

CABINET

MINUTES OF MEETING HELD ON 18 MARCH 2015

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CABINET

MINUTES OF MEETING HELD ON 18 MARCH 2015

Present:

Councillor G Baxter MBE Leader (in the Chair)

Councillor N Barker

“ M Gordon

“ Mrs E A Hill

Councillor P R Kerry

“ Mrs L Robinson

“ P Williams

700 Apology for Absence

An apology for absence was received from Councillor N Foster.

701 Declarations of Interests

Members were requested to declare the existence and nature of any disclosable pecuniary interests and/or other interests, not already on their register of interests, in any item on the agenda and withdraw from the meeting at the appropriate time.

Councillors N Barker and Mrs E A Hill declared an other interest which was significant in Report No PRK/14/15/BM – Housing Revenue Account (HRA), Budget and Rykneld Homes Management Fee 2015/2016 – as they were both Council appointed representatives on the Rykneld Homes Board. It was noted that as both Members had declared an other interest which was significant they would leave the meeting and not participate in the discussion or voting on the above matter.

702 Minutes of Last Meetings

RESOLVED – That the Minutes of the Special meeting of the Cabinet held on 12 February 2015 and the Minutes of the meeting held on 18 February 2015 be approved as correct records and signed by the Leader.

703 Proposed Calendar of Meetings 2015/2016

Cabinet considered Report No GBXR/02/15/MK of Councillor G Baxter MBE. The purpose of the report was to enable Cabinet to consider the Council's calendar of meetings for 2015/2016.

The calendar of meetings proposed for the municipal year 2015/16 had been developed in consultation with officers from Planning, Licensing, Improvement and Scrutiny, together with Members.

The calendar of meetings had followed the same format as in previous years, subject to a number of minor amendments. Members were requested to note the following:-

- Post-election induction for all Councillors and Committee specific induction was included between May and September 2015.
- Political Leadership Group (PLG) has been moved from 10.30 am on the Tuesday before Cabinet to 2.00 pm at the Leader's request.
- Licensing Sub-Committee has been moved from a Tuesday to a Thursday to accommodate the other meetings taking place on Tuesdays.
- The number of Standards Committee meetings has been reduced from six to four on the basis of previous cancelled meetings.
- The names of three of the scrutiny committees were subject to change in light of a report to Annual Council in May 2015.
- There have been two additional meetings added to the calendar – Local Plan Steering Group and Improvement Group.
- The budget setting Council meeting will take place on 15 February 2016 with Council setting meeting on 2 March 2016.

The matters for Cabinet's consideration were detailed at paragraph 1.1 to 5.1 of the report. There were no alternative options considered and rejected.

RESOLVED – That Cabinet:

- (1) Approves the Council's Calendar of Meetings 2015/2016, attached as **Appendix A** to these Minutes.
- (2) Grants delegated authority to the Governance Manager following consultation with the Leader of the Council and the Chairs' of the relevant Committee(s)/Working Group(s) to amend the Calendar of Meetings 2015/2016 as and when required.

Reason for Decisions:-

To enable Cabinet to consider and approve a Calendar of Meetings for the municipal year 2015/2015.

(Governance Manager/
Governance Team)

704 Coal Aston Village Hall Trust

Cabinet considered Report No GBXR/03/15/SS of Councillor G Baxter MBE. The purpose of the report was to advise Members that the Council had been requested by a number of trustees of the Coal Aston Village Hall Trust that the Trust be incorporated into a charitable company. The Trust required the Council's consent as one of the trustees.

The Council, together with 13 other individuals, was a trustee of the Coal Aston Village Hall Trust, which had been established in 1948. Dronfield Urban District Council had been the original local authority trustee. The Council's Member appointed to the Trust was Councillor Mrs Christine Smith.

The charity was registered with the Charity Commission, its objects were to promote the welfare of the residents of Coal Aston to foster a spirit of community loyalty, to further interests in education, health, physical recreation and for any other purposes deemed to be charitable.

If the charity was incorporated into a charitable company it would have its own legal identity and continue in existence indefinitely. As part of this process, various consents were required and the consent was required from all the trustees, including the Council. The consents required were as follows:-

- Consent to transfer of assets to the charitable company by way of gift.
- A 120 day authority to two of the trustees to execute documents on behalf of the charity.

The issues for Cabinet's consideration were detailed at paragraph 1.1 to 5.3.1 of the report. The only alternative option considered was to refuse consent, which might prevent the charity's assets being transferred to the charitable company.

RESOLVED

- 1) That Cabinet, following receipt of a request from the trustees, gives consent on behalf of the Council for the trustees of the Coal Aston Village Hall Trust to incorporate that trust into a charitable incorporated company.
- 2) That the consent granted on behalf of the Council at resolution (1) above, includes an authority to transfer all assets of the Coal Aston Village Hall Trust to the charitable incorporated company and a 120 day authority to two of the trustees to execute documents on behalf of the charity.

Reason for Decisions:-

Cabinet approved the request received from the Coal Aston Village Hall Trust. This will enable the remaining trustees to form a charitable company and transfer the trust's assets to that body

(Assistant Director – Governance & Monitoring Officer)

705 Joint Streetscene Policy

Cabinet considered Report No NF/06/15/SB of Councillor N Foster. The purpose of the report was to seek Cabinet's approval for the adoption of a Joint Streetscene Policy developed with the Council's strategic partner Bolsover District Council.

The Joint Streetscene Policy set out standards for the Council's maintenance of its soft and hard streetscene features, in particular grounds maintenance and street cleanliness arrangements. The Joint Streetscene Policy recognised the importance of the natural and built environment, it had been developed as a key policy document to support the delivery of the Council's corporate ambitions and priorities.

A copy of the Joint Streetscene Policy is attached as **Appendix B** to these Minutes.

The options for Cabinet's consideration were detailed at paragraphs 1.1 to 5.1.3 of the report. The alternative option considered and rejected was to do nothing, this was not considered to be an option.

In terms of legal implications, including data protection, the Council was obliged by statute to provide various Streetscene functions.

In terms of finance and risk implications, the Council's Streetscene services were provided by way of the General Fund Revenue Account and the Housing Revenue Account. No new funding was requested. In terms of risk implications, maintenance of the environment ranked highly both in national and local terms.

RESOLVED – That Cabinet approves the Joint Streetscene Policy, attached as **Appendix B** to these Minutes, as fit for purpose for the delivery of the Council's Streetscene function and service standards.

Reasons for Decision:-

The reasons for the decision were:-

- (1) Cabinet's approval of the Policy supports the maintenance of high standards of streetscene provision and customer satisfaction.
- (2) The adoption of the Policy will ensure that the same level of service standard can be applied across both the Bolsover and North East Derbyshire District Councils' areas.
- (3) The Policy defines the Council's approach to maintaining its Streetscene arrangements and how it will work with partners to encourage and contribute to high standards of Streetscene provision.

(Executive Director – Operations/
Assistant Director – Streetscene)

706 North Derbyshire Ambition Housing Project

Cabinet considered Report No EAH/04/15/AWC of Councillor Mrs E A Hill, supported by Councillor M Gordon. The purpose of the report was to:-

- Advise Members on the project further to the report to Cabinet on 18 February 2015.
- Seek approval of the contractual documentation for the delivery of the North Derbyshire Ambition Housing Project and to proceed with recruitment to the two proposed new officer posts.
- Provide specific details of the role and responsibilities of the two new officers in respect of the North Derbyshire Ambition Housing Project.

This District Council would deliver the North Derbyshire Ambition Housing Project across four Council areas, including this District Council, Chesterfield Borough, Bolsover and Derbyshire Dale District Councils.

A partnership agreement had been established, this District Council was the lead authority for the funding and the delivery of project services. Derby City Council had been identified as the accountable body for the Department of Communities and Local Government grant for the Project.

The following two roles were necessary for the delivery of the North Derbyshire Ambition Housing Project. The roles were:-

- Ambition Housing Co-ordinator.
- Housing Ambition Support Officer.

The options for Cabinet's consideration were detailed at paragraph 1.1 to 5.3.2 of the report. The only alternative option considered and rejected was for a different Council to act as lead authority.

In terms of finance and risk implications, all the costs of running the project, including those of the two posts, would be covered by a grant paid to this District Council by Derby City Council. In terms of human resource implications the two new posts would be fixed 12 month contracts.

Following a request from Members it was confirmed that the Executive Director – Transformation would write to all Members of Council to confirm the range of people eligible for support from the North Derbyshire Ambition Housing Project and the Talent Match Initiative.

