a financially viable scheme.
- 3.7 In October 2012 discussions with Veolia about how we might provide a trial commercial recycling collection resulted in them offering to provide collections from selected commercial properties free of charge, on a six month trial. They hoped that the income from the weight of material collected would offset the cost of providing the collections.
- 3.8 Potential customers were identified from the trade client list and a route was created, collections took place on Saturday mornings, the only time when a vehicle was available. The trial actually lasted 20 months and the original list changed over this period finishing up with 60 customers producing on average a total of 1.3 tonnes per week.
- 3.9 In August 2014 Veolia advised that they were not able to continue the free collections because the trial arrangements were causing them to make a significant loss. Total costs to them for the last twelve months have been £8856 but income generated over the period only amounted to £697. Therefore the operating loss was £8159 on the limited trial and inevitably losses would be very significant in providing the service to all on a permanent basis.
- 3.10 Letters were sent to all the participants advising them that the trial would end on 20th September 2014 and bins previously provided for recycling would be collected. This resulted in a small number of complaints but to date, none of the customers have cancelled their contracts.
- 3.11 Correspondence with other local authorities within the Derbyshire Waste Partnership (DWP) show that every authority is taking the same approach as recommended in this report, namely to utilise the TEEP argument as the provision of a commercial recycling service is not financially viable. The Partnership covers the whole of Derbyshire.
- 3.12 CBC like all those within the DWP have utilised the route map provided nationally by the Waste Resources Action Programme (A nationally

accredited and government supported body) to determine the case for TEEP to apply. As such there is confidence that this is a robust and transparent approach that will defend against potential challenge.

- 3.13 Our research shows that it is unlikely that CBC's implementation of the recommendation in this report will be challenged, particularly as this approach is being taken by all members of the DWP. We also separate our glass household collection; as such we offer a more comprehensive overall recycling service than other members of the Partnership.

4 WAYS TO PROVIDE A COMMERCIAL RECYCLING SERVICE

- 4.1 Discussions have taken place with Veolia regarding the cost of setting up a recycling collection service across all our commercial customers.

- 4.2 There are a number of issues;

4.2.1 Veolia report that they do not have any spare capacity within their current fleet and workforce to offer a separate collection to all CBC commercial customers. The only way they could provide a service would be to procure an additional split body refuse collection vehicle and an additional 2 members of staff. Using the contract variation prices this would be £140,380 per annum. See Appendix A for calculations showing how this might be recouped.

4.2.2 Veolia are reluctant to collect recycling from all commercial properties based on their national experiences. They report that a number of types of premises cannot be relied on to present recycling as it is requested. They would not be prepared to collect from any food premises e.g. take-away, restaurant or any eating establishment as they have evidence that the recycling from these types of premises is badly contaminated.

4.2.3 If we remove the total number of schools where free recycling is already taking place and the food establishments where Veolia have indicated they would not be prepared to collect recycling from that leaves approx. 650 customers who may be interested in taking on a recycling contract.

4.2.4 During the trial a number of the businesses taking part indicated that due to the amount of waste they were able to recycle they would like to reduce the size of the residual waste bin at their property, as this was only a trial we did not allow them to do this as it would have had a detrimental effect on the income stream.

4.2.5 However, this needs to be taken into account if a recycling service was offered as a permanent service as it is obvious that by recycling, residual waste will reduce. Customers would look to reduce the size of

their current residual bin and they would expect the total cost of collections, both recycling and residual, would be less than they are currently paying.

4.2.6 An alternative option would be for Veolia to collect commercial recycling as overtime using current vehicles and staff. This would only be practical for a small number of our customers, but would give us the opportunity to provide a limited recycling collection. We would need to turn customers away once the capacity was full.

4.2.7 The costs associated with providing a recycling service are shown in Appendix A.

4.2.8 Options and risks are attached Appendix B.

5 FINANCIAL CONSIDERATIONS

This is a summary of detailed information to be found in the appendices.

Commercial Recycling Collections

Operational costs for a full recycling round in year one	£142,724
Operational costs for a Saturday only recycling round	£ 34,985

- **By implementing the recommendations of this report, we will minimise the adverse financial effects from the changes in legislation. At this stage we cannot accurately forecast the net effect on our income. That said however, we have provided some estimates within the options.**

6 RECOMMENDATION

6.1 That option one (See Appendix B) is adopted namely that, we do not introduce commercial waste recycling and use the TEEP arguments in this report to prove the economic issues that prevent us from providing the service.

6.2 To keep the implementation of option one under review and consider the introduction of a commercial recycling service if future

circumstances allow, and to seek to find a viable option for commercial recycling as the service is re-tendered in the autumn of 2018.

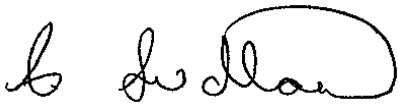
7.0 REASONS FOR RECOMMENDATION

- 8.2 To contribute to improving the Council's overall financial position and reduce the overall cost of the waste and recycling service by continuing a viable and profitable commercial waste service.

Further information on this matter can be obtained from Carole Grew (Extension 5797)

Officer recommendation supported.

Signed



Executive Member

Date: 02/03/15

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

APPENDIX A

Summary of the costs and potential charges for the introduction of a commercial recycling collection.

Residual Bin profiles

Size	Current number of bins	Numbers after recycling is introduced*	New bins required for residual Waste	Number of bins required for recycling**
140l	17	180	180	180
240l	163	148		148
360l	148	176		176
660l	176	207	30	207
1100l	207			

*Assuming most customers would want to decrease by one bin size

** Assuming customers would want a recycling bin one size below their current residual bin.

NB. The new bin requirement relies on all bins which are brought in being fit for re-issue. This may of course not be the case.

The costs of the new bins could be recouped over a number of years through the bin hire element in the annual charge.

Cost of exchanging/delivering bins if only 50% of 650 possible customers take up recycling assuming that 50% are 2 wheeled bins and 50% are 4 wheeled bins.

Size and no	Price per unit	Total cost £
To exchange/deliver 165 x 2 wheeled bins	6.46	1,066
To exchange/deliver 165 x 4 wheeled bins	7.75	1,279
		2,345

To provide a Refuse Collection vehicle, driver and loader for a full commercial recycling round

Item	p/hour £	p/week £	p/a £
3 axle vehicle	37.69	1,507.60	78,395
HGV driver	16.06	642.40	33,405
Loader	13.74	549.60	28,579
			140,379
Cost of bin deliveries			2,345

Total operational costs for first year	142,724
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These costs will need to be recouped from the customers. Below are 2 scenarios based on the number of customers taking up the recycling option, the cost are split 33% of total cost to 2 wheeled bin and 67% to 4 wheeled bins.

Possible charging structure for Commercial Recycling Collections

	Collection cost	Bin hire cost	Cost for recycling collection (Not including residual waste charges)
650 customers			
140-360l bins	144.92	19.30	164.22
660-1100l bins	294.23	50.07	344.30
325 customers			
140-360l bins	285.45	19.30	304.75
660-1100l bins	579.54	50.07	629.61

Only if we get the maximum 650 customers do the prices come down to be advantageous to our customers. All other options leave them paying more for both recycling and residual waste.

To collect using overtime would be limited to 100 properties on a Saturday due to the capacity of our contractor.

Cost of exchanging wheeled bins:

Assuming that 50% are 2 wheeled bins and 50% are 4 wheeled bins

Size and no	Price per unit	Total cost
To exchange/deliver 50 x 2 wheeled bins	6.46	323.00
To exchange/deliver 50 x 4 wheeled bins	7.75	387.50
		710.50

To provide a Refuse Collection vehicle, driver and loader for a Saturday only commercial recycling round

Item	p/hour	8 hr Saturday	p/a
3 axle vehicle	37.69	301.52	15,679
HGV driver	24.09	192.72	10,021
Loader	20.61	164.88	8,574
			34,274
Costs of bin deliveries			710

Total operational costs for first year	34,984
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These costs will need to be covered by the customers. The table below shows figures based on 100 customers taking up the recycling option, the costs are split 33% of total cost to 2 wheeled bin and 67% to 4 wheeled bins.

	Collection cost £	Bin hire cost £	Total cost for recycling collection £
100 customers			
140-360l bins	230.90	19.30	250.20
660-1100l bins	468.80	50.07	518.87

Again these prices are not low enough to provide a saving to our customers.

Commercial Costs – other Council comparisons

Amber Valley Borough Council

Derbyshire Dales District Council

Bin size	Cost of collection & disposal of residual waste	Cost of collection of materials for recycling	Bin size	Cost of collection & disposal of residual waste	Cost of collection of materials for recycling
240	315.35	189.88	240	306.80	None
360	407.78	219.59	360	374.40	none
660	625.61	261.49	660	535.60	none
1100	874.20	299.15	1100	717.60	none

Bolsover District Council

Bin size	Cost of collection & disposal of residual waste	Cost of collection of materials for recycling	Bin size	Cost of collection & disposal of residual waste	Cost of collection of materials for recycling
240	252.28	none	240		
360	310.44	none	360		
660	485.68	none	660		
1100	677.56	none	1100		

APPENDIX B

Options and Risks for Commercial Recycling

Option	Risks	Estimated financial impact
<p>1. Do nothing – use the TEEP arguments in the report to prove economic issues – increase commercial charges in line with council uplift guidelines and increase in disposal costs</p>	<p>1. May lose customers who want to recycle – however the number lost to date is minimal. Large companies e.g. MacDonalds, Subway are pushing their franchisees to have recycling collections so there are a few there we may lose.</p> <p>2. Financial impact</p> <p>3. Challenge, low as explained in the body of the report</p> <p>Level: Low</p>	<p>To the Council Relatively minor, impossible to accurately forecast, however estimated at £500 p/a</p> <p>To the customer Only implication is if the customer remains with us and decides to pay for a separate recycling service</p>
<p>2. Work on overtime rates and offer a recycling collection to a finite number of customers</p>	<p>1. Customers having a recycling bin will be looking for a saving and to reduce the size of their residual bin</p> <p>2. Financial impact</p> <p>3. Figures do not show a savings for our customers even if we sign up 100 for a Saturday collection.</p> <p>Level: Medium</p>	<p>To the Council Impossible to accurately forecast , however, unless the Council had sufficient customers to recover the costs from Veolia, it would adversely affect our surplus by £35,000</p> <p>To the Customer Increased costs</p>
<p>3. Do nothing – use the TEEP arguments in the report – increase</p>	<p>1. It is highly likely that we would lose even more customers due the high price rise</p> <p>2. Financial impact</p>	<p>To the Council Significant reduction in surplus, impossible to accurately forecast,</p>

<p>commercial charges by 10-15% to subsidise/offset the possible loss of customers</p>	<p>3. Challenge, TEEP argument has less credibility if charges are increased.</p> <p>Level: High</p>	<p>however estimated at £38.5k, based on a 50% loss of customers</p> <p>To the customer 10 – 15% increase in charges across the board</p>
<p>4. Provide a price for recycling collections which is so high as to deter customers from using it. Don't advertise widely but have the price agreed so that those making enquiries can be provided with the information.</p>	<p>1. Meets the new legislation. 2. Difficult to say if anyone would be happy with the price – if they ask for the service it would have to be provided by Veolia as day rates. 3. Dissatisfied customers leaving for other providers 4. Financial impact</p> <p>Level: High</p>	<p>To the Council Impossible to accurately forecast, however it is expected that our current surplus of £77k would reduce to virtually nil</p> <p>To the Customer Significant price increases</p>
<p>5. Accept the costs suggested by Veolia for an additional crew and provide a recycling service.</p>	<p>1. If not all the current commercial customers move to a recycling collection then the full costs of the service will not be met leaving the council with a very significant deficit. 2. Customers having a recycling bin will be looking to reduce the size of their residual bin 3. Financial impact</p> <p>Level: Very high</p>	<p>To the Council Impossible to accurately forecast, however it is estimated that our current surplus would go into a deficit with a possible loss of £217k</p> <p>To the customer Dependant on customer take up but increased costs are likely unless savings arise from having a smaller residual waste bin</p>

<p>6. Negotiate with Veolia to remove the commercial element of the Waste and Recycling Contract and let a new contract for commercial waste to include residual and recycling.</p>	<p>1. Significant implications with the Veolia contract – may have to buy them out. After the current contract was let Veolia was asked if they were interested in buying the whole commercial business from CBC – after some investigation they refused – there was no margin in it for them</p> <p>2. As a collection Authority CBC has to collect waste from a commercial premises if requested – the authority should recover the cost of collection and disposal so this can be so high as to be prohibitive</p> <p>Level: Very High</p>	<p>To the Council Impossible to accurately forecast as there is no way of knowing what sort of price would come in for the new contract It is expected that a new contract would cost in the region of £250k more</p> <p>To the Customer Significant price increases would be required in order to mitigate the very significant increased costs</p>
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FOR PUBLICATION

TRADE WASTE AND MISCELLANEOUS FEES AND CHARGES 2015/16

MEETING: 1. CABINET
 2. EXECUTIVE MEMBER FOR ENVIRONMENT

DATE: 1. 10 MARCH 2015
 2. 2 MARCH 2015

REPORT BY: ENVIRONMENTAL SERVICES MANAGER

WARD: ALL

COMMUNITY ALL
ASSEMBLY:

KEY DECISION : No 449

FOR PUBLICATION

1.0 **PURPOSE OF REPORT**

1.1 To determine the charges to be made for the collection and disposal of trade wastes and other miscellaneous environmental fees in 2015/16

2.0 **RECOMMENDATIONS**

2.1 That Members approve the revised charges for trade wastes and other miscellaneous environmental fees for 2015/16 as detailed within the report and at Appendices A and B.

3.0 **INTRODUCTION**

3.1 In accordance with the Council's Budget Strategy, this is the annual review of trade waste and other charges taking into consideration that charges should aim to recover at least the full cost of the service except where:

(1) There is an opportunity to maximise income: or

- (2) Members determine a reduction or subsidy should be made for a specific reason.

3.2 In preparing this report, we have had regard to The Council's Budget Strategy in that provision should be made for a minimum inflationary increase of 3% each year or greater if the market will bear it.

4.0 **BACKGROUND**

4.1 **Commercial Waste**

The Council has a duty under the Environmental Protection Act 1990 to arrange for the removal of Commercial Waste from shops, offices, hotels and similar businesses if requested to do so by the occupier. Businesses from which waste is removed must pay reasonable charges for the collection and disposal of such waste. Current charges for the collection and disposal (referred to as removal) are shown in Appendix A, Table 1.

4.2 However, producers of Commercial Waste may request the service from one of a number of private sector companies who operate in the Chesterfield area. Traditionally these have provided strong competition for the Council, normally focusing on the servicing of larger 1100 and 660 litre sized receptacles.