RESOLVED – That Cabinet:

- (1) Approves the contractual documentation in respect of the North Derbyshire Ambition Housing Project attached to the report to enable it to be signed off by the District Council and its partners and so that the appropriate funding for the Project can be requested from Derby City Council.
- (2) Requests that the Chief Executive, following consultation with the Portfolio Members for Housing Strategy and Social Inclusion, exercises his delegated authority to implement the agreed staffing structure to deliver the North Derbyshire Ambition Housing Project and to recruit to the new posts detailed in the report.

Reason for Decisions:-

The decisions will enable the effective delivery of the North Derbyshire Housing Ambition Project and provide a robust structure for performance management, direction of activity and sharing of risks and mitigation of liabilities.

(Assistant Director – Economic Growth/
Housing Enabling Manager/
Private Sector Housing Options Manager)

707 Pilot North East Derbyshire Business Growth Fund

Cabinet considered Report No PRK/13/15/SL of Councillor P R Kerry. The purpose of the report was to seek Cabinet's approval for the establishment of a North East Derbyshire Business Growth Fund, which would be a grant scheme of £40,000 to be piloted over a 24 month period for areas ineligible for Bolsover North East Derbyshire LEADER funding. The grant scheme would be funded from the Council's Invest to Save budget.

Funding would be granted only to businesses following a robust appraisal process which aligned with the national and European standards recognised in the LEADER Approach.

Operating the North East Derbyshire Business Growth Fund in non Bolsover and North East Derbyshire LEADER areas demonstrated the Council's commitment to economic growth and enabled full geographical coverage of businesses across the District.

Data protection contracts would be drawn up between the Council and successful applicants prior to funding being granted in order to mitigate risks. The contracts would be based on those utilised for the BNED LEADER Approach. The Council's Partnership Team would be responsible for all work on administering the grant and application scheme.

The options for Cabinet's consideration were detailed at paragraphs 1.1 to 5.3.3 of the report. The alternative options considered and rejected were detailed at paragraph 4.1 to 4.3 of the report.

RESOLVED – That Cabinet:

- (1) Approves the establishment of a pilot North East Derbyshire Business Growth fund, of £40,000 for a grant scheme to be piloted over a 24 month period for those areas which are not eligible for Bolsover North East Derbyshire (BNED) LEADER funding.
- (2) Approves that the pilot North East Derbyshire Business Growth fund approved at resolution (1) above will be launched in conjunction with the Bolsover North East Derbyshire (BNED) LEADER Approach and that it be funded from the Council's Invest to Save budget.
- (3) Requests that it receives regular progress reports regarding the pilot North East Derbyshire Business Growth fund, together with a project evaluation towards the end of the scheme.

Reasons for Decisions

The reasons for the Decisions were:-

- (1) Operating the North East Derbyshire Business Growth fund in areas not covered by the Bolsover North East Derbyshire (BNED) LEADER Scheme demonstrates the Council's commitment to economic growth and enables full geographical coverage of small grants to businesses across the District.

- (2) The Bolsover North East Derbyshire (BNED) LEADER Approach Business Rates experience shows the long term benefits of providing grants to private sector recipients to develop their businesses, with the Council able to maintain its service delivery with the additional revenues.

(Strategic Partnership Co-ordinator/
Chief Executive)

Councillors N Barker and Mrs E A Hill, having declared another interest which was significant in Report No PRK/14/15/BM, left the meeting immediately before consideration of the report.

708 Housing Revenue Account (HRA) Budget and Rykneld Homes Management Fee 2015/2016

Cabinet considered Report No PRK/14/15/BM of Councillor P R Kerry. The purpose of the report was to enable Members to consider the level of Management Fee payable to Rykneld Homes Limited in respect of 2015/2016.

Since April 2007 the Council's Housing Management Function in respect of its housing stock had been undertaken by Rykneld Homes Limited. The Council played an active role in the governance of Rykneld Homes Limited and worked to secure best value for its tenants. In order to undertake its responsibilities, Rykneld Homes Limited required an appropriate level of funding from the Council's Housing Revenue Account (HRA).

The financial protocol agreed between the Council and Rykneld Homes Limited provided that the Management Fee was payable in 12 monthly instalments. Rykneld Homes Limited is a company owned wholly by the Council. The company's auditors requested that the Council on an annual basis provided a "letter of comfort". This gave assurance that the Council would provide financial support to the company over the coming financial year.

The level of Management Fee recommended had been agreed following discussions between officers from both organisations. Of the £11.981m recommended it was proposed that the Council retain £2.079m to cover the cost of expenditure that it would incur in respect of the Housing Revenue Account. The main elements of the Council's costs were as follows:-

- The Council pays an amount of £0.586m to the pension's authority (Derbyshire County Council) to cover the underfunding of the pensions scheme in respect of those employees who transferred to Rykneld Homes on 1 April 2007.
- The Council retains £0.605m to pay for the Grounds Maintenance service which is delivered directly by the Council. The service included maintenance of communal areas, and the assisted grounds maintenance scheme.
- There is a further amount of £0.888m which includes costs in relation to insuring the housing stock, external audit fees, property management, the housing client and financial management roles.

After allowing for the appropriate level of resources to be retained by the Council it was proposed that £9.902m be provided to Rykneld Homes Limited as its Management Fee for 2015/16. Of this £4.641m was in respect of repairs and maintenance costs and £5.261m in respect of management costs. The external Capital Funding provided to Rykneld Homes Limited for the Decent Homes Programme would cease in 2015/16. This would result in a smaller Capital Programme.

Officers were satisfied that there was a range of appropriate mitigation measures in place to manage the risk associated with using a partnership arrangement with Rykneld Homes Limited to provide a key service.

The options for Cabinet's consideration were detailed at paragraph 1.1 to 5.3.1 of the report. The only alternative option considered and rejected was not recommending an increase in the Management Fee payable to Rykneld Homes as this would require that they secure financial savings from within its services which would have a detrimental effect on Council tenants.

RESOLVED – That Cabinet:

- (1) Notes the report and approves the allocation of £9.902m of Management Fee to Rykneld Homes Limited in respect of 2015/2016.
- (2) Notes the financial position of the Housing Revenue Account and requests officers from both Rykneld Homes Limited and the Council to continue to work to identify efficiency savings in order to protect and develop the quality of the service to Council tenants.
- (3) Endorses the section in the previously agreed Financial Protocol which enables the Council to pay temporary cash advances to Rykneld Homes Limited in excess of the Management Fee in order to help meet the cash flow requirements of the company should unforeseen circumstances arise in any particular month.
- (4) Notes the potential requirement to provide Rykneld Homes Limited with a "letter of comfort" to the company's auditors and grants delegated authority to the Chief Financial Officer following consultation with the Portfolio Member for Economy, Finance and Regeneration to agree the contents of the letter.

Reason for Decisions:-

The decisions enabled the Council to agree the level of the Management Fee to be paid to Rykneld Homes Limited, the Council's Arms Length Management Organisation, in respect of the financial year 2015/2016.

(Executive Director – Operations/
Assistant Director – Finance, Revenues and Benefits/
Managing Director – Rykneld Homes Limited)

Following the conclusion of Cabinet's consideration of Report No PRK/14/15/BM Councillors N Barker and Mrs E A Hill returned to the meeting.

709 Asset Management Strategy and Plan 2014-2017: Non Housing Property and Land

Report No PW/03/15/GG of Councillor P Williams was submitted. Cabinet requested that consideration of the Asset Management Strategy and Plan 2014-2017: Non Housing Property and Land be deferred to enable further consultations with Members and Officers to be undertaken.

RESOLVED – That consideration of the Asset Management Strategy and Plan 2014-2017: Non Housing Property and Land be deferred to the next meeting of Cabinet.

Reason for Decision

Cabinet resolved to defer consideration of the Asset Management Strategy and Plan 2014-2017: Non Housing Property and Land to enable further consultation on the Strategy to take place with Members and officers.

(Executive Director – Operations/
Assistant Director – Property and Estates)

710 Urgent Business (Public Session)

There was no urgent business to be considered in the public session at this meeting of Cabinet.

711 Exclusion of Public

RESOLVED - That the public be excluded from the meeting during the discussion of the following items of business to avoid the disclosure to them of exempt information as defined in Paragraphs 1, 3 and 4, Part I of Schedule 12A to the Local Government Act 1972 (as amended by the Local Government (Access to Information)(Variation) Order 2006). [The category of exempt information is stated after each Minute].

712 Medium Term Financial Plan

Cabinet considered Report No PRK/15/15/BM of Councillor P R Kerry. The purpose of the report was to request the Chief Executive to exercise his delegated authority in respect of a proposal for two employees from within the Council's Financial Support Service Team to be granted voluntary redundancy.

As part of the review of the future role of the Council's Financial Services Team discussions had taken place with the post holders of the Financial Services Support Manager (PR001) and the Purchase Ledger Administrator (PR003).

Following these discussions both employees had requested that consideration be given to a request for voluntary redundancy in respect of their posts. The estimated costs arising from these proposals were £30,000, the ongoing savings would amount to £40,000. The cost of redundancy payments would be met from within the Council's Invest to Save Reserve.

The options for Cabinet's consideration were detailed at paragraphs 1.1 to 5.3.1 of the report. A mutual agreement between the Council and the two employees detailed in the report regarding redundancy had been reached, it was considered there was no requirement for a wider consultation.

RESOLVED – That Cabinet:

- (1) Requests that the Chief Executive exercises his delegated authority in respect of proposals to make Post Numbers PR001 and PR003 redundant.
- (2) Approves, subject to the Chief Executive exercising his delegated authority as requested in resolution (1) above regarding posts PR001 and PR003, the cost of £30,000 in respect of the changes to the Financial Support Services Team.

Reasons for Decisions

The reasons for the decisions were:-

- (1) They will help to secure underlying financial savings for the Council from the 2015/2016 financial year onwards.
- (2) They demonstrate that the introduction of the Council's new financial ledger has generated the anticipated level of efficiencies as part of the Council's wider Transformation Agenda.

(Chief Executive/
Executive Director – Operations)

713 Urgent Business (Private Session)

There was no urgent business to be considered in the private session at this meeting of Cabinet.

NORTH EAST DERBYSHIRE DISTRICT COUNCIL
CALENDAR OF MEETINGS 2015/16

CYCLE NO 1

11 MAY– 3 JULY 2015

WEEK 1 – W/C 11 MAY 2015

Monday – 11 May	Tuesday – 12 May	Wednesday – 13 May	Thursday – 14 May	Friday – 15 May
5.30 pm Member Induction – acceptance of office, register of interests, payment forms and photographs		2.00 pm Operational Management Group (OMG) 4.30 pm I-Pad Drop-in 5.30 pm Member Induction		9.00 am SAMT (BDC)

WEEK 2 – W/C 18 MAY 2015

Monday – 18 May	Tuesday – 19 May	Wednesday – 20 May	Thursday – 21 May	Friday – 22 May
		4.30 pm I-Pad Drop-in 5.30 pm Member Induction	5.30 Shadow Cabinet 6.30pm Conservative Group	

WEEK 3 – W/C 25 MAY 2015

Monday – 25 May	Tuesday – 26 May	Wednesday – 27 May	Thursday – 28 May	Friday – 29 May
BANK HOLIDAY	START OF NEW MUNICIPAL YEAR 1.00 pm Group Meetings 2.00 pm Annual Council	10.00am Leadership Team 2.00 pm Improvement Group	10.00am Audit Induction 3.00pm Audit and Corporate Governance Scrutiny	9.00 am SAMT (NEDDC) 2.00 pm Cabinet Draft Agenda

WEEK 4 – W/C 1 JUNE 2015

Monday – 1 June	Tuesday – 2 June	Wednesday – 3 June	Thursday – 4 June	Friday – 5 June
	Scrutiny Induction		10.00 am Licensing Induction 2.00pm Licensing	

WEEK 5 – W/C 8 JUNE 2015

Monday – 8 June	Tuesday – 9 June	Wednesday – 10 June	Thursday – 11 June	Friday – 12 June
9.15am Site Visits	10.00 am Planning Induction 2.00pm Political Leadership Group 2.00pm Planning 5.00pm Labour Group	10.00am Cabinet	10.00 am Member Development Working Group	9.00 am SAMT (BDC) 1.30pm H&WB Scrutiny

WEEK 6 – W/C 15 JUNE 2015

Monday – 15 June	Tuesday – 16 June	Wednesday – 17 June	Thursday – 18 June	Friday – 19 June
3.30 pm Joint Crematorium (CBC)	10.00am ERSE Scrutiny	10.00am Leadership Team 3.00pm SH&N Scrutiny	5.00pm Standards	

WEEK 7 – W/C 22 JUNE 2015

Monday – 22 June	Tuesday – 23 June	Wednesday – 24 June	Thursday – 25 June	Friday – 26 June
2.00 pm Joint ICT Committee (Pioneer House)	2.00 pm Strategic Alliance Joint Committee (BDC)	10.00 am Disabled People's Consultative Group	2.00 pm Operational Management Group (OMG) 3.00pm Audit and Corporate Governance Scrutiny	9.00 am SAMT (NEDDC) 2.00 pm Cabinet Draft Agenda

WEEK 8 – W/C 29 JUNE 2015

Monday – 29 June	Tuesday – 30 June	Wednesday – 1 July	Thursday – 2 July	Friday – 3 July
2.30 pm Joint Board (CBC)	LGA Conference Starts		2.00pm Licensing	

CYCLE NO 2
6 JULY TO 11 SEPTEMBER 2015

WEEK 1 – W/C 6 JULY 2015

Monday – 6 July	Tuesday – 7 July	Wednesday – 8 July	Thursday – 9 July	Friday – 10 July
9.15am Site Visits	2.00pm Political Leadership Group 2.00pm Planning 5.00pm Labour Group	10.00am Cabinet 5.30 Shadow Cabinet 6.30pm Conservative Group		9.00 am SAMT (BDC)

WEEK 2 – W/C 13 JULY 2015

Monday – 13 July	Tuesday – 14 July	Wednesday – 15 July	Thursday – 16 July	Friday – 17 July
1.00 pm Group Meetings 2.00 pm Council	9.30am Member Involvement Half-Day	10.00am Leadership Team 1.00 pm JCG Pre-Meets 2.00 pm Council JCG 6.00 pm District & Parish		

WEEK 3 – W/C 20 JULY 2015

Monday – 20 July	Tuesday – 21 July	Wednesday – 22 July	Thursday – 23 July	Friday – 24 July
	9.30 am Local Plan Steering Group	2.00 pm Improvement Group		9.00 am SAMT (NEDDC) 2.00 pm Cabinet Draft Agenda

WEEK 4 – W/C 27 JULY 2015

Monday – 27 July	Tuesday – 28 July	Wednesday – 29 July	Thursday – 30 July	Friday – 31 July
	2.00 pm Operational Management Group (OMG)	3.00pm SH&N Scrutiny	10.00 am Member Development Working Group 2.00pm Licensing	1.30pm H&WB Scrutiny

WEEK 6 – W/C 3 AUGUST 2015

Monday – 3 August	Tuesday – 4 August	Wednesday – 5 August	Thursday – 6 August	Friday –7 August
9.15am Site Visits	10.00am ERSE Scrutiny 2.00pm Political Leadership Group 2.00pm Planning 5.00pm Labour Group	10.00am Cabinet	MEMBERS' SUMMER RECESS BEGINS	9.00 am SAMT (BDC)

WEEK 7 – W/C 10 AUGUST 2015

Monday – 10 August	Tuesday – 11 August	Wednesday – 12 August	Thursday – 13 August	Friday – 14 August

WEEK 8 – W/C 18 AUGUST 2015

Monday – 17 August	Tuesday –18 August	Wednesday – 19 August	Thursday – 20 August	Friday – 21 August
				9.00 am SAMT (NEDDC) 2.00 pm Cabinet Draft Agenda

WEEK 9 – W/C 25 AUGUST 2015

Monday – 24 August	Tuesday – 25 August	Wednesday – 26 August	Thursday – 27 August	Friday – 28 August
				END OF SUMMER RECESS 9.15am Site Visits

WEEK 10 – W/C 31 AUGUST 2015

Monday – 31 August	Tuesday – 1 September	Wednesday – 2 September	Thursday – 3 September	Friday – 4 September
BANK HOLIDAY	2.00pm Political Leadership Group 2.00pm Planning 5.00pm Labour Group	10.00am Cabinet 2.00 pm Strategic Alliance Joint Committee (NEDDC) 5.30 Shadow Cabinet 6.30pm Conservative Group	2.00pm Licensing	9.00 am SAMT (BDC)

WEEK 11 – W/C 7 SEPTEMBER 2015

Monday – 7 September	Tuesday – 8 September	Wednesday – 9 September	Thursday – 10 September	Friday – 11 September
1.00 pm Group Meetings 2.00 pm Council 2.30 pm Joint Board (NEDDC) (To be rearranged)	2.00pm Member Involvement Half-Day	10.00am Leadership Team	5.00pm Standards	

CYCLE NO 3
14 SEPTEMBER TO 23 OCTOBER 2015

WEEK 1 – W/C 14 SEPTEMBER 2015

Monday – 14 September	Tuesday – 15 September	Wednesday – 16 September	Thursday – 17 September	Friday – 18 September
	Tour of the District		10.00am Member Development Working Group 2.00pm Operational Management Group (OMG) 3.00pm SH&N Scrutiny	9.00 am SAMT (NEDDC) 2.00pm Cabinet Draft Agenda