4.3 Our knowledge of the service and our stable share of the market indicates that the fees and charges recommended will remain competitive.

4.4 Our benchmarking data is provided in Appendix C. This demonstrates that our current and proposed fees and charges are currently comparable to other local authorities, however larger increases may adversely affect this.

4.5 **Industrial Waste**

Waste Collection Authorities (WCAs) such as CBC may if requested remove Industrial Waste from premises defined in Regulations made by the Secretary of State, but only with the consent of the Waste Disposal Authority (WDA). Derbyshire County Council, our WDA, does not permit any of the WCAs in Derbyshire to collect and dispose of such waste so this is not a service CBC can offer.

4.6 **Chargeable Household Waste**

4.6.1 Certain types of non-domestic establishments such as schools and other educational premises, nursing homes, residential homes, registered charities and hospitals were deemed to produce Household Waste. The Controlled Waste Regulations 1992 gave the Council discretionary powers which it chose to exercise to levy a reasonable charge for collection, but not disposal from some of these types of establishments.

4.6.2 The Controlled Waste (England and Wales) Regulations 2012 amended the classification of some wastes and charities and schools now fall into commercial waste classification where disposal charges will apply and collection charges may apply. Current charges for collection (removal) are shown in Appendix A, Table 2.

4.6.3 Historically this type of customer has been viewed as a captive audience as the WDA could not pass the cost of disposal on to CBC and we in turn have only charged such customers the reasonable cost of collection.

4.6.4 The private sector does not have access to free disposal and passes this cost on to the prospective customers.

4.6.5 DCC has indicated that they intend to charge us for the disposal of waste arising from the establishments listed in 4.6.1 from October 1st 2015. Officers are currently considering the implications of this and will submit a future report outlining a recommended response later in the year.

4.7 **Hire Charges For Trade Waste Receptacles**

In addition to the removal charge mentioned in 4.1, a separate charge is itemised on the customers invoice for the hire of a receptacle. This is for administrative purposes and also in order to ensure that as a minimum the total cost of servicing each size of receptacle is recovered and preferably makes a positive contribution to the Trading Account profitability.

4.8 **Healthcare Waste**

Some types of Healthcare Waste from domestic properties and Residential Homes (not Nursing Homes) also fall within the current definition of Household Waste for which a charge may be made. In the interests of public health and safety certain types of healthcare waste defined as offensive or infectious are collected free of charge from domestic properties. However, it is Council policy to charge Commercial Waste rates at Residential Homes who request the service.

4.9 **One-off Collections**

The Council may be requested to make special journeys for one-off collections of Commercial or Chargeable Household Waste. These are charged at an hourly rate and are shown in Appendix A, Table 4. The annual number of such jobs is relatively small with current income estimated at £1,500 for this year.

4.10 **Wheeled Bins**

In April 2001 the Council introduced a charge for the supply and delivery of wheeled bins to new domestic properties. The current charges are shown in Appendix B, Table 1 and these charges include the cost of delivery.

4.11 **Bulky Household Waste Collections**

A number of detailed reports have been presented to Members over the years on charging for Bulky Household Waste Collection. Charges are based on the over riding waste management principles of the waste hierarchy (Reduce, Re-use, Recycle) and the "polluter pays". A concessionary rate of 50% is applied for those in receipt of Council Tax or Housing Benefit.

4.12 **Sharps Boxes**

Occasionally we get requests from Residential Care Homes to collect sharps boxes. Current charges are shown in Appendix B, Table 3. The income is less than £100.

4.13 **Mixed Hereditament**

These are premises with a mix of customer categories, i.e., a shop and public house or business. A reduced charge (allowance) is

made if the customer enters into a contract for the collection of their trade waste and the occupier opts to dispose of the domestic element of their waste in their trade bin that is provided.

5.0 **CONTROLLED WASTE (ENGLAND AND WALES) REGULATIONS 2012**

5.1 As described at paragraph 4.6.2, schools and other establishments have been re-categorised as Commercial Waste producers and become liable for the costs of disposal, as well as collection. All the waste we collect is delivered through DCC contracts and it is expected that they will introduce disposal charges from April 2015. There is a separate report to Members going to Cabinet also on 10th March 2015, so they can decide how charges are passed on in order to eliminate the subsidy element that would arise.

6.0 **TRADE WASTE ACCOUNT**

6.1 The charge made to customers consists of fees for removal which includes collection and a charge for disposal including Landfill Tax at £80 per tonne (£82.60 per tonne for 2015/16) where applicable. There is a separately itemised charge for the provision/hire of a bin.

6.2 A Trading Account exists relating to the total cost of providing the Trade Waste Service. This account currently trades in profit and is expected to achieve a surplus of £77k. This subsidises essential community services.

7.0 **COMPETITION IN TRADE WASTE**

7.1 Generally the private sector is interested in providing a service for Commercial Waste customers with 1100 and 660 litre sized receptacles, although occasionally they may provide a service for smaller sized receptacles, particularly where they may have won a nationally let contract, or where they are servicing a larger receptacle nearby.

7.2 Over the years there has been a steady reduction in the number of 1100 litre capacity receptacles being serviced. Contracts have been lost due to business closures and down sizing in the size of the receptacle required. Some have been lost as we are unable to provide a recycling collection.

7.3 We receive a number of enquiries from customers expressing an interest in recycling. At the moment the private sector is better

placed to offer services to meet this demand and in fact Article 6 of the Landfill Directive (1999/31/EC) prohibits untreated non-hazardous waste from entering landfill, so if they are delivering their waste to landfill they have to offer some form of recycling as pre-treatment.

7.4 As a Local Authority, we are exempt from this, given that we recycle household waste.

7.5 A separate report is being presented to members also at the 10th March 2015 cabinet meeting. This outlines the issues if CBC were to offer Commercial Recycling Collections.

8 **RISK MANAGEMENT**

8.1 Details of risks associated with the recommended fees are given below:

Description of the Risk	Current Risk		Mitigating Action	Target Risk	
	Impact	Likelihood		Impact	Likelihood
Affordability to customers	High (4)	Possible (3)	Benchmarking Appropriate levels of charging	Medium (3)	Unlikely (2)
Competition	High (4)	Possible (3)	Benchmarking Provision of a good service at the right price Look into direct debits	Medium (3)	Possible (3)
Failure to implement recommended increase in charges	Unlikely (2)	Unlikely (2)	Early implementation of charges	Unlikely (2)	Unlikely (2)
Failure to achieve forecast level of income	Medium (3)	Possible (3)	Effective marketing of the service Good communication with customers Monitoring of budgets Reduction in payments to Veolia for collection and DCC for disposal. Continue to apply increases in charges to deliver Trading	Low (2)	Possible (2)

			Account profit.		
Failure to meet changing legislation	High (4)	Possible (3)	Utilisation of the *TEEP argument Implementation of Option 3 from the Policy report	Low (2)	Unlikely (2)
Increase in fly tipping	Medium (3)	Possible (3)	Increases in charges for bulky waste kept to a minimal level, i.e. 3% (40p per item at full rate) Concessions retained Enforcement Activity An increase in fly tipping is not anticipated	Low (2)	Unlikely (2)

*TEEP: This is a technical ,economic, environmental practical test. Further information is set out in the Commercial Recycling: changes to legislation report.

9.0 **EQUALITIES**

9.1 A full Equality Impact Assessment has been undertaken with no disproportionate negative impacts being identified for the protected characteristics. We offer a concessionary rate for bulky waste.

10.0 **OTHER FINANCIAL CONSIDERATIONS**

10.1 **Collection Costs**

Given increases in costs within the private sector collection charges might reasonably be expected to rise within the next twelve months. The rise in Veolia's cost is fixed at 2.5% per year.

10.2 **Disposal Costs**

The estimated Disposal cost for 2015/16 supplied by DCC is £124.14 per tonne, compared with £120.64 per tonne for 2014/15 a rise of 2.9%. Disposal costs constitute the main element of the charge to customers, varying according to the size of the receptacle.

10.3 **Trade Waste Income/Trading Account Profit**

10.3.1 Approving the recommended increases would (given the current customer base) bring in a projected income of around £556,000

(excluding one-off collections). It should be noted that our income trend has been stable over preceding years.

- 10.3.2 However, given that we know from experience that the annual invoicing of customers normally results in some loss of business as existing Commercial Waste customers test the market elsewhere and that some businesses who are finding economic trading conditions difficult and may eventually default on payment, it is thought prudent to budget for a projected income of around £540,000.
- 10.3.3 Assuming that there is no loss of customers we anticipate that the profitability of the trading account would be in the region of £80,000, based on last year's surplus, this years projected surplus of £76,000 and projections with the changes to fees and charges within this report.
- 10.3.4 Officers will continue to market the service in order to sustain current levels of customers and where possible increase these.

Our marketing initiative includes:

- Provision of leaflets to potential customers
- Marketing with other council publications
- Consideration of representation at a Destination Chesterfield forum
- Right service at right price
- High level of customer service
- Consideration of direct debit introduction

11.0 **PROPOSED INCREASES**

11.1 With all the factors contained in the report taken into consideration and the level of associated risk the report recommends the increases as shown in Appendix A and B for the following areas:

- **Trade Wastes** **+3%**
- **Mixed Hereditament allowance** **+2.5%**
- **One-Off Collections** **+3%**
- **Wheeled Bins at new properties** **+3%**

- **Bulky Household Waste Collections** **+3%**
- **Sharps Boxes** **+3%**

12.0 **ALTERNATIVE OPTIONS**

12.1 **Smaller Increases**

The increases recommended are as a minimum in accordance with The Council's Budget Strategy. Given the Council's financial position it is important to at least maintain trading account profitability and if possible improve it.

12.2 **Larger increases**

Trade waste charges to customers have increased significantly above the rate of inflation for many years largely due to increases in Landfill Tax for disposal and the annual inflation indexation applied to the old waste collection contract. Given the comments contained in section 7.0 regarding competition and the fact that the private sector are increasingly likely to have more ready access to disposal options which may include treatment and material recycling facilities outside the borough (that are cheaper than landfill) larger increases than those recommended are likely to have a negative impact on the Council's share of the market, trading account profitability and local businesses generally.

13.0 **RECOMMENDATIONS**


- 13.1 That Members approve the revised charges for trade wastes and other miscellaneous environmental fees for 2015/16 as detailed within the report and at Appendices A and B.

14.0 **REASONS FOR RECOMMENDATION**

- 14.1 To set the Council's trade waste charges and other miscellaneous fees for the financial year 2015/16 in accordance with the Council's Budget strategy.

Further information on this matter can be obtained from Dave Bennett (Extension 5122)

Officer recommendation supported.

Signed 

Executive Member

Date 02/03/15

Consultee Executive Member/Support Member comments (if applicable)

TABLE 1

COMMERCIAL AND CLINICAL WASTES

2014/15 CHARGE				2015/16 PROPOSED (+3%) rounded			
Receptacle Size	Hire Charge (£)	Removal Charge (£)	Total Charge (£)	Hire (£)	Removal (£)	Total Charge (£)	Increase per week (£)
1100	82.70	678.60	761.30	85.20	699.00	784.20	44p
660	67.70	474.80	542.30	69.70	489.00	558.50	31p
360	28.50	317.00	345.50	29.40	326.50	355.90	20p
240	18.50	243.40	261.90	19.10	250.70	269.80	15p
*140	10.90	173.50	184.40	11.20	178.70	189.90	11p
Sack	NIL	136.00	136.00	NIL	140.10	140.10	8p

TABLE 2

CHARGEABLE HOUSEHOLD

2014/15 CHARGE				2015/16 PROPOSED (+3%) rounded			
Receptacle Size	Hire Charge (£)	Removal Charge (£)	Total Charge (£)	Hire (£)	Removal (£)	Total Charge (£)	Increase per week (£)
1100	82.70	269.90	352.60	85.20	278.00	363.20	20p
660	67.70	205.40	272.90	69.70	211.60	281.30	16p
360	28.50	143.40	171.90	29.40	147.70	177.10	10p
240	18.50	109.30	127.80	19.10	112.60	131.70	7p
Sack	NIL	89.50	89.50	NIL	92.20	92.20	5p

* In 2009/10 Members endorsed the practice of not offering a service for 140 litre capacity receptacles to any new customers.

TABLE 3

	2014/15 Charge (£)	2015/16 Proposed (£) (+2.5%) rounded
Mixed Hereditament Allowance	45.80	46.90

TABLE 4**ONE-OFF COLLECTIONS (+3%)**

TYPE OF COLLECTION	2014/15 PER HOUR (£)	PROPOSED INCREASE	2015/16 PROPOSED (£)
One-off Collection and Disposal of Chargeable Household Waste (Normal Time)	99.00	+3%	£102.00
One-off Collection and Disposal of Chargeable Household Waste (Overtime)	117.00	+3%	121.00
One-off Collection and Disposal of Commercial Waste (Normal Time)	230.00	+3%	237.00
One-off Collection and Disposal of Commercial Waste (Overtime)	259.00	+3%	267.00

TABLE 1**Purchase of Wheeled Bins at new domestic properties**

No. of Bins	2014/15 Charge (£)	2015/16 Charge (£) (+3%)
1 (Black)	37	38
2 (Black and green)	64	66
3 (Black, green and blue)	74	76

TABLE 2**Bulky Waste Income Based on Percentage Increase**

No. Items	2014/15 Charge (£)		2015/16 (+3%) with 50% Conc.	
	Full	Conc.	Full	Conc.
One Item	13.80	6.90	14.20	7.10
2-5 Items	21.00	10.50	21.60	10.80
6-10 Items	27.80	13.90	28.60	14.30
>10 items	POA	POA	POA	POA
Fridge	13.80	6.90	14.20	7.10

TABLE 3**Sharps Boxes**

No. of Boxes	2014/15 Charge (£)	2015/16 Charge (£) (+3%)
1	24.40	25.00
Each Additional	11.50	12.00

Benchmarking data (Commercial)

Amber Valley Borough Council			Derbyshire Dales District Council		
Bin size	Cost of collection & disposal of residual waste	Cost of collection of materials for recycling	Bin size	Cost of collection & disposal of residual waste	Cost of collection of materials for recycling
240	315.35	189.88	240	306.80	None
360	407.78	219.59	360	374.40	none
660	625.61	261.49	660	535.60	none
1100	874.20	299.15	1100	717.60	none

Bolsover District Council

Bin size	Cost of collection & disposal of residual waste	Cost of collection of materials for recycling
240	252.28	none
360	310.44	none
660	485.68	none
1100	677.56	none

Our current commercial Prices

Size	Collection & disposal	hire	Total
140litre	173.50	10.90	184.40
240 litre	243.40	18.50	261.90
360 litre	317.00	28.50	345.50
660 litre	474.80	67.50	542.30
1100 litre	678.60	82.70	761.30

FOR PUBLICATION

ABSENCE OF MEMBER OF THE COUNCIL (B100)

MEETING:	1. CABINET 2. EXECUTIVE MEMBER – GOVERNANCE AND ORGANISATIONAL DEVELOPMENT
DATE:	1. 10 MARCH 2015 2. 24 FEBRUARY 2015
REPORT BY:	COMMITTEE AND SCRUTINY CO- ORDINATOR
WARD:	ROTHER
BACKGROUND PAPERS FOR PUBLIC REPORTS:	Nil

1.0 **PURPOSE OF REPORT**

- 1.1 To enable the Cabinet to consider, for the purposes of Section 85(1) of the Local Government Act 1972, the reasons for the absence of a Member of the Council from meetings of the Authority.

2.0 **RECOMMENDATIONS**

- 2.1 That, for the purposes of Section 85(1) of the Local Government Act, 1972, the reason for the absence from meetings of Councillor Stewart Bradford from 20 October, 2014 of ill health, be approved and his continued absence from meetings be authorised through until 11 May, 2015
- 2.2 That the best wishes of all his Council colleagues are sent to Councillor Bradford.

3.0 **BACKGROUND**

3.1 Section 85(1) of the Local Government Act 1972 provides that if a member of a local authority fails, throughout a period of six consecutive months from the date of his last attendance, to attend any meetings of the authority, he shall, unless the failure was due to some reason approved by the authority before the expiry of that period, cease to be a member of the authority.

3.2 Section 85(2) of the 1972 Act states that attendance as a member:

- at a meeting of any committee or sub-committee of the authority,
- or at a meeting of any joint committee, joint board or other body by whom for the time being any of the functions of the authority are being discharged, or who were appointed to advise the authority on any matter relating to the discharge of their functions,
- and attendance as representative of the authority at a meeting of any body of persons,

shall be deemed for the purposes of Section 85(1) to be attendance at a meeting of the authority.

3.3 The Council's constitution authorises the Cabinet to approve or otherwise for the purposes of Section 85(1) the reason(s) for the failure of any Member to attend meetings of this Authority.

4.0 **COUNCILLOR STEWART BRADFORD**

4.1 Councillor Bradford has been prevented by illness from attending meetings of the authority since his last attendance on 20 October, 2014 when he was present at a meeting on the Enterprise and Wellbeing Scrutiny Committee. It is not known when he might be in a position to resume his duties.

5.0 **RECOMMENDATIONS**

5.1 That for the purposes of Section 85(1) of the Local Government Act, 1972, the reason for the absence from meetings of Councillor Stewart Bradford from 20 October, 2014, of ill health, be approved

and his continued absence from meetings be authorised through until 11 May, 2015.

5.2 That the best wishes of all his Council colleagues are sent to Councillor Bradford.

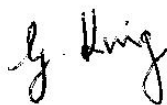
6.0 **REASON FOR RECOMMENDATION**

6.1 To meet the requirements of Section 85(1) of the Local Government Act 1972.

MARTIN ELLIOTT
COMMITTEE AND SCRUTINY CO-ORDINATOR

Further information on this matter can be obtained from Martin Elliott (Extension 5236).

Officer recommendation supported



Signed Executive Member

Date 24 February, 2015

Assistant Executive Member/Support Member comments (if applicable)

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FOR PUBLICATION

LONDON BOROUGHS ESTATE BARROW HILL ENVIRONMENTAL IMPROVEMENTS (H000)

AGENDA ITEM

MEETING:	1. CABINET 2. EXECUTIVE MEMBER FOR HOUSING
DATE:	1. 10 th MARCH 2015 2. 27 th FEBRUARY 2015
REPORT BY:	HOUSING SERVICE MANAGER - BUSINESS PLANNING AND STRATEGY
WARD:	BARROW HILL AND NEW WHITTINGTON
COMMUNITY ASSEMBLY:	EAST
KEY DECISION REFERENCE (IF APPLICABLE):	478

FOR PUBLICATION

1.0 PURPOSE OF REPORT

- 1.1 To update Cabinet on the outcome of the consultation that has taken place at the London Boroughs Estate at Barrow Hill, including the recommendations, detailed designs, project timescales and costs of the Environmental Improvements.
- 1.2 To seek approval to adopt these recommendations as a master-plan and to proceed with its implementation.

2.0 RECOMMENDATIONS

- 2.1 That Cabinet agrees to support the delivery of the master-plan and any revisions required as detailed consultation with residents and other agencies continues.
- 2.2 That Cabinet approves the extension of the contract with Eamonn Byrne Landscape Architecture, to manage the works contract and oversee the

delivery of the improvement programme, including the preparation of any Planning applications as required.

- 2.3 That Cabinet approves the procurement of a contractor(s), through an open tender process, to deliver the improvements and that a further report is brought to members, following this process.
- 2.4 That Cabinet notes the ongoing discussions with Derbyshire County Council with regard to the future management and maintenance of the new highways.
- 2.5 That Cabinet approve the commissioning and appointment of consultants, through an open tender process, to carry out a similar consultation programme with local residents on a series of environmental improvements to the Holme Hall Area. The consultants will then project manage the delivery of the improvements.

3.0 **BACKGROUND**

3.1 At Cabinet on the 28th January 2014 members agreed to:

- Approve the commissioning and appointment of consultants, through an open tender process, to carry out a consultation programme with local residents on a series of environmental improvements to the London Boroughs Estate. The consultants will then project manage the delivery of the improvements.
- That Members provisionally approve a budget of up to £1,200,000 from the Housing Revenue Account Capital Programme to be invested in environmental improvements on the London Boroughs Estate.
- That a further report is brought to Members to approve the programme of environmental improvements agreed with local residents prior to the commencement of works.

3.2 Following the agreement of these recommendations Housing Services appointed Eamonn Byrne Landscape Architecture (EBLA) in May 2014. The appointment consisted of two phases of work:

- **Phase 1:** Master-plan for the site including presenting the findings in a Master-planning Report
- **Phase 2:** the detailed design and project management of the delivery of the environmental improvement works

This report provides the feedback to Cabinet on the outcomes of Phase 1 and seeks approval to deliver the second phase of works within the revised costings.

3.3 Phase 1 included:

- Desktop and fieldwork studies to identify existing conditions
- Site appraisal including identification of opportunities
- Consultation with residents and other bodies with an interest in the area
- To develop a detailed master-plan for the site identifying the required environmental improvement works
- To identify links with other master-plans completed in the surrounding area
- Costing of the proposed environmental improvements
- Identification of potential options to raise capital to pay for improvement works

3.4 A wide ranging consultation exercise took place during the summer and autumn of 2014. Two consultation events were carried out with local residents. The first event in July 2014 sought to establish what changes residents wanted to see made and the second event in November 2014 was on a series of draft proposals that were to be the foundation of those put forward in the master-planning report. Additional consultation took place with Police, the Neighbourhoods Team in Housing Services and Derbyshire County Council.

3.5 The response to the proposals was overwhelmingly positive. The report from the second consultation session is attached as **Appendix 1**.

3.6 Following the consultation process a master-plan report to achieve the desired outcomes on the estate was produced and costed. This report is provided in **Appendix 2**. The proposals include improvements to:

- Pathways
- Private access paths and courts
- Shared surface streets and courtyards
- Green space and tree planting
- Boundaries to gardens

4.0 **CURRENT POSITION AND NEXT STEPS**

4.1 The master-plan identified a significant increase in the amount of work required to meet the aspirations of both Housing Services and local residents. For all parties, the areas that needed addressing on the estate included the lack of gardens or defensible space for individual dwellings, the lack of car parking provision and the overall condition of footpaths and communal open spaces. It quickly became apparent during the consultation process that in order to address these issues the scope of works needed to change to consider the connectivity through the estate (roads and

footpaths), the visual approach of the streets and roads, to improve the alignment and relationship between properties and roads and to enhance privacy for properties. As a result of this increase in the scope and scale of the work required, the costs have increased from the original budget of £1.2m to around £4.5m. This revised budget has been accounted for and included in the Capital Programme considered by Cabinet on the 10th February 2015 and approved by Full Council on 26th February, 2015 for works in 2015/16 and 2016/17.

- 4.2 The increased level and value of the work will require an extension of, and uplift in the value, of EBLA's contract. EBLA have requested an increase in fee from the original £68,000 (5.6% of a £1.2m programme of works) to £172,500 (3.75% of a £4.6m programme of works).
- 4.3 The increase in costs does not require the appointment of EBLA to be re-tendered. The waiver for a significant increase in the costs of a consultant are covered in the Council's Constitution's - Contract Procurement Rules (page 127, Part 4, 4.2.6):

‘with an organisation already engaged by the Council for a similar or related procurement and where there is significant benefit to extending the contract to cover this additional requirement, without exposing the Council to unacceptable risk’

As EBLA are already undertaking works relating to the second phase, including consultation with highway and drainage engineers and DCC and they have prepared the master-plan the engagement of a third party would cause significant time delays to the project.

- 4.4 In preparation for a Planning Application to be submitted EBLA have already appointed highways and drainage engineers to review the master-plan and proposals.
- 4.5 Kier have been approached and asked to undertake the work involved in negotiating with the owners of Right-to-Buy properties in the area where their property boundaries will be affected. Consultation with affected households on the estate will take place on a one-to-one basis.
- 4.6 The proposals include the creation of new highways in the form of shared surface streets within the estate. Discussions with Derbyshire County Council on the future management and maintenance of any new highways created are ongoing. In order to achieve the designs and aspirations of the masterplan, it is possible that alternative future management and maintenance of those newly created highways will need to be considered which could include Housing Services having to take on this liability. As

discussions progress and further information, including costs are known, additional information will be provided to Members.

4.7 Due to the risks involved in going out to tender prior to planning permission being granted, in case designs and costs are allocated, the procurement of contractors to deliver the improvements will not take place until the planning process is complete. However, tender documents will be prepared in advance and in parallel to the planning process. Given the value of the works the tender will need to be offered through OJEU. A draft timescale for the project is included in **Appendix 3**. A further report to Cabinet will be brought to approve the appointment of the contractors.

4.8 Once the improvements to Barrow Hill have commenced it is intended to replicate this approach on a similar Estate Regeneration Programme at Holme Hall in 15/16 to 17/18 and therefore authority is sought to appoint consultants in 15/16 for which a budget of £80k has been allocated.

5.0 **FINANCIAL IMPLICATIONS**

5.1 All of the costs associated with the scheme will be met by the Housing Revenue Account and have been included in the 2015/16 and 2016/17 Housing Capital Programmes. The budgets for which were considered by Cabinet on the 10th February 2015 and approved by Full Council on 26th February, 2015.

5.2 The budget is split £0.909m in 2015/16 and £3.63m in 2016/17.

6.0 **RISK MANAGEMENT**

Description of the Risk	Impact	Likelihood	Mitigating Action	Impact	Likelihood
RTB and Leaseholders objections to proposals	Medium	Medium	Earlier discussions led by Kier and EBLA with affected residents	Low	Low
Cost increases throughout the period of contract	Medium	High	Officers to work closely with EBLA and approve works and costs in stages	Low	Medium
Costs of managing future highways	High	Medium	Close working with DCC and EBLA to ensure proposals can be satisfactorily	Medium	Low

			managed		
Consultants go into administration	Low	High	Consultants will be engaged utilising professional agreements under seal	Low	Low

7.0 **EQUALITIES IMPACT ASSESSMENT (EIA)**

7.1 A Preliminary Equalities Impact Assessment has been prepared and is attached at **Appendix 4**

8.0 **RECOMMENDATIONS**

8.1 That Cabinet agrees to support the delivery of the master-plan and any revisions required as detailed consultation with residents and other agencies continues.

8.2 That Cabinet approves the extension of the contract with Eamonn Byrne Landscape Architecture, to manage the works contract and oversee the delivery of the improvement programme, including the preparation of any Planning applications as required.

8.3 That Cabinet approves the procurement of a contractor(s), through an open tender process, to deliver the improvements and that a further report is brought to members, following this process.

8.4 That Cabinet notes the ongoing discussions with Derbyshire County Council with regard to the future management and maintenance of the new highways.

8.5 That Cabinet approve the commissioning and appointment of consultants, through an open tender process, to carry out a similar consultation programme with local residents on a series of environmental improvements to the Holme Hall Area. The consultants will then project manage the delivery of the improvements.

9.0 **REASONS FOR RECOMMENDATIONS**

9.1 To meet Corporate Plan 2015-19 key objective: to increase the quality of public space for which the Council has responsibility through targeted improvement programmes.

ALISON CRAIG

HOUSING SERVICE MANAGER - BUSINESS PLANNING AND STRATEGY

You can get more information about this report from James Crouch (extension 5150).

Officer recommendation supported.

Signed

Executive Member



Date

27.02.15

Consultee Executive Member/Support Member comments (if applicable)

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London Boroughs Estate, Environmental Improvements

Drop In Session, Round 2

29th November 2014

Notice

This report was produced by Eamonn Byrne Landscape Architecture (EBLA) for Chesterfield Borough Council for the specific purpose of the above report.

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Document Revisions

Job Number: 14017		Document Ref.: Drop-In-Session Round 2			
0	Drop In Session Round 2	EB	EM	EB	01/12/2014
Revision Number	Revision Description	Originated	Checked	Authorised	Date



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1.0 Introduction

- 1.1 This report summarises the feedback from the second round public consultation drop in session held between 10am and 2pm on the 29th November 2014 at the Methodist Hall, Barrow Hill.
- 1.2 The drop in session was manned by two staff from EBLA (Eamonn Byrne Landscape Architecture), who were also assisted by staff from Housing Services, Business Planning & Strategy, Chesterfield Borough Council.
- 1.3 In total 24 people participated in the drop in session and provided comments. 23 of the 24 who participated were residents of the Estate. Of those who participated 6 had also attended the previous Drop in Session Round 1.

Methods

- 1.4 Prior to the event all residents of the Estate were sent leaflets by Chesterfield Borough Council notifying them of the details of the drop in session event.
- 1.5 The methodology for the drop in session was structured into 3 clearly defined steps.
- 1.6 Step 1-Attendees were encouraged to fill in a form confirming their name and address, which would also entitle them to be entered into a small prize draw.
- 1.7 Step 2- Attendees were given time to study the proposal display sheets and also to ask questions from members of EBLA and Housing Services.
- 1.8 Step 3- After attendees had taken time to understand the proposals and ask questions. Attendees were asked some feedback questions as follows; Overall are you happy with the proposals? Can you tell us if there is anything within the proposals you particularly like or dislike?
- 1.9 The results of the drop in session are summarised below.