WEEK 2 – W/C 21 SEPTEMBER 2015

Monday – 21 September	Tuesday – 22 September	Wednesday – 23 September	Thursday – 24 September	Friday – 25 September
3.30pm Joint Crematorium (CBC)	10.00am ERSE Scrutiny	10.00am Disabled People's Consultative Group	3.00pm Audit and Corporate Governance Scrutiny	1.30pm H&WB Scrutiny

WEEK 3 – W/C 28 SEPTEMBER 2015

Monday – 28 September	Tuesday – 29 September	Wednesday – 30 September	Thursday – 1 October	Friday – 2 October
9.15am Site Visits	2.00pm Political Leadership Group 2.00pm Planning 5.00pm Labour Group	10.00am Cabinet 2.00 pm Improvement Group	2.00pm Licensing	9.00 am SAMT (BDC)

WEEK 4 – W/C 5 OCTOBER 2015

Monday – 5 October	Tuesday – 6 October	Wednesday – 7 October	Thursday – 8 October	Friday – 9 October
		10.00am Leadership Team 6.00pm District & Parish		

WEEK 6 – W/C 12 OCTOBER 2015

Monday – 12 October	Tuesday – 13 October	Wednesday – 14 October	Thursday – 15 October	Friday – 16 October
		1.00pm JCG Pre-Meets 2.00pm Council JCG		9.00am SAMT (NEDDC) 2.00pm Cabinet Draft Agenda

WEEK 7 – W/C 19 OCTOBER 2015

Monday – 19 October	Tuesday – 20 October	Wednesday – 21 October	Thursday – 22 October	Friday – 23 October
	9.30am Local Plan Steering Group		2.00pm Licensing	

CYCLE NO 4
30 OCTOBER TO 1 JANUARY 2016

WEEK 1 – W/C 26 OCTOBER 2015

Monday – 26 October	Tuesday – 27 October	Wednesday – 28 October	Thursday – 29 October	Friday – 30 October
9.15am Site Visits	2.00pm Political Leadership Group 2.00pm Planning 5.00pm Labour Group	10.00am Cabinet 5.30 Shadow Cabinet 6.30pm Conservative Group	2.00pm Operational Management Group (OMG)	9.00 am SAMT (BDC)

WEEK 2 – W/C 2 NOVEMBER 2015

Monday – 2 November	Tuesday – 3 November	Wednesday – 4 November	Thursday – 5 November	Friday – 6 November
1.00 pm Group Meetings 2.00 pm Council		10.00am Leadership Team		

WEEK 3 – W/C 9 NOVEMBER 2015

Monday – 9 November	Tuesday – 10 November	Wednesday – 11 November	Thursday – 12 November	Friday – 13 November
2.30pm Joint Board (BDC)		3.00pm SH&N Scrutiny		9.00am SAMT (NEDDC) 2.00pm Cabinet Draft Agenda

WEEK 4 – W/C 16 NOVEMBER 2015

Monday – 16 November	Tuesday – 17 November	Wednesday – 18 November	Thursday – 19 November	Friday – 20 November
	9.30am Member Involvement Half-Day		10.00am Member Development Working Group 2.00pm Licensing	1.30pm H&WB Scrutiny

WEEK 5 – W/C 23 NOVEMBER 2015

Monday – 23 November	Tuesday – 24 November	Wednesday – 25 November	Thursday – 26 November	Friday – 27 November
9.15am Site Visits	10.00am ERSE Scrutiny 2.00pm Political Leadership Group 2.00pm Planning 5.00pm Labour Group	10.00am Cabinet	3.00pm Audit and Corporate Governance Scrutiny	9.00 am SAMT (BDC)

WEEK 6 – W/C 30 NOVEMBER 2015

Monday – 30 November	Tuesday – 1 December	Wednesday – 2 December	Thursday – 3 December	Friday – 4 December
2.00 pm Joint ICT Committee (Pioneer House)		10.00am Leadership Team	2.00 pm Cabinet Draft Agenda	

WEEK 7 – W/C 7 DECEMBER 2015

Monday – 7 December	Tuesday – 8 December	Wednesday – 9 December	Thursday – 10 December	Friday – 11 December
	2.00pm Strategic Alliance Joint Committee (BDC)	10.00am Disabled People's Consultative Group	2.00pm Operational Management Group (OMG) 5.00pm Standards	9.00 am SAMT (NEDDC)

WEEK 8 – W/C 14 DECEMBER 2015

Monday – 14 December	Tuesday – 15 December	Wednesday – 16 December	Thursday – 17 December	Friday – 18 December
9.15am Site Visits 3.30pm Joint Crematorium (CBC)	2.00pm Political Leadership Group 2.00pm Planning 5.00pm Labour Group	10.00am Cabinet 2.00 pm Improvement Group	10.00am Leadership Team 2.00pm Licensing	2.00pm Cabinet Draft Agenda

WEEK 9 – W/C 21 DECEMBER 2015

Monday – 21 December	Tuesday – 22 December	Wednesday – 23 December	Thursday – 24 December	Friday – 25 December
		5.30 Shadow Cabinet 6.30pm Conservative Group		CHRISTMAS DAY

WEEK 10 – W/C 28 DECEMBER 2015

Monday – 28 December	Tuesday – 29 December	Wednesday – 30 December	Thursday – 31 December	Friday – 1 January
BANK HOLIDAY	OFFICE CLOSED	OFFICE CLOSED	OFFICE CLOSED	NEW YEAR'S DAY

CYCLE NO 5
4 JANUARY TO 4 MARCH 2016

WEEK 1 – W/C 4 JANUARY 2016

Monday – 4 January	Tuesday – 5 January	Wednesday – 6 January	Thursday – 7 January	Friday – 8 January
1.00 pm Group Meetings 2.00 pm Council		3.00pm SH&N Scrutiny	10.00am Member Development Working Group	9.00am SAMT (BDC)

WEEK 2 – W/C 11 JANUARY 2016

Monday – 11 January	Tuesday – 12 January	Wednesday – 13 January	Thursday – 14 January	Friday – 15 January
9.15am Site Visits	10.00am ERSE Scrutiny 2.00pm Political Leadership Group 2.00pm Planning 5.00pm Labour Group	10.00am Cabinet	2.00pm Licensing	1.30pm H&WB Scrutiny

WEEK 3 – W/C 18 JANUARY 2016

Monday – 18 January	Tuesday – 19 January	Wednesday – 20 January	Thursday – 21 January	Friday – 22 January
10.30 pm Joint Board (CBC)	9.30 am Local Plan Steering Group	10.00am Leadership Team 1.00 pm JCG Pre-Meets 2.00 pm Council JCG	2.00pm Operational Management Group (OMG)	9.00 am SAMT (NEDDC)

WEEK 4 – W/C 25 JANUARY 2016

Monday – 25 January	Tuesday – 26 January	Wednesday – 27 January	Thursday – 28 January	Friday – 29 January
	2.00pm Member Involvement Half-Day	6.00 pm District & Parish		2.00 pm Cabinet Draft Agenda

WEEK 5 – W/C 1 FEBRUARY 2016

Monday – 1 February	Tuesday – 2 February	Wednesday – 3 February	Thursday – 4 February	Friday – 5 February
	2.00 pm Strategic Alliance Joint Committee (NEDDC)		3.00pm Audit and Corporate Governance Scrutiny	9.00 am SAMT (BDC)

WEEK 6 – W/C 8 FEBRUARY 2016

Monday – 8 February	Tuesday – 9 February	Wednesday – 10 February	Thursday – 11 February	Friday – 12 February
9.15am Site Visits	2.00pm Political Leadership Group 2.00pm Planning 5.00pm Labour Group	10.00am Cabinet 5.30 Shadow Cabinet 6.30pm Conservative Group	2.00pm Licensing	

WEEK 9 – W/C 29 FEBRUARY 2016

Monday – 29 February	Tuesday – 1 March	Wednesday – 2 March	Thursday – 3 March	Friday – 4 March
		1.00 pm Group Meetings 2.00 pm Council	2.00pm Operational Management Group (OMG)	9.00 am SAMT (BDC)

CYCLE NO 6
7 MARCH TO 6 MAY 2016

WEEK 1 – W/C 7 MARCH 2016

Monday – 7 March	Tuesday – 8 March	Wednesday – 9 March	Thursday – 10 March	Friday – 11 March
9.15am Site Visits	10.00am ERSE Scrutiny 2.00pm Political Leadership Group 2.00pm Planning 5.00pm Labour Group	10.00am Cabinet 3.00pm SH&N Scrutiny	2.00pm Licensing	1.30pm H&WB Scrutiny