2.0 Results

2.1 The residents who attended the drop in session were asked some feedback questions as follows; Overall are you happy with the proposals? Can you tell us if there is anything within the proposals you particularly like or dislike?



Figure 1: Participants at the Drop in Session.

2.2 The summary of the comments received are listed at Tables 1 to 4 below. Table 1 shows that 100% of the participants that commented said they would be happy with the proposals in general. Table 2 illustrates what participants particularly like about the proposals. Table 3 lists what participants don't like about the proposals. Table 4 lists other comments related to the proposals that would need to be considered during design development.

Table 1: Overall are you happy with the proposals?

Overall are you happy with the proposals	Frequency of this type of comment
YES	23
NO	0

Table 2: What do you like about the proposals?

What do you like about the proposals for London Boroughs Estate?	Frequency of this type of comment
<p>The fencing of the gardens is a good idea; it will keep the dogs out of gardens and provide privacy.</p> <p>I like the proposed garden boundaries.</p> <p>Good idea to have gardens with boundaries.</p> <p>The fencing and defensible boundary space is brilliant.</p> <p>Like the increase in gardens and garden boundaries.</p> <p>Fencing to gardens.</p> <p>Like the new fencing.</p>	7
<p>I like the proposals for the roads and streetscape.</p> <p>Like the improved circulation.</p> <p>The style of the streetscape 'homezone' new roads is spot on.</p> <p>The estate will have better traffic flow and access.</p> <p>Like the road, will be more accessible.</p>	5
<p>Like the extra car parking provision.</p> <p>Improved and increased parking and also parking visible from dwellings.</p> <p>Extra parking provision.</p>	3
<p>Place will be cleaned up and more organised.</p> <p>Will look nicer.</p> <p>Will look better, been here 20 years it will improve the rabbit warrens.</p>	2
<p>The improvements will be good for the community.</p>	1
<p>I like the idea of grounds maintenance as part of the initial</p>	1

aftercare.	
The MUGA (Multi-Use Games Area) pitch would be a good destination for kids and take them off the streets. Would also be an opportunity for sports in the area and other things for the kids to do. Like the play area (MUGA), there is currently nowhere for the kids to play, or fencing to protect them.	2
Like the better lighting	1
Open and safer	1

Table 3: What do you dislike about the proposals?

What do you dislike about the proposals for London Boroughs Estate?	Frequency of this type of comment
Dislike that a bit of Southgate way front gardens may be pushed back a little.	1
Bit of back garden may be taken for car parking.	2
Path leading directly to my house may be closed off, so I have to go round a slightly longer way.	1

Table 4: Other Comments related to the proposals

Other comments
The bus route does not use the turning circle or cater for the surgery.
Poor tarmac conditions around Duewell Court and Medical Centre.
Garden is flooding at Kingston Court. Gardens above Southgate way have flooding/ drainage issues.
Have we considered better street signage from Campbell Drive, so visitors, delivery drivers and emergency vehicles can find right address? Proper signage strategy is required, planned with police, council, highways and residents.
How will the proposed recycling plant (west of the site) impact on the proposals. How will

a proposed open cast mine impact on the estate?
The bend on Campbell Drive (Northwest Corner) is dangerous and needs widening, especially for the buses. Buses can't get around this corner.
There are no bus shelters on Campbell Drive.
Speed humps at Station Road, cause a lot of noise when large vehicles go over the humps, cause a nuisance.
Cars are parking on grass verge off Campbell Drive (to Northeast of the site), near junction with Station Road. This blocks sight lines and is a safety issue.
I would like a front door to my 3 bed house (Hampstead), currently only has one door, could a patio door be made out of dining room?
Could a back garden gate be provided if you modify back garden boundary backing onto a parking court area at back of Woodford Way.

3.0 Summary

- 3.1 All the participants that commented (23 out of 24) at the drop in session said they would be happy with the proposals in general.
- 3.2 The comments with the highest frequency of likes included, proposed fencing to gardens (7) and improved road access and circulation (5) and improved car parking (3).
- 3.3 The comment with the highest frequency of dislikes (2) referred to potential loss of small areas of garden to accommodate the proposals.
- 3.4 The participants also raised other comments related to the proposals, many of these comments related to Campbell Drive, and the potential impact of adjacent land use changes to the west of the site and whether they would cause a negative impact to the Estate.
- 3.5 In total 24 people participated in the drop in session and provided comments. 23 of the 24 who participated were residents of the Estate. Of those who participated 6 had also attended the previous Drop in Session Round 1. Therefore the total of people reached in the two drop in sessions to date totals 48 individuals.

Appendix 1

3.6 Table A1: List of participants

No.	Name	Address
1	Maureen Flint	5 Southgate Way
2	David Flint	5 Southgate Way
3	Kylie Kasprzycki	1 Hampstead Court
4	John Cooper	3 Chiswick Court
5	Andy Jakins	2 Flintson Avenue, New Whittington
6	Philip Bailey	1 Romford Way
7	Gina Cooper	5 Woodford Way
8	Ian Cooper	5 Woodford Way
9	Liz Reilly	3 Lewisham Court
10	Martin Reilly	3 Lewisham Court
11	Adrian Cooper	5 Woodford Way
12	Graham Butler	16 Campbell Drive
13	Paul Johnson	23 Southgate Way
14	Kirsty Hindle	11 Woodford Way
15	Christopher Hulett	8 Richmond Court
16	Lynne Haywood	53 Campbell Drive
17	Bryan Haywood	53 Campbell Drive
18	Geoff Horrey	16 Duewell Court
19	Brian Swallow	2 Ballam Court
20	David Fox	11 Southgate Way
21	Craig Schofield	6 Southgate Way



22	Dean Reilly	8 Southgate Way
23	Ravendeep Kailey	6 Kingston Court
24	Geoffrey Watts	25 Duewell Court

CHESTERFIELD BOROUGH COUNCIL
**LONDON BOROUGHS ESTATE,
BARROW HILL:
MASTERPLANNING REPORT**

ENVIRONMENTAL IMPROVEMENTS SCHEME

10TH DECEMBER 2014



London Boroughs Estate, Barrow Hill

Masterplanning Report

10th December 2014

Notice

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Document Revisions

Job Number: 14017		Document Ref.: 14017 Masterplanning Report			
0	Masterplanning Report	EB	EM	EB	10/12/2014
Revision Number	Revision Description	Originated	Checked	Authorised	Date

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Appendix 1- Landscape Masterplan

Appendix 2- Environmental Improvement Landscape Proposals

Appendix 3- Consultation

Appendix 4- Site Analysis

Appendix 5- Indicitive Cost Estimates

1.0 Introduction

Background

1.1 Eamonn Byrne Landscape Architecture (EBLA) was appointed by Chesterfield Borough Council to undertake the design of an environmental improvements scheme for London Boroughs Estate, Barrow Hill.

The appointment consists of two consultancy work phases:

- Phase 1: masterplan for the site including presenting the findings in a masterplanning report;
- Phase 2: the detailed design and project management of the delivery of the environmental improvement works.



Figure 1. Woodford Way, London Boroughs Estate, Barrow Hill

1.2 This report is concerned with Phase 1 and presents the results of this consultancy work phase.

1.3 The objectives of the Phase 1 study include the following:

- Desktop and fieldwork studies to identify existing conditions;
- Site appraisal including identification of opportunities;
- Consultation with residents and others with an interest in the area;
- To develop a detailed masterplan for the site identifying the required environmental improvement works;
- To identify links with other masterplans completed in the surrounding area;

- Costing of the proposed environmental improvement works;
- Identification of potential options for raising capital to pay for the improvement works.

Study Area

- 1.4 The extent of the study area is shown on Landscape Masterplan drawing (CO-LP-0-01-Landscape Masterplan, refer to appendix). The study area is divided into two distinct areas. Area 1: Environmental Improvements is the site for the proposed environmental improvements scheme and Area 2: Future Development Site has been identified as a future development area due to the capacity for this site to facilitate new infill development.

2.0 Analysis

Site Survey

2.1 Fieldwork studies were undertaken during summer 2014, to assess the existing site conditions and to identify improvement opportunities.



Figure 2. Aerial Image, London Boroughs Estate, Barrow Hill (Source: Google)

2.2 A detailed topographical survey of the site was undertaken during August 2014. The topographical survey provides an accurate baseline record of the existing site arrangement including building layout, site boundaries, paths, roads, tree locations, visible services and site levels. An Existing Conditions Plan (FE-LP-0-01-Analysis-Ex Conditions-Rev-0), which illustrates the existing site conditions of the topographical survey within context of an OS Base, is attached in the appendix.



Figure 3. Existing Conditions Plan

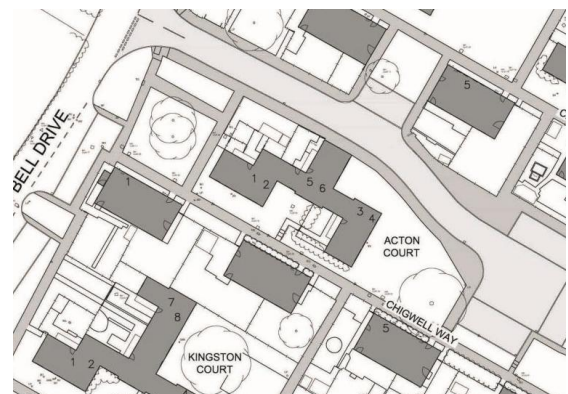


Figure 4. Existing Conditions Plan, Enlargement

Desk Top Study

2.3 Desktop studies were undertaken of data relevant to the site and included the following sources of information:

- Aerial maps of the site and surrounding area;
- Envirocheck Data Sheets including historical mapping, site sensitivity mapping and sensitive land use mapping;
- Historical photographs of the site;
- Details of land ownership provided by Chesterfield Borough Council including list of right to buy properties and Council owned property;
- Details of property types provided by Chesterfield Borough Council;
- Location and extent of adopted highways provided by Derbyshire County Council;
- Details of public lighting provided by Derbyshire County Council;
- Development Plan documents;
- Utility mapping, showing locations of statutory undertakers apparatus within the site;
- Coal Authority report and mapping;
- Staveley Works Area Masterplan; and
- Staveley Town Centre Masterplan;
- Enabling Works, Barrow Hill, Chesterfield, Option Report, URS/ Scott Wilson.
-

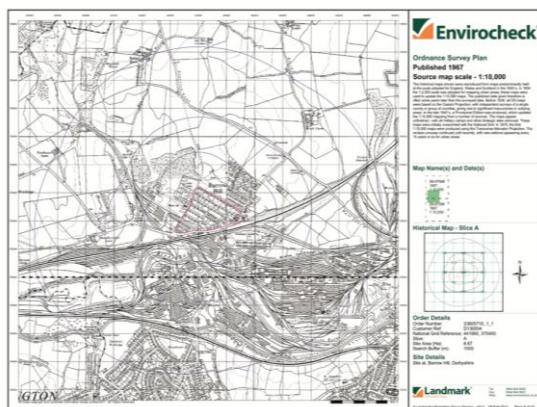


Figure 5. Historical map: 1967 OS Plan (Source: Envirocheck)

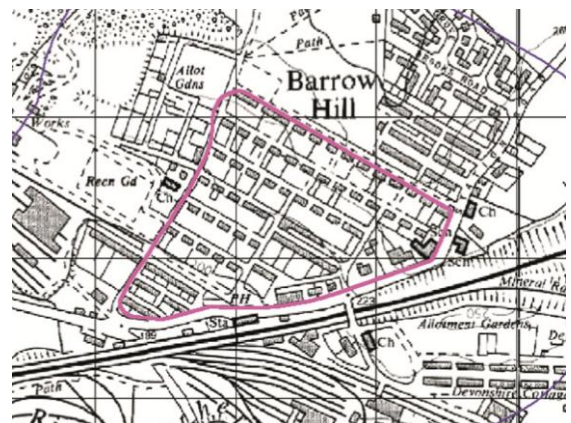


Figure 6. Historical map: 1967 OS Plan, Enlargement (Source: Envirocheck)

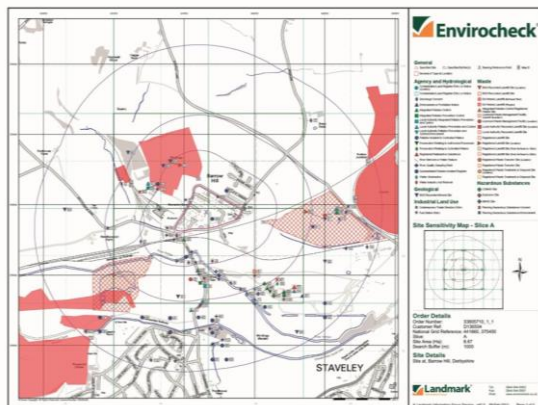


Figure 7. Site Sensitivity Plan (Source: Envirocheck)

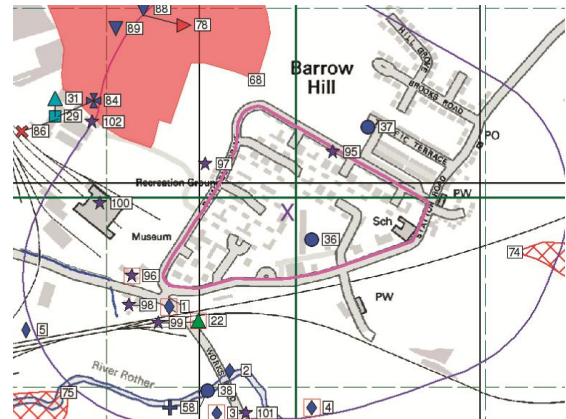


Figure 8. Site Sensitivity Plan, Enlargement (Source: Envirocheck)

Site Appraisal

2.4 EBLA carried out a site appraisal of London Borough's Estate with an emphasis on the site conditions and issues that can be enhanced and resolved through Environmental Improvements, namely: Pathways; pedestrian circulation; private access & courts; roads; vehicular circulation; car parking; green space; gardens and boundaries. In addition to these conditions, which shall be discussed in detail, there are other contributing conditions that effect the estate and have been addressed in the masterplan and environmental improvement proposals such as site location, topography, geology and soils, and vegetation.



Figure 9. Site Appraisal Plan

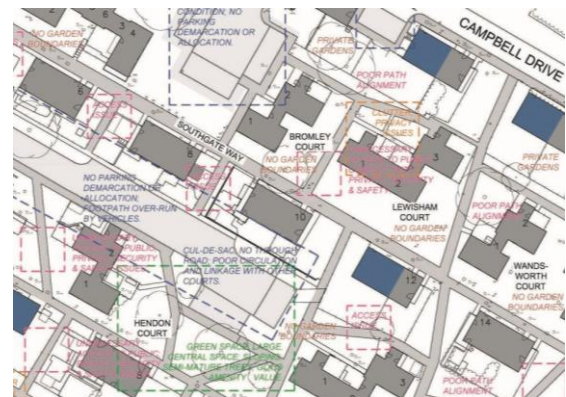


Figure 10. Site Appraisal Plan, Enlargement

2.5 A Site Appraisal Analysis Plan (FE-LP-1-01-Analysis-Site Appraisal Plan) which illustrates our appraisal of the existing site conditions is attached in the appendix.