WEEK 2 – W/C 14 MARCH 2016

Monday – 14 March	Tuesday – 15 March	Wednesday – 16 March	Thursday – 17 March	Friday – 18 March
2.30 pm Joint Board (NEDDC) (To be rearranged)		10.00am Leadership Team	5.00pm Standards	9.00 am SAMT (NEDDC)

WEEK 3 – W/C 21 MARCH 2016

Monday – 21 March	Tuesday – 22 March	Wednesday – 23 March	Thursday – 24 March	Friday – 25 March
3.30pm Joint Crematorium (CBC)	9.30pm Member Involvement Half-Day	2.00 pm Cabinet Draft Agenda		GOOD FRIDAY

WEEK 4 – W/C 28 MARCH 2016

Monday – 28 March	Tuesday – 29 March	Wednesday – 30 March	Thursday – 31 March	Friday – 1 April
EASTER MONDAY		10.00am Disabled People's Consultative Group		9.00 am SAMT (BDC)

WEEK 5 – W/C 4 APRIL 2016

Monday – 4 April	Tuesday – 5 April	Wednesday – 6 April	Thursday – 7 April	Friday – 8 April
9.15am Site Visits	10.00am ERSE Scrutiny 2.00pm Political Leadership Group 2.00pm Planning 5.00pm Labour Group	10.00am Cabinet	2.00pm Licensing	1.30pm H&WB Scrutiny

WEEK 6 – W/C 11 APRIL 2016

Monday – 11 April	Tuesday – 12 April	Wednesday - 13 April	Thursday – 14 April	Friday – 15 April
2.00 pm Strategic Alliance Joint Committee (BDC)		10.00am Leadership Team 3.00pm SH&N Scrutiny 6.00 pm District & Parish	2.00 pm Operational Management Group (OMG)	9.00 am SAMT (NEDDC)

WEEK 7 – W/C 18 APRIL 2016

Monday – 18 April	Tuesday – 19 April	Wednesday – 20 April	Thursday – 21 April	Friday – 22 April
		10.00 am Improvement Group 2.00 pm Cabinet Draft Agenda	3.00pm Audit and Corporate Governance Scrutiny	

WEEK 8 – W/C 25 APRIL 2016

Monday – 25 April	Tuesday – 26 April	Wednesday – 27 April	Thursday – 28 April	Friday – 29 April
	9.30 am Local Plan Steering Group	1.00 pm JCG Pre-Meets 2.00 pm Council JCG	10.00 am Member Development Working Group	9.00 am SAMT (BDC) 9.15am Site Visits

WEEK 9 – W/C 2 MAY 2016

Monday – 2 May	Tuesday – 3 May	Wednesday – 4 May	Thursday – 5 May	Friday – 6 May
BANK HOLIDAY	2.00pm Political Leadership Group 2.00pm Planning 5.00pm Labour Group	10.00am Cabinet 5.30 Shadow Cabinet 6.30pm Conservative Group	POLICE AND CRIME COMMISSIONER ELECTIONS	ELECTION COUNT

CYCLE NO 1
2016-17

WEEK 1 – W/C 9 MAY 2016

Monday – 9 May	Tuesday – 10 May	Wednesday – 11 May	Thursday – 12 May	Friday – 13 May
1.00pm Group Meetings 2.00 Council followed by Annual Council	2.00pm Member Involvement Half-Day	10.00am Leadership Team	2.00pm Licensing	9.00 am SAMT (NEDDC)

Bolsover District and North East Derbyshire District Council

Joint Streetscene Policy

(2015)



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اگر آپ کو یہ دستاویز سمجھنے میں مدد کی ضرورت ہو یا یہ بڑے حروف یا ترجمہ کی شکل میں درکار ہو تو برائے مہربانی اس صفحے کے آخر میں دیے گئے نمبر پر ہم سے رابطہ کریں۔

CONTROL SHEET FOR JOINT STREETSCENE POLICY

Policy Details	Comments / Confirmation (To be updated as the document progresses)
Policy title	Joint Streetscene Policy
Current status – i.e. first draft, version 2 or final version	Version 1.10 – 2 nd Draft
Policy author	Assistant Director Streetscene
Location of policy – i.e. L-drive, shared drive	
Member route for approval	Cabinet (BDC) Executive (NEDDC)
Cabinet Member (if applicable)	Cllr D. Kelly (BDC) Cllr N. Foster (NEDDC)
Equality Impact Assessment approval date	To be developed
Partnership involvement (if applicable)	BDC\NEDDC Alliance
Final policy approval route i.e. Executive/ Council /Planning Committee	SAMT, Cabinet, Executive
Date policy approved	
Date policy due for review (maximum three years)	September 2017
Date policy forwarded to Strategy and Performance (to include on Intranet and Internet if applicable to the public)	

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1. Introduction

Bolsover District Council (BDC) and North East Derbyshire District Council (NEDDC) have formed a Strategic Alliance and are both situated in one of the most picturesque Counties in England. They are thriving districts of contrast with a combination of developing urban settlements and beautiful rural villages and countryside, covering a combined 43,500 square hectares (435 square kilometres). The Joint Streetscene Policy sets out how the Councils will undertake to sustain and improve the quality of the district's Streetscene which involves streets, estates, parks and green open space

This means we will directly focus on aspects of our Streetscene for which we are directly accountable and work with our partners to influence areas for which we are not. This includes the planning and design of our Streetscene, its maintenance, upkeep and safety.

We recognise and value the importance our partners play in managing our Streetscene and are committed to working with them and communities to support and facilitate successful outcomes for all communities.

It therefore goes without saying that clean, safe and attractive well managed streets are a fundamental part of quality of life in the Districts. The delivery of Streetscene Services is a complex issue involving many other agencies and bodies, Derbyshire County Council, Town and Parish Councils, Derbyshire Constabulary and the Community Safety Partnership. It is important that we understand what our role is and how we are able to facilitate partnership working to make the most of resources available to us.

1.1 What is Streetscene

Streetscene is the external public living spaces of our communities. It is the streets and paths where we walk to the bus stop or school; the parks and open spaces where we walk and exercise; the play areas and village centres where we spend our leisure time, the car parks, roads and transport infrastructure which we use to access employment and leisure.

Streetscene provides the environment for much of our community life. clean, safe, accessible and attractive streets and open spaces are a fundamental element of a community which is pleasant to live and work in; and also to visit.

1.2 Purpose of the Policy

By introducing this Policy we aim to sustain good standards for our streets, open green spaces and parks by setting out how we aim to achieve this by working with partners and local people to achieve shared aims and aspirations. The Policy is line with the Council's Corporate Plan aims and priorities.

2. Scope

The Joint Streetscene Policy outlines how Bolsover District Council and North East Derbyshire District Council undertake their duties, working with partners to manage the districts' urban and rural streetscapes.

The Councils are defined as 'Principal Litter Authorities' by way of the Environmental Protection Act 1990 and must ensure, so far as is practicable, clearance of litter and refuse from "relevant land" (s89(1)(c)).

"Relevant land" is land that is open to the air (notwithstanding that it is covered if it is open to the air on at least one side) but not a highway, which is under direct control of a local authority to which the public are entitled or permitted to have access with or without payment (s86(4)). A "relevant highway" is one that is maintainable at public expense (s86(9)) but not a trunk road which is a special road. In undertaking our duty as 'Planning Authority' we aim to ensure that our urban and rural design facilitates places that work for the people who live and work in and visit them. Good design relies on the collaboration and communication between various professions at an early stage in the planning process.

The Environmental Protection Act 1990 and the Clean Neighbourhoods and Environment Act 2005 not only place duties on Councils (as Principal Litter Authorities) to undertake street cleaning and remove fly-tipped wastes, fly posting and abandoned vehicles from relevant land; they also provide statutory powers to take enforcement action which are set out in the Councils' enforcement policies and concordats, separate to this policy.

The range of statutory duties and instruments to facilitate management of the Districts' Streetscene are:

- Environmental Protection Act 1990
- Clean Neighbourhoods & Environment Act 2005
- Refuse (Disposal) Amenity Act 1978
- Dog (Fouling of Land) Act 1996
- Anti-social Behavior Act 2003
- Control of Pollution (Amendment) Act 1989
- Local Government Act 1972
- Town & Country Planning Act 1990
- Anti Social Behaviour, Crime and Policing Act 2014

Anti-social behaviour affects different people in different ways, for some people it means living next door to nuisance neighbours, for other people it is about socially irresponsible behaviour that adversely affects our Streetscene environment, such as graffiti, littering, fly tipping, dog fouling, abandoned cars and vandalism which can undermine our communities.

3. Service Functions

Streetscene is very complex and involves one or a combination of internal and/or external partners; namely, Housing, Environmental Health, Police, Highway Authority, Town Councils, Parish Councils, Community Safety, Utility Companies, Residents and Businesses.

Partners undertake one or a number of streetscene related functions, highway infrastructure, street signs and furniture, maintenance of bus stop shelters and litter bins. Street cleaning and the removal of fly tipping, graffiti, fly posting, Dog Fouling.

Maintenance of parks and open spaces, Pest Control, Roadside Gully Emptying, Verge Maintenance and Structural Highway Maintenance.

Often, people are unable to differentiate responsibility for various aspects of our Streetscene environment; albeit, for instance, they are able to associate streets and public places with the incidence of crime and anti-social behaviour.

3.1 Streetscene Services

Streetscene Service strives to ensure high levels of environmental cleanliness and maintenance standards to the district's streets and public spaces and creates a safe, pleasant and healthy environment for our residents and visitors which is highly valued, and comprises the following teams:

Grounds Maintenance - undertakes the maintenance and care of the district's green urban and rural environments, namely:

- Parks & recreation grounds maintenance (excluding Parish\Town Council)
- Green open space maintenance
- Highway verge maintenance
- Weed control in the Highway
- Cemetery and bereavement services (NEDDC only)
- Closed churchyard maintenance
- Children's and youth play area maintenance
- Tree maintenance

Street Cleansing - undertakes the removal of litter, dog fouling and fly tipping within our district, in accordance with the Council's statutory duty, namely:

- Street cleaning, sweeping and litter picking
- Fly-tipping removal
- Provision and emptying of litter bins
- Provision and emptying of Animal waste bins
- Highway gully cleansing (NEDDC only)
- Collection of dead animals
- Graffiti removal

3.2 Environmental Health Service

The Council's environmental health service is committed to good enforcement practice and the Regulators' Code. This means that the enforcement service will carry out their activities via proportionate, consistent and targeted regulatory activity and working to secure a clean, safe and healthy environment for all and protecting public health. The Council's enforcement policies, separate to this policy, set out the approach we will take when carrying out our duties. Services covered by this policy are:

- Community Services (i.e. CAN Rangers – BDC only)
- Environmental Health Services (i.e. Pollution Control, monitoring of food premises, littering, fly-tipping, abandoned vehicles, dog control\ fouling and graffiti enforcement).
- Legal Services (i.e. prosecution through the Court system).
- Planning Services (i.e. Development Control, Planning condition breach).
- Housing (i.e. Rents, Tenancy Agreement).

3.3 Planning Service

The Planning Service aims to promote and secure well designed, sustainable development which enhances the quality of life for the local community and other stakeholders, whilst ensuring that the best of the natural and built environment and heritage is protected from inappropriate alteration. Numerous functions are undertaken, namely:

- Establishing the policy framework against which all new development is assessed and allocated, in accordance with sustainable development principles for new housing, economic development and other land uses. It plays a key role in delivering the spatial elements of Community Strategies and the Council's corporate aims and priorities.
- Determining applications to develop or change the use of land in accordance with the policies of the Council.
- Managing new development to ensure it is undertaken in accordance with the policies of the Council.
- Protecting the best of the District's urban and rural environment from inappropriate alteration.
- Providing expertise to support the wider spatial aims and objectives of the Council.

Planning policies are aimed at creating sustainable communities with better streets and public spaces for people to live, work and enjoy. To achieve this we provide advice to prospective developers on issues of design and will produce a Supplementary Planning Document on Residential Design that will incorporate advice on such matters as parking, road design and connectivity with the existing highway network, materials and street furniture, building design and access and provision for recycling and waste disposal.

Also we produce specific Supplementary Planning Documents on the provision and protection of recreation facilities and open space which incorporate the National Playing Field Association (NPFA) Recreation Standard for the quantity and accessibility of green space, outdoor sport and provision of play areas for children and young people and allotments.

3.4 Leisure Service

Leisure Service provides opportunities for all members of the community to participate in sports, leisure and cultural activities, in turn supporting Healthy Lifestyles and Wellbeing to reduce Inequalities in the Health of our Communities.

The following table summarises Streetscene functions undertaken by Partners:

Streetscene Category	DCC Highway Land	NEDDC BDC Land	Parish Town Council	Council Housing Land
Highways / Street cleansing				
Blocked gully (NEDDC only)		√		
Broken inspection cover (grass area/footpath)	√	√		
Broken streetlight	√	√		√
Broken streetlight – electrics exposed	√	√		√
Broken kerb	√			
Broken street name plate		√		
Car Parks (Highways, Towns & Estates)	√	√		√
Pothole in pavement	√			
Tree – low hanging	√	√		√
Tree – broken bough	√	√		√
Tree – storm damaged	√			√
Churned or damaged verge	√			
Abandoned vehicle		√		
Fly tipping		√	√	√
Litter and dog fouling		√	√	√
Grit bins	√	√	√	√
Damaged bus shelter			√	
Graffiti – racist		√		√
Graffiti – offensive		√		√
Dead animal		√		

Parks, Green Open Space and Playgrounds				
Dangerous or damaged equipment		√	√	√
Broken glass		√	√	√
Litter		√	√	√
Vandalism to sports areas		√	√	
Dog fouling		√	√	√
Tree – low hanging		√	√	√
Tree – broken bough		√	√	√
Tree – storm damaged		√	√	√
Damaged street furniture		√	√	
Potholes in pathways or access roads		√	√	√
Damage to fences or boundaries		√	√	√
Dead animals		√	√	

Anti-social behaviour				
Damage or vandalism				√
Graffiti - offensive		√		√
Graffiti - racist		√		√
Littering/despoilment		√	√	√
Dog fouling		√	√	√
Fly-tipping		√	√	√
Fly-posting		√		√
Neighbourhood nuisance		√		√
Tenant estate management				√

4.0 Service Standards

A clean, green and safe environment is a high priority for the Councils. We manage and maintain a variety of the parks, recreation grounds, closed churchyards, highway verges and green open areas, in partnership with local Parish and Town Councils and under agency arrangements on behalf of Derbyshire County Council. Standards are outlined in the following sections.

4.1 Grounds Maintenance

4.1.1 Green Open Space and Recreation Grounds

Mowing of grass areas is included in the routine element of the service. Operations commence mid-March and continue through to mid-October each year.

It is anticipated, during the mowing season that the number of cuts achieved will be 12 (High frequency areas, house gardens and estate open spaces) at an approximate frequency of 17 day intervals. It may be a requirement to commence cutting early, extend or suspend the mowing season according to the weather conditions, which vary annually.

Grass cuttings are left in situ. Cuttings deposited on tenant housing paths will be cleared and returned to the grassed area. Litter detrimental to cutting operations will be removed prior to mowing taking place.

4.1.2 Sports Pitches

Maintenance is undertaken to meet the minimum standards of relevant Amateur Sporting Body requirements; in particular, with regard to football, rugby, cricket and bowling facilities which may be situated at recreation grounds.

Outlying areas of recreation grounds (i.e. non-sports surface) are maintained as set out at 4.1.1 (Green Open Space and Recreation Grounds) of this policy.

4.1.3 Highway Grass Verges

The Councils maintain grass verge areas under agency arrangements on behalf of Derbyshire County Council (DCC). Both urban and rural grass verges are maintained under our agreement.

The County Council provides funding to meet 5 cuts annually on urban verges (i.e. estates and roads in built up areas) between mid-March and mid-October, affording a cutting frequency at 6 week intervals. However, we have established the cutting of grass verges more frequently (i.e. 12 cuts per annum) at the same time other grass cutting takes place, enabling 10 cuts achieved from DCC funding. The Councils currently subsidises the cost of undertaking extra cuts to achieve 12 per annum.

Highway verges situated in rural areas (i.e. adjacent to 50 to 60mph roads) receive 2 x 1 metre width cuts from the carriageway edge which is replaced by a full width cut every sixth width cut. Visibility splays and sightlines are cut to maintain motorist visibility at the same frequency as 1 metre width cutting.

Full width cutting is undertaken every 3 years and replaces the sixth swathe width cut. This aims to support highway verge flora and fauna diversity and wildlife habits. We adjust our maintenance arrangements at locations where protected flora is identified, working in partnership with Derbyshire Wildlife Trust.

4.1.4 Tenant Assisted Garden Maintenance, Housing and Flat Complexes (Open Plan and Enclosed Gardens)

Mowing of open plan (non-fenced/bounded) grassed areas is included in the routine element of the service at OAP housing complexes and sheltered accommodation sites. Grass cutting commences mid-March and continues through to mid-October each year.