2.6 The site's location and topography means that the estate benefits from a south facing aspect and expansive views. However, its topography also includes some steep slopes and the need for retention, particularly to the north of the estate. Steep slopes and soil conditions (clay soil or sub-soil) contribute to increased water runoff, particularly during heavy rainfall events, causing localised flooding. There is minimal vegetation cover other than trees in the estate. There are no tree preservation orders for any trees in the estate.

Many mature trees in the site are in need of tree maintenance care such as selective pruning, crown lift and crown reduction to prolong their lifespan, enhance their shape and reduce shade.

Roads, Vehicular Circulation & Car Parking

- 2.7 There is currently poor vehicular access and circulation throughout the estate which impacts residents, emergency services, visitors and deliveries. A major factor in this poor vehicular circulation is that there are no through roads within the estate and all road access, from Campbell Drive and Station Road, into the estate end in cul-de-sacs and do not link the various courts. This has also resulted in these cul-de-sacs becoming congested with parked cars. There is poor distribution and provision of parking throughout the estate. Some areas have a surplus of parking spaces whilst others are under supplied.



Figure 11. Road Access to Hendon Court



Figure 12. Dulwich Court & Micham Court

- 2.8 The site's roads and footpath surfaces are in poor condition, asphalt has worn away in places and footpath paving has shifted and heaved. There is no consistent footpath and drop kerb treatment to the estate or along Campbell Drive. There is poor drop kerb provision within access roads and cul-de-sacs which impacts on the pedestrian accessibility of the estate particularly for elderly residents and visitors and those with limited mobility.

- 2.9 Legibility of the site layout and visual linkage between areas and courts is poor in some areas of the estate which impacts on orientation within the site and perceived safety of access routes.

Pathways & Pedestrian Circulation

- 2.10 The estate currently has permeable circulation for residents, however, it has a poor circulation structure and hierarchy making for a confusing layout for residents, visitors, emergency services and deliveries. The path network is at odds with the architecture and access to buildings. Pedestrian circulation is too permeable in some places leading to loss of privacy for residents, particularly where linking paths run past the sides of the semi-detached houses on Southgate Way, Woodford Way, Chelmsford Way, Chigwell Way and Romford Way. There is no need or benefit for so many linking paths, many of which are narrow, not overlooked and feel insecure/ unsafe and compromise resident's privacy.



Figure 13. Romford Way



Figure 14. Path linking Chigwell Way with Romford Way

- 2.11 Path conditions are generally poor with poor alignment, paving shifting and heave making them a hazard for pedestrians, particularly the elderly and those with limited mobility. In many locations the paths are too close to houses which also impacts on residents' privacy.

Private Access Paths & Courts

- 2.12 There is a poor layout / arrangement of private access paths and relationship with pathways and houses. Private access paths are in poor condition with flag paving showing signs of shift and heave, making them a hazard to residents and visitors.



Figure 15. Paddington Court



Figure 16. Lewisham Court

- 2.13 There is no consistent or equitable division of courts among residents. The private and semi-private shared courts have a "hotch-potch" arrangement of boundary treatments and surface materials which gives them a cluttered appearance. There is poor allocation / distribution of usable utility space for residents, particularly those living in shared flats. There is limited or poor privacy for residents using semi-private courts.

Green Space

- 2.14 There is currently ample green space provision within the estate, however, there is poor provision of usable green space for play, passive recreation or relaxation e.g. little or no play equipment, seating or ornamental planting. Existing green space in the estate consists predominantly of undefined, sterile grass areas between buildings which lack defined ownership or usability. The estate does not have any play areas, the nearest play area is north of the site along Station Road.



Figure 17. Green Space at Sidcup Court



Figure 18. Green Space at Acton Court

- 2.15 Maintenance and diversity of green space in the estate is poor and impacts negatively on the character of London Boroughs Estate. There is little ornamental or tree planting. There is no visible maintenance for the trees.

Gardens and Boundaries

- 2.16 Semi-detached block houses have an allocation of gardens with defined boundaries, this gives privacy and ownership to residents. Housing blocks to south of site (e.g. Fulham Court and Catford Court) also have defined gardens with boundaries. However, the majority of housing courts do not have defined gardens with boundary treatments, therefore have reduced privacy and no sense of ownership of surrounding land. Privacy is further compromised by the close proximity of paths to housing in some areas.



Figure 19. Back gardens at Woodford Way



Figure 20. Undefined gardens at Richmond Court

- 2.17 The wide variety of boundary treatments within the estate, for example walls, timber, concrete panels etc visually degrades the area and does not look permanent or of high quality. This varied boundary treatment is a major contributing factor in the estate looking cluttered and untidy.

Opportunities

- 2.18 Whilst the site appraisal highlights many issues and poor site conditions within London Boroughs Estate there are many opportunities within the site, many of which can address these issues and enhance the site conditions. A Site Opportunities Analysis Plan (FE-LP-1-02-Analysis-Opportunities Plan) which illustrates opportunities for the estate is attached in the appendix.



Figure 21. Site Opportunities Plan

2.19 The key opportunities for the site include opportunities to resolve issues with and enhance the following: Pathways; pedestrian circulation; private access & courts; roads; vehicular circulation; car parking; green space; gardens and boundaries.

Roads, Vehicular Circulation & Car Parking

2.20 Key Opportunities:

- Connection of access roads within the estate: to connect/ link courts and housing;
- Improved visual connection; improve structure and legibility of access in the estate;
- Better provision/ distribution of car parking;
- Improve the visual appearance of streets and roads including Campbell Drive;
- Shared surface areas / streets (Homezones) within the estate to provide better pedestrian access and usable space beside houses.

Pathways & Pedestrian Circulation

2.21 Key Opportunities:

- To rationalise circulation/ structure of path networks which will improve path alignments and relationship with roads, streets, buildings, green space and gardens; and improved privacy to gardens;

- To close some linking paths between main routes: which will enhance privacy to houses and courts; emphasis on main pathways; remove narrow unsafe paths; reduce unnecessary path infrastructure and maintenance requirements;
- Improve surface /paving of paths: which will improve visual appearance; and safer walking surface for pedestrians.

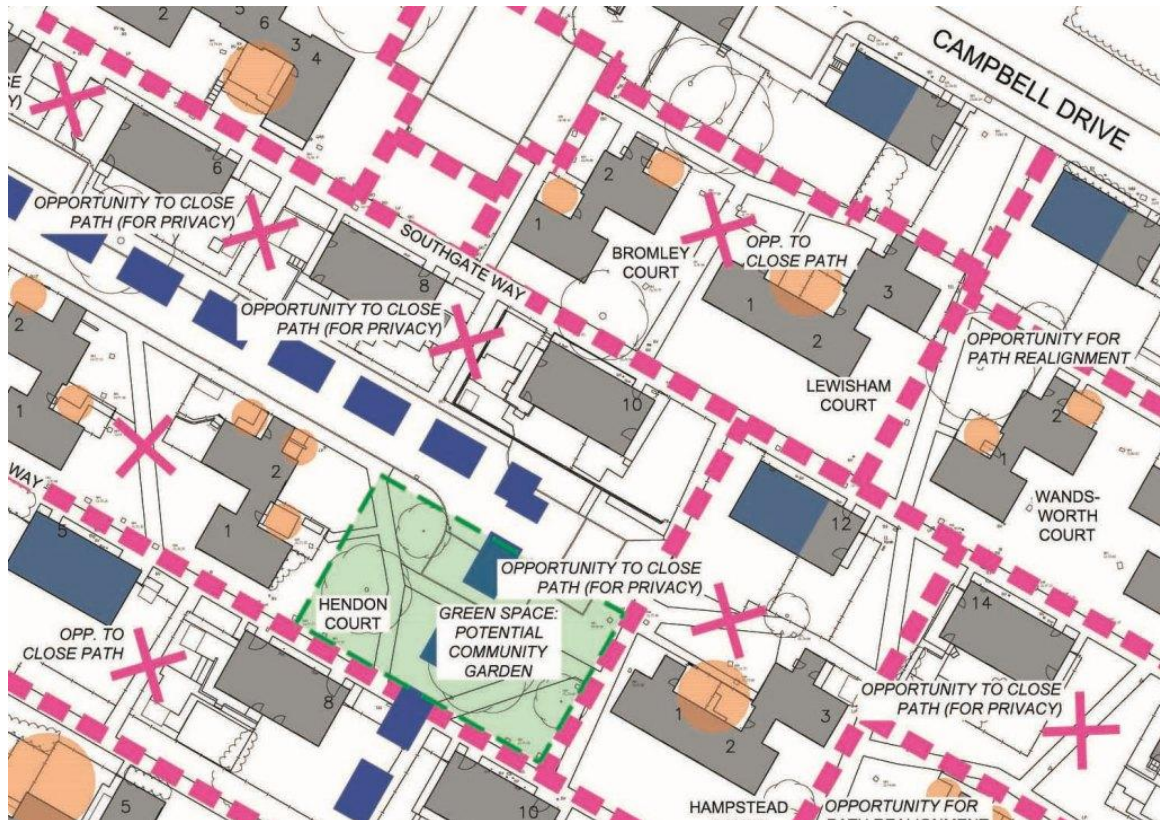


Figure 22. Site Opportunities Plan, Enlargement

Private Access Paths & Courts

2.22 Key Opportunities:

- Rationalise access from streets and pathways to houses; which will reduce the amount of unnecessary paths; provide more direct access; and privatise access;
- Provide boundary treatments to privatise access paths, fenced/ gated access for residents;
- Re-surface access paths (consistent materials/ treatment);
- Enlarge and enhance, where possible, private courts;
- Divide courts equitably amongst residents with appropriate screens/ boundary treatments;
- New surfacing/ paving to private courts;
- Garden boundaries to enhance privacy of courts.

Green Space

2.23 Key Opportunities:

- To reduce public green space and allocate more green space to private gardens; which will provide more useable private space for residents; enhance privacy of houses and gardens; reduce amount of unusable green space;
- Retain more usable green space in key areas to enhance existing/ retained green space by creating community green spaces to cater for passive recreation and relaxation, community gatherings, and informal play;
- MUGA to Sidcup Court to provide play opportunities for children of all ages within the estate;
- Improved maintenance.

Gardens and Boundaries

2.24 Key Opportunities:

- Opportunity to create private and semi-private gardens for all residents through appropriate boundary treatments;
- Create defensible private garden space for residents;
- Reinforce a new rationalized structure of pathways and streetscape network; enhanced visual appearance of courts and estate;
- Close off some paths to create gardens and enhance privacy of houses.

3.0 Consultation

3.1 Public Consultation to date has taken place over two stages held in July and November 2014. The events have been attended by residents of both London Boroughs Estate and Barrow Hill. The results of the drop in sessions are summarised below and the full reports are also included in the appendix.



Figure 23. Public Consultation, Barrow Hill Methodist Church, 29th November 2014

Public Consultation Stage 1

- 3.2 The purpose of the first stage of consultation was to gain an understanding of what attendees liked or disliked about the area and what the priorities for the improvements should be. These comments would then inform the concept design stage.
- 3.3 Public consultation stage 1, was held between 10am and 6.30pm on the 16th July 2014 at Duewell Court, London Boroughs Estate, Barrow Hill.



Figure 24. Public Consultation, Duewell Court, 16th July 2014

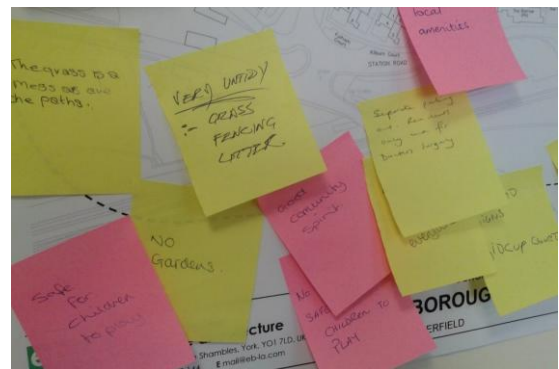


Figure 25. "Likes & Dislikes" comments, Public Consultation, Duewell Court, 16th July 2014

3.4 In total 31 people participated in the drop in session and provided comments. 30 of the 31 who participated were residents of the Estate.

Methods

3.5 Prior to the event all residents of the Estate were sent leaflets by Chesterfield Borough Council notifying them of the details of the drop in session event.

3.6 The methodology for the drop in session was structured into 3 clearly defined steps.

3.7 Step 1- Attendees were encouraged to fill in a form confirming their name and address, which would also entitle them to be entered into a small prize draw.

3.8 Step 2- Attendees were asked to describe what they liked or disliked about the Estate, by writing their comments on a pink note (likes) or a yellow note (dislikes) and then placing these comments on a plan of the Estate.

3.9 Step 3- Attendees were also asked to indicate what the priorities for the improvements should be, by choosing in order of 2 preferences out of 5 available options. The 5 options to choose from were; roads/ car parking, paths, boundaries, open green spaces and other priorities (as raised by the individual attendee).

Results

3.10 The comments with the highest frequency of likes included, friendly people (3) and good community spirit (2).

3.11 The comment with the highest frequency of dislikes (10) referred to the overall poor maintenance to the Estate, including the grass areas, paths being weedy, rubbish and litter. The next highest frequency of dislikes (7) was the lack of gardens or defined defensible space to individual dwellings. Car parking provision received 6 dislikes. Poor public transport provision had 5 dislikes, and poor condition of paths received 4 dislikes.



Figure 26. Consultation Stage 1 Results- Likes & Dislikes Plan



Figure 27. Consultation Stage 1 Results- Improvement Priorities Plan

- 3.12 Overall the most important priority for the respondents were for improvement works to Paths which scored 37.5% of first preference votes and 26.32% of second preference votes.
- 3.13 The second most important priority overall for the respondents were for improvement works to Boundaries which scored 33.33% of first preference votes and 26.32% of second preference votes.
- 3.14 The third most important priority for the respondents was improvement works to Roads and Car Parking at 25% of first preference votes and 15.78% of second preference votes.

Public Consultation Stage 2

- 3.15 The purpose of the second stage consultation was to receive feedback regarding the concept design proposals from residents and the public.
- 3.16 Public consultation stage 2, was held between 10am and 2pm on the 29th November 2014 at Barrow Hill Methodist Church.