It is anticipated during the mowing season that the number of cuts achieved will be 12 at an approximate frequency of 17 day intervals. It may be a requirement to commence cutting early, extend or suspend the mowing season according to the weather conditions, which vary annually.

Grass cuttings are left in situ. Cuttings deposited on tenant housing paths will be cleared and returned to the grassed area. Litter detrimental to cutting operations will be removed prior to mowing taking place.

The Councils operate an 'Assisted Garden Maintenance Scheme' for tenants who through disability or infirmity are unable to undertake their own grass and hedge cutting of enclosed (non-open plan) garden areas and is separate to this Policy.

4.1.5 Cemeteries (NEDDC only)

Cemeteries established by the Council are managed in accordance with the Local Authority Cemetery Orders (LACO). The Council also may manage cemeteries on behalf of Parish or Town Councils. In general, cemeteries are those in to which active burial of the dead is undertaken, unlike Closed Churchyards set out separately in this Policy.

It is anticipated during the mowing season that the number of cuts achieved will be 12 at an approximate frequency of 17 day intervals as set out at 4.1.1 of this policy. Grass cuttings are left in situ and prior to the cutting commencing in March, herbicide is applied to the base of monumental masonry, boundaries and obstacles to discourage establishment of untidy vegetation. This reduces the need to trim around monuments and untidy grass clippings of memorials.

Wider cemetery management is set out in our Cemetery Rules and Regulations which are separate to this Policy.

4.1.6 Closed Churchyards

A closed churchyard is a burial ground which has been passed to the District Council to maintain at the public expense further to the Home Office having issued an order of closure to the Parochial Church Council confirming its closure. Further to which, the Parochial Church Council (i.e. Parish or Town Council) requests the District Council undertakes future maintenance arrangements.

The District Council must meet a closed churchyards future maintenance by way of statutory duty arising from 215 of the Local Government Act 1972.

The extent of the Council's maintenance obligation entails grass cutting, tree and hedge pruning, the upkeep of walls and boundaries and inspections of monumental masonry to ensure the place is safe to visitors.

It is anticipated during the mowing season that the number of cuts achieved will be 8 at an approximate frequency of 26 day intervals.

Grass cuttings are left in situ and prior to the cutting commencing in March, herbicide is applied to the base of monumental masonry, boundaries and obstacles to discourage establishment of untidy vegetation and undermining of masonry and boundary structural stability. This also reduces the need to trim around monuments and untidy grass clippings on memorials.

4.2 Hedge Maintenance

Hedges on Council owned land boundaries are cut back annually affording removal of current season's growth back to the main body of the hedge. This is undertaken at a frequency of once a year. Hedge clippings will be removed after cutting.

Hedges that abut adopted highway footpaths, Council garage site access road and Council housing estate link paths (non-adopted) which are likely to cause obstruction to pedestrians may be cut back twice per annum.

Cutting operations commence in November and continue through to February each year (dormant season). Where second cuts are undertaken (i.e. obstructing adopted footpaths) this will normally be undertaken in July\August; however, this will consist of removing current season's growths only, so as not to present threat of injury to birds or destroying nests or eggs.

Hedge growths that obstruct footpaths, carriageways and byways which are not situated on the Councils' land is the responsibility of Derbyshire County Council Highways Team to contact relevant land owners and request their cutting back.

4.3 Weed Control

The Council treats unwanted vegetation (i.e. weeds) growing on relevant Council owned land and within the adopted public highway.

Prior to grass cutting commencing in March, herbicide is applied to grass edges and bases of boundaries and obstacles to discourage the establishment of untidy vegetation. We also apply selective herbicides to fine turf sports surfaces to meet requirements of the playing surface.

Between April and November we undertake an extensive program treating unwanted vegetation growing within the highway using Quad Bikes with special applicator equipment. We use a herbicide product which is environmentally friendly and controls a wide range of weeds which has been developed with commitment and concern for the environment firmly in mind. It is a non-hazardous substance as defined by COSHH (Control of Substances Hazardous to Health Regulations) when used in accordance with manufacturer label recommendations and also it doesn't carry a hazard symbol due to being non-hazardous.

In the environment, it provides up to 100 fold improvement in safety to some of the most sensitive animal species, when compared to other products. It controls weeds by blocking the plant's enzyme system, which do not occur in humans, animals, birds or fish, hence it is not hazardous to them. It is also classified as safe to use near water courses.

4.4 Shrub Borders

Shrub and rose beds are included in routine maintenance arrangements to ensure weeds and litter are removed and pruning undertaken as necessary during the dormant or and spring\summer periods dependent upon seasonal flowering habits. Pruning is governed by plant species, form and habit, the purpose of which, is to maintain shape and balance and ensure the plant's long term development; also, remove obstruction to footpaths, sightlines and street lighting.

At each visit the shrub beds will be cleaned of litter and the grass edge border cut back to the soil edge removing all arising from site. Some beds (Low Amenity) receive four visits at equal intervals throughout the year; however some beds in town centres (High Amenity) may receive fortnightly visits between May and September during the Spring\Summer period.

Low amenity beds, where possible, may be covered with bark\wood chippings to a depth of 100mm, to aid weed suppression.

4.5 Seasonal Flower Beds

Spring and summer floral beds are included in routine maintenance arrangements. These are planted in central and\or focal locations to enhance amenity value of the district, providing seasonal variation in colour schemes.

Spring beds are planted in September\October and maintained on a monthly frequency throughout the autumn\winter period, increasing to three weekly intervals between April and May, at which time spring bedding is removed in anticipation of planting summer bedding plants.

Summer bedding planting takes place in June; after which, maintenance visits occur at 3 weekly intervals up until September when bedding plants are removed.

In periods of prolonged dry conditions, summer bedding may be irrigated due to lack of rainfall. This will be dependent upon any water restriction put in place by water companies.

At each visit the flower beds will be cleared of litter, the soil surface cultivated to remove weed growth and plants dead headed to prolong flowering; also, grass edge borders will be clipped back.

The Council provides opportunity to local businesses and organisations in the sponsorship of traffic islands and flower beds throughout the District. Sponsoring a traffic island or floral display is considered a cost-effective way of advertising business organisations to all sections of the community over that of other more expensive media sources which have constrained limited timelines.

The Council has a policy on what is acceptable advertising and Sponsorship. Any organisation interested in exploring sponsorship opportunities should contact the Council using one of the options as set out below in 'Reporting a Streetscene matter'.

4.6 Children's Playgrounds

Playgrounds will be visited on a monthly basis to undertake equipment safety inspections. These shall incorporate the play area surface, items of equipment, street/park furniture, litter bins, fencing, gates, signs and all other features associated with the area.

The inspection shall be conducted by a recognised trained professional to a level of competence recognised by the Association of Playground Industries (API) and/or ROSPA (Royal Society for the Prevention of Accidents). Safety inspection reports shall be kept detailing all items inspected and defects noted.

Upon each visit play area surfaces will be cleaned and any loose fixings or unsafe equipment repaired or immobilised and/or removed until an effective repair is undertaken.

4.7 Garage Sites (Council Owned)

Garage sites will be visited on two occurrences throughout the year during February\March and August\September, to remove littering and fly-tipping. At each visit, herbicide will be applied around garage plots, physical boundaries and loose/un-bonded surfaces to control unwanted vegetation (i.e. weed) growth.

Grass cutting will be included in the routine mowing programs as set out at 4.1.1 of this policy and hedge cutting as at 4.2.

Dependent upon the nature of garage site, grass cutting may be undertaken to achieve 6 cuts at a frequency of 30 day intervals; or at a higher frequency, to achieve 12 cuts as set out at 4.1.1 of this policy.

4.8 Communal Areas (Council Flats and Sheltered Accommodation Complexes)

Communal and drying areas will be visited on two occurrences throughout the year during February\March and August\September, to remove littering and other discarded debris. At each visit, herbicide will be applied to physical boundaries and loose/un-bonded surfaces to control unwanted vegetation (i.e. weed) growth.

Grass cutting will be included in the routine mowing programs as set out at 4.1.1 of this policy and hedge cutting as at 4.2.

4.9 Tree Maintenance

Trees situated upon Council green open space, recreation grounds, open plan Council housing areas will receive maintenance on a 3 to 5 year cyclical basis, where required. However, where maintenance arises due to public safety, maintenance will be undertaken as and when required.

The Council's Planning Policies aim to protect trees which have historical importance and/or contribute to aesthetics of the District. A range of measures are in place to protect trees; for instance by way of Tree Preservation Orders (Town and Country Planning Act 1990) which are set out separate to this policy.

We recognise that on occasion it may be necessary to remove trees; however, we will not normally remove trees unless:

- It is dead, dying or dangerous.
- In the interest of good arboriculture practice.
- Obstructing or frustrating a statutory requirement (i.e. Highway safety)
- There is immediate risk to the safety of people or property.