Figure 28. Public Consultation, Barrow Hill Methodist Church, 29th November 2014



Figure 29. Public Consultation, Barrow Hill Methodist Church, 29th November 2014

- 3.17 In total 24 people participated in the drop in session and provided comments. 23 of the 24 who participated were residents of the Estate. Of those who participated 6 had also attended the previous Drop in Session Round 1.

Methods

- 3.18 Prior to the event all residents of the Estate were sent leaflets by Chesterfield Borough Council notifying them of the details of the drop in session event.
- 3.19 The methodology for the drop in session was structured into 3 clearly defined steps.
- 3.20 Step 1-Attendees were encouraged to fill in a form confirming their name and address, which would also entitle them to be entered into a small prize draw.
- 3.21 Step 2- Attendees were given time to study the proposal display sheets and also to ask questions from members of EBLA and Housing Services.
- 3.22 Step 3- After attendees had taken time to understand the proposals and ask questions. Attendees were asked some feedback questions as follows; Overall are you happy with

the proposals? Can you tell us if there is anything within the proposals you particularly like or dislike?

Results

- 3.23 All the participants that commented (23 out of 24) at the drop in session said they would be happy with the proposals in general.
- 3.24 The comments with the highest frequency of likes included, proposed fencing to gardens (7) and improved road access and circulation (5) and improved car parking (3).
- 3.25 The comment with the highest frequency of dislikes (2) referred to potential loss of small areas of garden to accommodate the proposals.
- 3.26 The participants also raised other comments related to the proposals, many of these comments related to Campbell Drive, and the potential impact of adjacent land use changes to the west of the site and whether they would cause a negative impact to the Estate.
- 3.27 In total 24 people participated in the drop in session and provided comments. 23 of the 24 who participated were residents of the Estate. Of those who participated 6 had also attended the previous Drop in Session Round 1. Therefore the total of people reached in the two drop in sessions to date totals 48 individuals.

Public Consultation Stage 3

- 3.28 Further consultation will be required with residents of the estate. For right to buy properties detailed one to one engagement will be required to gain agreement to facilitate works to the boundaries of their properties. Tenants would need to be kept informed of the progress of the project and informed of the effect of the works upon their dwellings and property. Once the area of the first phase of works is agreed, then those residents and tenants affected by the proposals within the first phase will require further consultation, through a combination of individual liaison and with display boards of the proposal drawings also made available for public inspection.

Other Consultation

Chesterfield Borough Council

- 3.29 Within Chesterfield Borough Council the following departments have been consulted regarding the proposals; Planning Service (including Paul Staniforth, Development Management & Conservation Manager and Steve Perry, Tree Officer). Housing Services (including Housing Officers Carly Robins, Bob Molloy and Ranger Lee Allcock). Councillors representing the local area also attended the public consultation stages.
- 3.30 Paul Staniforth, Planning Service commented about the proposals as follows; 'one of the main issues to be resolved concerns parking provision where currently a large amount of sporadic street parking occurs. I support the removal of the end on parking to Campbell Drive and replacement with parallel parking and the introduction of more parking within

the estate which is better located to the dwellings. I also support the better connectivity where existing cul de sac arrangements are connected together to provide internal integration'. He went on to say that 'the estate has some attractive and mature landscaping and this should be retained where possible. I note the introduction of new tree planting and landscaping opportunities which is welcomed. I note from my site visit that many of the properties have 6 foot timber fences up against the footways and the scheme appears to illustrate the provision of a green edge along such boundaries. Whereas I have no issue with the softening and greening of the public domain I assume there will be a complementary management scheme to ensure the many narrow strips of grass are maintained and do not become neglected edges. This issue will either make or break the scheme in my view.'

Derbyshire County Council

- 3.31 Derbyshire County Council, Highways were contacted during the site survey stage to determine which highways are currently adopted and also what public lighting is under their management. Further consultation meetings with Derbyshire County Council Highways will be undertaken.

Derbyshire Constabulary

- 3.32 Derbyshire Constabulary were consulted, both the local police Sergeant Colin McNulty, and Rob Drury Crime Prevention Design Adviser (North), for Derbyshire Constabulary.
- 3.33 Sergeant Colin McNulty, Staveley Safer Neighbourhood Team was contacted to confirm if they had any data available on crime figures for the area. Sergeant Colin McNulty confirmed he had spoken to the Officers for the area and the only issue they have is kids congregating in the car park at DUEWELL COURT. He said there were no specific crime figures available specifically for the estate, the closest data being Whittington and Barrowhill which would not be a true reflection. The only issues they have on the estate are as a result of the residents and not the environment. Every so often we have a disturbance involving neighbours, we go in sort it out and it is calm for months.
- 3.34 Rob Drury, Crime Prevention Design Adviser (North), Community Safety - Corporate Services, Derbyshire Constabulary, Safer Derbyshire, provided valuable design advice during a walk round the site on 2nd September 2014. He advised that fencing open space areas into defensible garden spaces for example would make residents feel safer, he advised on cutting down on the number of alley ways and keeping routes with as open a feel as possible. He recommended making the parking provision better and allocating spaces closer to housing, and was in favour of a shared surface design approach.

Derbyshire Fire & Rescue

- 3.35 As the scheme develops Derbyshire Fire and Rescue will also be consulted regarding the proposals.



Figure 30. Site Visit with Neighbourhood Officer.

4.0 Masterplan

Landscape Masterplan

4.1 Based on the findings of our analysis and public consultation (Public Consultation Stage 1) EBLA have produced a Landscape Masterplan (CO-LP-0-01-Landscape Masterplan, refer to appendix) which illustrates proposals for environmental improvements and future development opportunities for the entire London Boroughs Estate.



Figure 31. Landscape Masterplan

4.2 Key features of the Landscape Masterplan include:

- Environmental improvements to London Boroughs Estate comprising: path network throughout estate; private access paths and courts adjacent to houses; road access and links between courts; shared surface streets & courtyards; green space and tree planting; and gardens and boundaries;
- Future development option for Duewell Court and Main Car Park, including: potential infill housing development; new shared streetscape at Duewell Court; and enhanced entrance and main car park area adjacent to the Surgery.
- Future pedestrian linkage with Staveley Works Area Masterplan;
- Future entrance improvements at junction of Station Road, Whittington Road and Campbell Drive;
- Improved streetscape to Campbell Drive;

- Future enhanced Recreation Ground;
- Future linkage with recreation footpath to north-west of the site; and
- Future linkage and enhanced play area to north of Campbell Drive.



Figure 32. Landscape Masterplan, Enlargement

4.3 This landscape masterplan represents a vision for how the estate can be enhanced and developed in the coming years as regeneration and development money becomes available to Chesterfield Borough Council. A breakdown of costs for the masterplan and its components are discussed in the Cost Estimates section as are our recommendations for implementation.



Figure 33. Landscape Proposals- Illustrative View

- 4.4 The main components of the landscape masterplan are the environmental improvement proposals for which there is an initial allocated budget and programme for implementation. These environmental improvement proposals are described in more detail in the next section.

5.0 Environmental Improvements

Description of Proposals

- 5.1 The environmental improvements to London Boroughs Estate that are to be implemented in the short to medium term have been fully illustrated and described in the Environmental Improvements Landscape Plan (CO-LP-1-01, refer to appendix) and associated Environmental Improvement Type Plans: Pathways (CO-LP-2-01, refer to appendix); Streets (CO-LP-2-02, refer to appendix); Green Space (CO-LP-2-03, refer to appendix); and Gardens (CO-LP-2-04, refer to appendix).



Figure 34. Environmental Improvements- Landscape Plan

- 5.2 EBLA propose various types of environmental improvements to the London Boroughs Estate which can be broadly classified into the following types of improvement:

- Pathways;
- Private access paths and courts;
- Shared surface streets & courtyards;
- Green space and tree planting;
- Gardens and boundaries.



Figure 35. Landscape Proposals- Illustrative View

5.3 These environmental improvements aim to enhance the estate and address many of the issues highlighted during site analysis and consultation. The details of the improvement types and their benefits to the community are described below.

Environmental Improvements to Pathways

5.4 It is proposed to demolish the existing path network and replace with a new, rationalised network of pathways that will enhance pedestrian circulation, comfort, safety and residents' privacy. Works will include path realignments, widening, closures of some links, and new paving. The paths will be 2m wide and surfaced with durable bound surfacing such as asphalt or resin bonded surfacing. The proposed path network will have grass verges (0.5-1m wide between path edge and garden boundaries) where possible for extra space and security.



Figure 36. Environmental Improvements- Pathways Plan



Figure 37. Environmental Improvements- Pathways Plan, Enlargement

5.5 Specific notes and proposed sections of new pathway are illustrated in the Environmental Improvement Type: Pathways Plan (CO-LP-2-01, refer to appendix), path improvements include:

- Sidcup to Chelsea Court: new path section linking to Campbell Drive; upgrade existing path; path realignments; closure of some path links to Campbell Drive and Southgate way; 1m grass verge where possible;
- Footpath along Campbell Drive: new section of path along roadside with grass verge;
- Southgate way: upgrade and realignment of existing path; closure of some path links to Campbell Drive; 1m+ grass verge;
- Path link between Campbell Drive & Southgate Way: upgrade and realignment of existing path; 0.5-1m grass verge;
- Chelsea Court to Sidcup Court: upgrade and realignment of existing path; closure of some path links to Campbell Drive and Southgate Way; 1m grass verge where possible;
- Path link between Southgate Way & Woodford way: upgrade and realignment of existing path; 0.5-1m grass verge;
- Path link between Southgate Way & Woodford way: upgrade and realignment of existing path; 0.5-1m grass verge;
- Hampstead Court to Willesden Court: upgrade and realignment of existing path; new ramped section to join new connecting path to Southgate Way; 1-3.5m grass verge;
- Path link between Southgate Way & Woodford Way: new ramped path section to replace existing steps;
- Woodford Way: upgrade and realignment of existing path; closure (to public) of existing link at Woolwich Court; 0.5-1.5m grass verge;
- Paddington Court to Cricklewood Court: upgrade and realignment of existing path; closure of (2 no.) Path links to Woodford Way (for privacy); 1-2.5m grass verge;
- Chelmsford Way: upgrade and realignment of existing path; closure of path link (1 no.) To Woodford Way; 1-2.5m grass verge;
- Chigwell Way: upgrade and realignment of existing path; closure of path link (1 no.) to Ealing Court (for privacy & future dev.); 0.5-2.5m grass verge;
- Path link between Chigwell Way & Romford Way: upgrade and realignment of existing path; 1m grass verge;
- Romford Way: upgrade and realignment of existing path; closure of path links (2 no.) to Dulwich Court & Greenwich Court (for privacy); 0.5-2.5m grass verge;
- Path link at surgery: upgrade and realignment of existing path;
- Path link between Romford Way & Dulwich Court: upgrade and realignment of existing path; 1m grass verge (where possible);

- Footpath along Campbell Drive: upgrade and realignment of footpath as part of streetscape improvements; new car parking bays; and new grass verge with tree planting;
- Pathways at Micham, Balham, Catford, Fulham, Kilburn and Neasden Courts: upgrade and realignment of existing paths; grass verges where possible;
- Footpath along station road: upgrade and realignment of existing footpath to follow roadside kerb.



Figure 38. Landscape Proposals- Illustrative View

5.6 To facilitate and improve the path network as well as enhance residents' privacy it is proposed to close and/or privatise several under-used or inappropriate sections of public path.

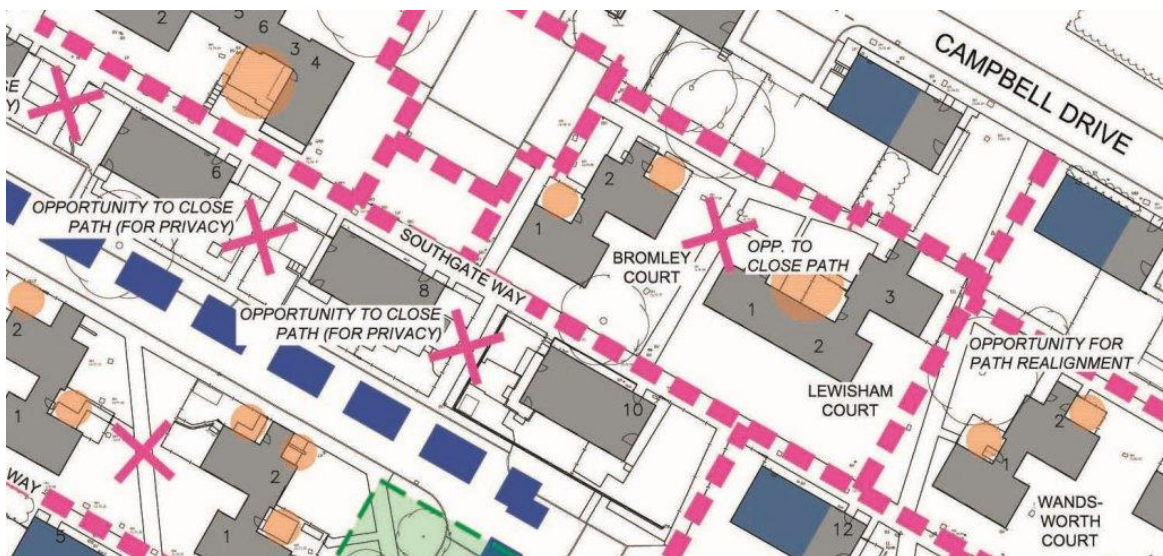


Figure 39. Site Opportunities Plan, Enlargement (Illustrating opportunities for path closures)

5.7 Path closures (closed to public) are illustrated in the Environmental Improvement Type: Gardens Plan (CO-LP-2-04, refer to appendix) and include:

- Campbell Drive - Sidcup Court: incorporated into garden;
- Bromley Court - Southgate Way: private access path incorporated into garden;
- Southall Court - Southgate Way: private access path incorporated into garden;
- Campbell Drive - Brentford Way: incorporated into garden;
- Brentford Way - Southgate Way: private access path incorporated into garden;
- Wilesden Court - Southgate way: ramped path closed and replaced;
- Wilesden Court - Southgate way: steps & path closed;
- Southgate Way – Kensington Court: incorporated into garden;
- Southgate Way – Hendon Court: incorporated into garden;
- Southgate Way – Woolwich Court: incorporated into garden;
- Southgate Way – Stepney Court: incorporated into garden;
- Stepney Ct -Woodford Way-Hendon Ct: Access path incorporated into garden;
- Woolwich Ct-Woodford Way-Hendon Ct: Access path incorporated into garden;
- Woodford Way – Paddington Court: incorporated into garden;
- Woodford Way – Cricklewood Court: incorporated into garden;
- Woodford Way – Duewell Court: incorporated into garden;
- Chelmsford Way – Acton Court: incorporated into garden;
- Chelmsford Way - Acton Court: incorporated into garden;
- Acton Court - Chigwell Way: private access path incorporated into garden;
- Romford Way – Dulwich Court: incorporated into garden;
- Romford Way – Greenwich Court: incorporated into garden;
- Romford Way – Greenwich Court: incorporated into garden;

Environmental improvements to private access paths & courts

- 5.8 New private access paths and private courts adjacent to houses will provide enhanced access and utility space for residents. All access paths will be within new private fenced-off garden areas. Private courts will be divided and screened for private use by residents. All paths (1m wide) and courts will be paved with unit block paving.



Figure 40. Landscape Proposals- Illustrative View

5.9 Improved private access paths and courts include:

- Sidcup Court: new & upgraded paths; upgraded and enlarged courts;
- Bromley Court: upgrade of existing paths & courts;
- Lewisham Court: new & upgraded existing paths; upgrade of existing courts;
- Wandsworth Court: upgrade of existing paths & courts;
- Northolt Court: upgrade of existing paths & courts;
- Southall Court: upgrade of existing paths & courts;
- Brentford Court: new & upgraded existing paths; upgrade of existing courts;
- Harrow Court: new & upgraded existing paths; upgrade of existing courts;
- Chelsea Court: upgrade of existing paths & courts;
- Camberwell Court: upgrade of existing paths & courts;
- Stepney Court: new & upgraded existing paths; upgrade of existing courts;
- Woolwich Court: new & upgraded existing paths; upgrade of existing courts;
- Hendon Court: new & upgraded existing paths; upgrade of existing courts;
- Hampstead Court: new paths; upgrade of existing courts;
- Kensington Court: upgrade of existing paths & courts;
- Willesden Court: upgrade of existing paths & courts;
- Paddington Court: new & upgraded paths; upgraded and enlarged courts;
- Cricklewood Court: new & upgraded paths; upgraded and enlarged courts;
- Acton Court: new & upgraded existing paths; upgraded and enlarged courts;

- Ealing Court: new paths; upgraded and enlarged courts;
- Kingston Court: new paths; upgraded and enlarged courts;
- Richmond Court: new paths; upgraded and enlarged courts;
- Chiswick Court: new paths; upgraded and enlarged courts;
- Dulwich Court: new paths; upgraded and enlarged courts;
- Greenwich Court: new paths; upgraded and enlarged courts.

Environmental improvements to create shared surface streets & courtyards

5.10 Shared surface residential streets, also known as “homezones” are where people and vehicles share the space. This is often achieved by removing features such as kerbs, road surface markings and traffic signs. New shared streets and courtyards are proposed throughout the estate as well as new linking access roads between courts and existing roads. These shared streets, illustrated in the Environmental Improvement Type: Streets Plan (CO-LP-2-02, refer to appendix), will enhance access, circulation, space and parking opportunities for people and cars.



Figure 41. Environmental Improvements- Streets Plan



Figure 42. Environmental Improvements- Streets Plan, Enlargement

5.11 New proposed streets will connect Hendon Court, Cricklewood Court, Acton Court and Greenwich Court, enhancing access and circulation to and from Campbell Drive and Station Road. These streets and courtyards will provide more usable paved space for residents, community gatherings and informal play.



Figure 43. Landscape Proposals- Illustrative View

5.12 New shared surface streets and courtyards include:

- Courtyard at Sidcup Court: new space with car parking (15 spaces) for Sidcup Court & Southgate Way;
- Sidcup Court & Bromley Court courtyard: upgrade of existing access and car parking to shared surface;
- Northolt Court & Southall Court courtyard: upgrade of existing to shared surface;
- Chelsea Court & Camberwell Court courtyard: upgrade of existing to shared surface;
- Street at Woolwich Court & Hendon Court: existing street, with access from Campbell Drive, upgraded to shared surface. 4m carriageway with car parking (21 spaces) and footpaths (2m) on both sides. Junction upgrade at Campbell Drive;
- Street and courtyard at Hendon Court: paved courtyard space to compliment adjoining green space. Parking (6 spaces);
- Willesden Court & Woodford Way courtyard: existing car park upgraded to shared surface with parking (29 spaces) for Southgate Way, Kensington & Willesden Courts and Woodford way;
- Street at Cricklewood Court & Chelmsford Way: new street connecting Hendon Court with Acton Court. 4m carriageway with footpaths (2m) on both sides;
- Courtyard at Paddington Court & Cricklewood Court: new space, accessed from street at Acton Court with parking (9 spaces);
- Street at Acton Court & Ealing Court: upgrade of existing street with shared surface 4m carriageway with car parking (18 spaces) and footpaths (2m) on both sides. Junction upgrade at Campbell Drive;

- Street and courtyard at Chiswick Court & Richmond Court: new street connecting Acton Court with Greenwich Court and station road. 4-6m carriageway with car parking (14 spaces) and footpaths (2m) on both sides;
- Street at Dulwich Court & Greenwich Court: new street connecting Campbell Drive with Greenwich Court and station road as well as courts to the north. 4.8m carriageway with car parking (14 spaces) and footpaths (2m) on both sides. Junction upgrade at Campbell Drive;
- Street from Neasdon Court to Greenwich Court: upgrade of existing street with shared surface and connections with other courts. 4.8-6m carriageway with car parking (17 spaces) and footpaths (2m) on both sides. Junction upgrade at station road;
- Street/courtyard from Micham Court to Catford Court: upgrade and extension of existing car parking. 4-6m carriageway with car parking (24 spaces) and footpaths (2m) on both sides. Junction upgrade at Campbell Drive.



Figure 44. Landscape Proposals- Illustrative View

Environmental Improvements to Campbell Drive Streetscape & On-street Parking

- 5.13 Streetscape improvements to Campbell Drive, as illustrated in the Environmental Improvements Landscape Plan (CO-LP-1-01, refer to appendix), will include new footpaths, grass verges, tree planting, parallel car parking bays and way finding signage.



Figure 45. Landscape Proposals- Illustrative View

- 5.14 It is proposed that the existing on-street car parking bays beside houses on Campbell Drive (north) to be re-surfaced. New junctions and pedestrian footpath drop kerb crossing points are proposed along Campbell Drive. A new footpath alignment and grass verge with tree planting is proposed along the length of Campbell Drive from Station Road/Whittington Road junction northwards. All existing on-street car parking along Campbell Drive (west) will be replaced with parallel car parking bays (17 no. Spaces).



Figure 46. Landscape Proposals- Illustrative View

- 5.15 These improvements will enhance the character of Campbell Drive and the boundaries and entrances to the overall estate as well as providing enhanced parking opportunities and pedestrian access along the this road.

Environmental improvements to green space

- 5.16 Public green space has been reduced so as to create private garden spaces for residents. The remaining green space, as illustrated in the Environmental Improvement Type: Green Space Plan (CO-LP-2-03, refer to appendix), will consist of grass verges along streets, roads and paths, as well as usable spaces at Southgate way, Stepney Court, Hendon Court and Acton Court.



Figure 47. Environmental Improvements- Green Space Plan



Figure 48. Environmental Improvements- Green Space Plan, Enlargement

- 5.17 There is potential for community gardens, seating and ornamental planting in these enhanced green spaces. A Multi-Use Games Area (MUGA) is proposed for the green space at Southgate Way and Campbell Drive. This will provide safe and secure play facilities for children of all ages within the estate.



Figure 49. Landscape Proposals- Illustrative View

- 5.18 Tree planting is proposed to roads, streets, courtyards and green spaces. Trees will enhance these environments and contribute to the overall “greening” of the estate.
- 5.19 Enhanced, accessible and usable green spaces and “greener” streets and courtyards will enhance the overall character of the estate and offer recreation, social, relaxation and

play opportunities to all residents. These spaces have the potential to become an integral component in the regeneration of the estate and be at the heart of the community.



Figure 50. Landscape Proposals- Illustrative View

Environmental improvements to gardens & boundaries

5.20 New garden boundaries are proposed to enclose private and semi-private gardens for all residents. The Environmental Improvement Type: Gardens Plan (CO-LP-2-04, refer to appendix) illustrates the creation of these gardens and types of boundary treatments used to enclose them.



Figure 51. Environmental Improvements- Gardens & Boundaries Plan

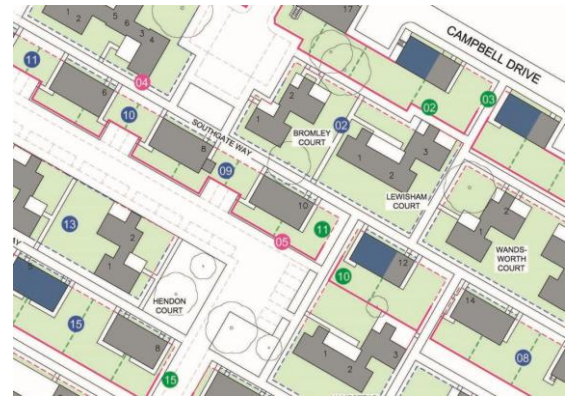


Figure 52. Environmental Improvements- Gardens & Boundaries Plan, Enlargement

5.21 These gardens will be private, secure and usable spaces for residents to enjoy. Whilst all semi-private gardens will continue to be accessed by Chesterfield Borough Council for garden maintenance, there is also an opportunity for residents to take ownership of these spaces.



Figure 53. Landscape Proposals- Illustrative View

5.22 Four types of garden boundaries are proposed, varying in height and visibility (e.g. Open fences or solid walls), to cater for front gardens, sides, back gardens and dividing garden screens:

- Garden Boundary A: 1.0m height; transparent, e.g. Low wall with metal fence railings;
- Garden Boundary B: 1.8m height; transparent, e.g. Low wall with high metal fence railings;
- Garden Boundary C: 1.8m height; solid, e.g. High wall;
- Garden Boundary D: 1.8m height; Solid, e.g. High screen.



Figure 54. Landscape Proposals- Illustrative View

Other Environmental Improvement Items

5.23 In addition to the broad types of improvement work outlined above there are various other improvement elements that are proposed (included in cost estimates) as part of our environmental improvement proposals, these include:

- Public Lighting: New lighting scheme to entire estate (excluding Campbell Drive and Duewell Court);
- Signage & Site Furniture: Way finding / orientation signage, bollards, litter bins and seating;
- Landscape Maintenance: Minimum 12 months landscape maintenance-grass cutting, tree pruning, litter/ leaf collection proposed.

5.24 The above items of work will compliment the broader improvement works described previously and help enhance the estate and make it a safer and more accessible place for residents to live and visitors to visit. Improved lighting and signage in particular will make the estate safer at night and easier for emergency services and deliveries to access and navigate.

Facilitating the Environmental Improvement Works

5.25 In order for the site and the community to facilitate and accommodate the proposed environmental improvement works there are various factors and site conditions that need to be considered and further consultations and agreements that need to take place including:

- Site clearance & Demolition required;
- Closure of public paths (as outlined previously);
- Retaining structures required;
- Properties & boundaries affected by proposals;
- Planning process & statutory consultations;
- Public consultation (Stage 3).

5.26 It is proposed to demolish and remove from site all existing conditions affected by the proposals, such as paths and paving flags, kerbing, walling and fences so as to clear the site in preparation for the environmental improvement works. The proposed improvements will take into account existing services and utilities and where necessary include new service covers where they are affected.

5.27 Retaining structures and boundary walls will be necessary at various locations in the site to retain existing slopes and proposed works, as illustrated in the Environmental Improvement Type: Gardens Plan(CO-LP-2-04, refer to appendix). Retaining structures will include:

- Retaining walls to back gardens at Campbell Drive;
- Retaining walls to Back gardens at Campbell Drive;
- Retaining walls to Harrow Court;
- Retaining walls to Sidcup Court;

- Retaining walls to Back gardens at Southgate way;
- Retaining walls to Pathway at car parking courtyard at wilesden Court;
- Retaining walls to Pathway at car parking courtyard at Wilesden Court;
- Retaining walls to Back gardens at Chelmsford way.

5.28 Several properties and their existing boundaries are affected by our environmental improvement proposals, as illustrated in the Environmental Improvement Type: Gardens Plan (CO-LP-2-04, refer to appendix).

Existing properties & boundaries affected:

- No.1 & 2 Campbell Drive (private/Right to Buy property);
- No. 21 Campbell Drive (rental);
- No.23 Campbell Drive (private/Right to Buy property);
- No.39, 41 & 43 Campbell Drive (rental);
- No.45 Campbell Drive (rental);
- No.47 Campbell Drive (private/Right to Buy property);
- No.24 Southgate Way (private/Right to Buy property);
- No.22 Southgate Way (private/Right to Buy property);
- No.21 Southgate Way (rental);
- No.11 Southgate Way (private/Right to Buy property);
- No.10 Southgate Way (rental);
- No.1 Woodford Way (private/Right to Buy property);
- No. 4 Woodford Way (private/Right to Buy property);
- No.5 Woodford Way (private/Right to Buy property);
- No.8 Woodford Way (rental);
- No.10 Woodford Way (rental);
- No.10 Chelmsford Way (rental);
- No.8 Chelmsford Way (private/Right to Buy property);
- No.6 & 7 Chelmsford Way (rental);
- No. 1 Chelmsford Way (private/Right to Buy property);
- No. 1 Chigwell Way (rental);
- No.5 Chigwell Way (rental);
- No.8 Chigwell Way (rental);

- No.9 & 10 Chigwell Way (rental);
- No.2 & 3 Romford Way (rental);
- No.4, 5 & 6 Romford Way (private/Right to Buy property);
- No.7 & 8 Romford Way (private/Right to Buy property);
- No.9 & 10 Romford Way (rental);
- No.3 Catford Court (private/Right to Buy property);
- No.2 Micham Court (private/Right to Buy property);
- No.2 & 3 Kilburn Court (private/Right to Buy property).

5.29 The majority of the above affected properties are affected by the proposed new path network and new streets improvements to the estate. In such cases existing property boundaries have been shifted and/or realigned and replaced with new high quality property boundary treatments. All impacts on existing houses and property boundaries have been minimised and interventions made only where it will greatly benefit the overall layout and character of the estate.

6.0 Cost Estimates

6.1 Indicative cost estimates of the proposals were carried out by 70five Quantity Surveying Ltd. The cost to undertake the works to Area 1: Environmental Improvements would be £4,595,508.00. The cost to undertake works to Area 2: Future Development would be £2,906,218. A full breakdown of the costs for the areas is included in the appendix. The boundary of the areas is illustrated on Landscape Masterplan (CO-LP-0-01-Landscape Masterplan, refer to appendix).

Environmental Improvements

6.2 The summary of the costs for the Area 1: Environmental Improvements to the Estate are shown in Table 1 below. The full breakdown of the costs and exclusions are included in the appendix.

Table 1: Summary of cost estimates for Environmental Improvements

Item	Description	Total £
1	Demolition and Site Clearance	349,952.00
2	Pathways	302,668.00
3	Private Paths & Courts	346,520.00
4	Shared Surface Streets & Courtyards inc. On-street Parking to Campbell Drive	1,031,940.00
5	Soft landscaping to green space and gardens and tree planting	269,969.10
6	Garden boundaries	1,174,024.00
7	MUGA pitch	200,000
8	Signage and site furniture	80,000.00
9	Public lighting	200,000.00
10	Landscape maintenance- 12 months	41,021.10
	Base Cost	3,996,094.20
	Add Contractors preliminaries 10%	399609.42
	Add Contingency 5%	199804.71
	Total (excludes VAT)	£4,595,508.33

6.3 The currently available budget of £1.2 million for the environmental improvements would not be sufficient to complete all of the works in one phase. It is therefore recommended that the works are phased so the works can be completed in full over a number of potential future funding rounds. The site area for the Environmental Improvements is 59,000m², the current available budget would allow pro rata for one quarter of the site area to be completed as a first phase.

Sources of potential funding

6.4 Listed below are potential sources of additional funding for improvements to the external spaces. Each funding source would need to be contacted to confirm potential eligibility.

- **Biffaward-Biffa Award** is a multi-million pound fund which awards grants to community and environmental projects across the UK. The fund's money comes from landfill tax credits donated by Biffa Group Limited.

<http://www.biffa-award.org/>

- **Big Lottery-Awards for All-** Awards for All gives groups an easy way to get small Lottery grants of between £300 and £10,000.

http://www.biglotteryfund.org.uk/prog_a4a_eng

- **Big Lottery-Reaching Communities-** Reaching Communities funding is for projects that help people and communities most in need. Grants are available from £10,000, upwards and funding can last for up to 5 years. For funding over £500,000 they must be contacted before application to discuss why a larger project is appropriate. There is no upper limit for total project costs.

http://www.biglotteryfund.org.uk/prog_reaching_communities

- **Community First Funding-** An £80m government-funded initiative that will run for four years, until March 2015.

<http://cdf.org.uk/web/guest/community-first>

- **Community Land Trust (CLT) Funding-** The Community Land Trust Fund is a specialist fund to support the development of community-led affordable housing projects in England and Wales. It supports emerging and established Community Land Trusts (CLTs) to form and build permanently affordable housing to benefit their local communities.

<http://www.communitylandtrusts.org.uk/home>

- **European Funding Programmes-** A searchable database of 450 EU and other European funding sources for projects of all kinds.

<http://www.welcomeurope.com/list-european-funds.html>

- **Grow Wild-** Grow Wild is awarding of £1,000 to £4,000 to community groups that want to bring people together to transform a communal space by sowing and growing native plants.

<https://www.growwilduk.com/get-funding/>

- **Heritage Lottery Fund-Parks for People-** Grants to predominantly regenerate parks and green space. Has been used to regenerate housing green space of heritage value.

<http://www.hlf.org.uk/looking-funding/our-grant-programmes/parks-people>

- **Landfill Communities Fund (LCF)-** Grants of £25,000-£40,000, however, in certain circumstances £100,000 can be obtained. LCF support aims to enhance external space and protect natural habitats and improve community halls.

<http://www.entrust.org.uk/>

- **LIFE+-** the EU's main fund for supporting environmental projects.

<http://ec.europa.eu/environment/life/funding/lifeplus.htm>

- **Peoples Health Trust-** Grants programme to fund eligible health related projects in local areas. The programme aims to help local communities live longer healthier lives by supporting projects that tackle the early causes of ill health.

<http://www.peopleshealthtrust.org.uk/>

- **Power to Change-** Power to Change is a new initiative which will invest up to £150 million to support the development of sustainable community-led enterprises across England.

<http://www.biglotteryfund.org.uk/powertochange>

- **SITA-** Support for community and environmental improvement projects through the Landfill Communities Fund.

<http://www.sitatrust.org.uk/>

- **WREN-** Supports community, heritage and environmental projects close to landfill sites.

<http://www.wren.org.uk/>

7.0 Summary

Summary of proposals

- 7.1 EBLA have produced a Landscape Masterplan (CO-LP-0-01-Landscape Masterplan, refer to appendix) which illustrates proposals for environmental improvements and future development opportunities for the entire London Boroughs Estate.

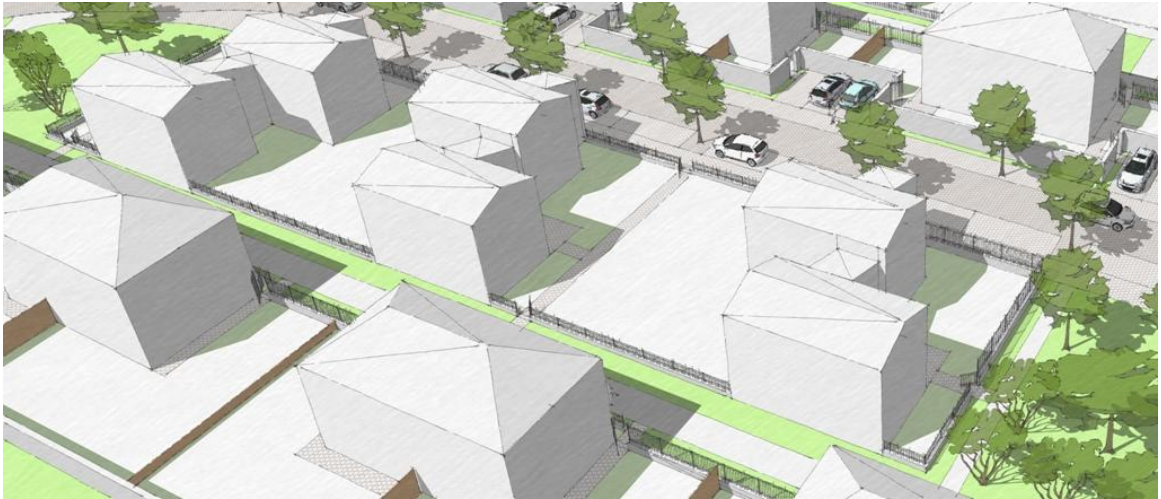


Figure 55. Landscape Proposals- Illustrative View

Landscape Masterplan

- 7.2 Key features of the Landscape Masterplan include:

- Environmental improvements to London Boroughs Estate comprising: path network throughout estate; private access paths and courts adjacent to houses; road access and links between courts; shared surface streets & courtyards; green space and tree planting; and gardens and boundaries;
- Future development option for DUEWELL COURT and Main Car Park, including: potential infill housing development; new shared streetscape at DUEWELL COURT; and enhanced entrance and main car park area adjacent to the Surgery.
- Future pedestrian linkage with Staveley Works Area Masterplan;
- Future entrance improvements at junction of Station Road, Whittington Road and Campbell Drive;
- Improved streetscape to Campbell Drive;
- Future enhanced Recreation Ground;
- Future linkage with recreation footpath to north-west of the site; and
- Future linkage and enhanced play area to north of Campbell Drive.

7.3 The main components of the landscape masterplan are the environmental improvement proposals for which there is an initial allocated budget and programme for implementation.

Environmental Improvements

7.4 The environmental improvements, are to be implemented in the short to medium term have been fully illustrated and described in the Environmental Improvements Landscape Plan (CO-LP-1-01, refer to appendix) and associated Environmental Improvement Type Plans: Pathways (CO-LP-2-01, refer to appendix); Streets (CO-LP-2-02, refer to appendix); Green Space (CO-LP-2-03, refer to appendix); and Gardens (CO-LP-2-04, refer to appendix).



Figure 56. Landscape Proposals- Illustrative View

7.5 EBLA propose various types of environmental improvements to the London Boroughs Estate which can be broadly classified into the following types of improvement:

- Pathways;
- Private access paths and courts;
- Shared surface streets & courtyards;
- Green space and tree planting;
- Gardens and boundaries.

7.6 These environmental improvements aim to enhance the estate and address many of the issues highlighted during site analysis and consultation.

Cost Estimates

7.7 Indicative cost estimates of the proposals were carried out. The cost to undertake the works to Area 1: Environmental Improvements would be £4,595,508.00. The cost to undertake works to Area 2: Future Development would be £2,906,218. A full breakdown of the costs for the areas is included in the appendix. The boundary of the areas is

illustrated on Landscape Masterplan (CO-LP-0-01-Landscape Masterplan, refer to appendix).

- 7.8 The currently available budget of £1.2 million for the environmental improvements would not be sufficient to complete all of the works in one phase. It is therefore recommended that the works are phased so the works can be completed in full over a number of potential future funding rounds. The site area for the Environmental Improvements is 59,000m², the current available budget would allow pro rata for one quarter of the site area to be completed as a first phase.

Consultation

- 7.9 Further consultation will be required with residents of the estate. For right to buy properties detailed one to one engagement will be required to gain agreement to facilitate works to the boundaries of their properties. Tenants would need to be kept informed of the progress of the project and informed of the effect of the works upon their dwellings and property. Once the area of the first phase of works is agreed, then those residents and tenants affected by the proposals within the first phase will require further consultation, through a combination of individual liaison and with display boards of the proposal drawings also made available for public inspection.

London Boroughs Estate - Environmental Improvements
Stages A-L Programme

Planning, Detailed Design and Construction

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ID	TASK NAME/ MILESTONE	DURATION	START	FINISH	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Mar-18				
0	LONDON BOROUGHS ESTATE																																					
1	CDMC - risk assessments ongoing		Mon 09/06/2014	31/03/2018																																		
2	STAGE A - Inception (2 weeks)	10 days	Mon 09/06/2014	Fri 20/06/2014	COMPLETED																																	
3	STAGE B - Feasibility (3 weeks)	15 days	Mon 23/06/2014	Fri 11/07/2014	COMPLETED																																	
4	Public Consultation Round 1		Sat 12/07/2014	Sat 12/07/2014	COMPLETED																																	
5	STAGE C/D - Scheme Proposals (4 month)				COMPLETED																																	
6	Masterplan and Costings	40 days	Mon 01/09/2014	Fri 07/11/2014	COMPLETED																																	
7	Meeting with CBC to review scheme proposals	1 day	Tue 11/11/2014	Tue 11/11/2014	COMPLETED																																	
8	Amend plans prior to public consultation	10 days	Wed 12/11/2014	Wed 26/11/2014	COMPLETED																																	
9	Public Consultation Round 2	1 day	Sat 29/11/2014	Sat 29/11/2014	COMPLETED																																	
10	Meeting with CBC to review consultation feedback	1 day	Mon 01/12/2014	Mon 01/12/2014	COMPLETED																																	
11	Complete Phase 1 Masterplanning Report and Masterplan	15 days	Mon 01/12/2014	Mon 22/12/2014	COMPLETED																																	
12	STAGE D - Planning Application (4 months)		Mon 2/03/2015	Tue 30/06/2015																																		
13	Consultation with individual landowners/ leaseholders (by CBC)	20 days	Mon 2/03/2015	Fri 27/03/2015																																		
14	Drainage strategy	30 days	Mon 2/03/2015	Wed 15/04/2015																																		
15	Transport statement and engineering highway design	30 days	Mon 2/03/2015	Wed 15/04/2015																																		
16	Amend plans prior to planning application	30 days	Mon 2/03/2015	Thur 30/04/2015																																		
17	Planning Application (2 months)	40 days	Thur 30/04/2015	Tue 30/06/2015																																		
18	STAGE E - Detailed Proposals (Phase 1)	60 days	Thur 30/04/2015	Fri 31/07/2015																																		
19	STAGE E - Detailed Proposals (Phase 2)	80 days	Mon 3/08/2015	Mon 30/11/2015																																		
20	STAGE F&G - Production Information (Phase 1)	20 days	Wed 01/07/2015	Fri 31/07/2015																																		
21	STAGE F&G - Production Information (Phase 2)	20 days	Tue 01/12/2015	Thur 31/12/2015																																		
22	STAGE H&J - Tender Action & Contract Preparation (Phase 1)	80 days	Mon 03/08/2015	Fri 27/11/2015																																		
23	STAGE H&J - Tender Action & Contract Preparation (Phase 2)	80 days	Tue 01/12/2015	Thur 31/03/2016																																		
24	STAGE K - Operations on site	120 days	Tue 01/12/2015	Tue 31/05/2016																																		
25	STAGE K - Operations on site (Phase 2)	260 days	Mon 4/05/2016	31/03/2017																																		
26	STAGE L - Completion	260 days	Tue 31/05/2016	27/05/2017																																		
27	STAGE L - Completion (Phase 2)	260 days	31/03/2017	31/03/2018																																		
28	One Year Post Practical Completion Defects/ Maintenance Period (Phase 1)	260 days	Tue 31/05/2016	31/05/2017																																		
29	One Year Post Practical Completion Defects/ Maintenance Period (Phase 2)	260 days	31/03/2017	31/03/2018																																		

Notes:

1. Programme assumes no objections to planning application.

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Chesterfield Borough Council

Equality Impact Assessment - Preliminary Assessment Form

The preliminary impact assessment is a quick and easy screening process. It should identify those policies, projects, services, functions or strategies which require a full EIA by looking at negative, positive or no impact on any of the equality groups.

Service Area: Housing Services
 Section: Business Planning and Strategy
 Lead Officer: Alison Craig

Title of the policy, project, service, function or strategy the preliminary EIA is being produced for: **LONDON BOROUGHS ESTATE BARROW HILL ENVIRONMENTAL IMPROVEMENTS**

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

Existing
 Changed
 New/Proposed

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

Delivering a comprehensive package on environmental improvements to the London Borough Estate at Barrow Hill

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

Residents of the London Boroughs Estate, Barrow Hill

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.

Please tick the appropriate columns for each group.

Group or Protected Characteristics	Potentially positive impact	Potentially negative impact	No impact
Age – including older people and younger people.	Y		
Disabled people – physical, mental and sensory including learning disabled people and people living with HIV/Aids and cancer.	Y		
Gender – men, women and transgender.			Y
Marital status including civil partnership.			Y
Pregnant women and people on maternity/paternity. Also consider breastfeeding mothers.			Y
Sexual Orientation – Heterosexual, Lesbian, gay men and bi-sexual people.			Y
Ethnic Groups			Y
Religions and Beliefs including those with no religion and/or beliefs.			Y
Other groups e.g. those experiencing deprivation and/or health inequalities.	Y		

If you have answered that the policy, project, service, function or strategy could potentially 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?

Yes

No

Q5 - Reasons for this decision:

The works to improve the environment of the London Borough Estate at Barrow Hill should not have a negative impact on any group with protected characteristics.

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