Trees that interfere with television and/or satellite reception will only be pruned when all alternative solutions have been explored and only where it is possible to do so without being detrimental to the health or amenity value of the tree.

Residents in general enjoy sunlight and as a result expect to have light to their property. However, there is no absolute right to light from across a neighbour's land, although, under the Prescription Act 1832, a right to light can be acquired provided the light has been uninterrupted for at least 20 years. This is known as an easement, which is a peculiar legal right or privilege; however, this right applies most commonly to a building and more particularly, to the window through which the light enters.

For the right to be infringed, the loss of light must be substantial and interfere with the reasonable use and enjoyment of the property. Needing artificial light during the daytime to read a newspaper might fall into this definition. Shading of a garden is unlikely to constitute an infringement of a right to light

Also, there is no right in law to a view and the obstruction of a view by tree growth cannot legally be regarded as a nuisance; unless, it is causing damage to property arising from the land owner's negligence to undertake proper maintenance.

The Council recognises that trees may give rise to concerns over resident desire to light from shading and/or unobstructed view. However, we will not normally remove trees arising from such; rather, we may undertake pruning operations to alleviate a resident's concerns where this is without being detriment to the health or amenity value of the tree.

We may selectively remove trees that are causing significant shading to properties or gardens where formed from dense groupings of trees and some can be removed to allow more light through without being detrimental to the landscape, or character of the area.

Works to trees which are situated within boundaries of Council tenant gardens, in particular those not included within our 'Assisted Garden Maintenance Scheme' are excluded from our tree maintenance arrangements.

However, where mature trees are identified, we may arrange to undertake pruning works to maintain aesthetical and environmental value to the local amenity; in particular, where this is considered outside the practical scope and capability of a tenant's gardening skills, disability and \ or infirmity.

4.10 Street Cleaning

We aim to provide a clean, green and safe environment to enjoy and are responsible for keeping Council land and the adopted highways clean and litter free as required by requirements of the Environmental Protection Act.

We aim have routine programmes undertaking litter picking, street sweeping and bin emptying. These are supplemented by extra sweeping as and when necessary. Our standards are:

- To clean the streets in accordance with our street cleaning programmes
- To remove fly-tipping within 5 working days of it being reported to us or within 24hours if deemed hazardous waste.

- To remove graffiti within 10 working days of it being reported to us or within 24 hours if the content is racist, obscene or abusive.
- To empty litter bins within the District in accordance with planned schedules.
- To meet the grades of cleanliness for litter and refuse as specified within Defra's Code of Practice on Refuse and Litter
- To raise awareness of the problems that dog fouling, litter and fly tipping cause and discourage people from this behaviour.
- To take enforcement action against those who litter, fly tip or do not clean up after their dog has fouled.
- The removal of fly tipping on private land is the responsibility of the land owner/occupier. However, Streetscene will work with Environmental Health and Planning to ensure this is removed as soon as possible.

4.11 Litter Picking

Although sufficient litter bins are provided by the District and Town\Parish Councils, streets must be litter picked regularly to remove strewn litter. Some busy streets such as in town centres and main thoroughfares may require more frequent picking. Routine litter picking programmes are established undertaking cleansing at quarterly occurrences on non-classified (i.e. A or B status) housing estate roads. In village and town centres roads and precincts may receive litter picking on a daily basis to reflect the amount of vehicular and pedestrian traffic and also the type of businesses from which littering may arise (i.e. fast food outlets).

4.12 Street Sweeping

We aim to keep the environment as pleasant as possible and have routine programmes of street sweeping which is supplemented by extra sweeping as and when necessary.

We do not have sufficient resources to clean every street at the same frequency, so our sweeping programmes reflect the vehicular and pedestrian usage of streets and also business and retail establishment types.

As with litter picking programmes, we undertake street sweeping at quarterly occurrences on non-classified (i.e. A or B status) housing estate roads. In village and town centres roads and precincts may receive sweeping on a daily basis to reflect the amount of vehicular and pedestrian traffic and also the type of businesses from which littering may arise (i.e. fast food outlets).

For example, immediately after a market has closed, we sweep and litter pick the area and adjacent car parks. We use a variety of methods to sweep our streets and use smaller compact sweeping machines for cleaning estate roads, village\town centres and footways.

4.13 Fly Tipping

Fly tipping is the illegal dumping of waste, more often this occurs in some of our more attractive rural parts of the District. It is an offence under the Environmental Protection Act 1990 to fly tip any material and conviction could lead to a heavy fine.

We take fly-tipping very seriously and aim to bring offenders to account for their actions. In an attempt to clamp down on this unacceptable behaviour we have dedicated Enforcement Officers who investigate incidents with a view to identifying the persons responsible.

Also CCTV cameras are used at fly tipping “hotspots” and the Enforcement Officers regularly patrol the District looking to identify offenders and ensure an efficient response to complaints is achieved.

Anyone witnessing fly tipping can report it to the Council and we will carry out an investigation. The Council will need details about the location, description of offender, time, date and any vehicle that may have been used and we will then do the rest and take the appropriate action against any offender.

We work closely with other agencies (i.e. The Police, Environment Agency); in particular, where large scale fly-tipping instances are found.

4.14 Litter and Pet Waste Bins

The Council and Parish\Town Councils provide litter and pet waste bins where there is the potential for such material to be discarded throughout the District. We generally place these near to where litter or dog waste is generated; for instance, near fast food retail outlets or public open space where people exercise their pets. Bins are emptied on a regular basis, some are emptied weekly and some daily dependant on their usage and location.

If you see a litter or pet waste bin which is overflowing, damaged or wish to request a bin to be sited in a particular place, please contact the Council.

4.15 Highway Gullies

Roadside drainage gullies in Bolsover are cleaned by Derbyshire County Council as highway authority for the area. If you wish to request one is cleaned which is situated in the Bolsover district please contact Derbyshire County Council on 08456 058058 or via the website www.derbyshire.gov.uk

Roadside gullies in North East Derbyshire are cleaned by North East Derbyshire District Council under an agency agreement with the County Council. If you wish to request one is cleaned, please contact the Council.

4.16 Graffiti

We regularly monitor the District for areas that have been affected by graffiti. We have a zero tolerance stance on graffiti and we do everything in our powers to ensure any offenders are dealt with as quickly and sternly as possible.

We aim to remove graffiti on Council buildings within 10 working days of it being reported to us. We aim to remove any racist, obscene or abusive graffiti within 24 hours of it being reported to us.

If the graffiti is on property or business premises we will work with the occupier to influence its speedy removal. By agreement we may remove graffiti from private or business properties on a rechargeable basis.

If you see any area that has been defaced by graffiti and wish to report it, please contact the Council.

5.0 Reporting a Streetscene Matter

The Following table sets out contact details for Bolsover District Council, Derbyshire County Council and North East Derbyshire District Council to assist residents, visitors and customers bring Streetscene matters to the attention of the relevant Council.

Organisation	Phone	Email and Website
Bolsover District Council, The ARC, High Street, Clowne, Derbyshire, S43 4JY	01246 242424	• enquiries@bolsover.gov.uk • www.bolsover.gov.uk
Derbyshire County Council, County Hall, Matlock, Derbyshire, DE4 3AG.	01629 533190	• contactcentre@derbyshire.gov.uk • www.derbyshire.gov.uk
North East Derbyshire District Council, Mill Lane, Wingerworth, Chesterfield, Derbyshire, S42 6NG.	01246 231111	• http://www.ne-derbyshire.gov.uk/about-north-east-derbyshire/contact-us/#online • www.ne-derbyshire.gov.uk

If a resident or customer wishes to raise service requests for grounds maintenance, street cleansing or report issues of fly-tipping or graffiti; or, is not satisfied with the level of service carried out, they may complete an on-line form at the website addresses above or speak to a Customer Services Advisor on one of the phone numbers above.

6.0 Education, Awareness Raising and Enforcement

The Councils provide a wide range of information to inform residents and households of arrangements for the upkeep of their Streetscene environment.

The Councils believe that education and raising awareness raising is an important approach to help residents understand their own role in maintaining good standards of Streetscene to make their district a more pleasant place to live, work and play.

The Councils further recognise that, when education and awareness initiatives have not achieved their desired outcomes to encourage residents not to litter or fly-tip in our District; in particular, where a residents actions result in environmental despoilment or anti-social behaviour then the Councils may as a last resort, undertake enforcement activities in accordance with the Councils 'Enforcement Policy' and as such, will follow the principles of a staged approach.

We recognise that despite our efforts, people may continue to discard litter, dump their rubbish or fail to clean up after their dog has fouled, hence, why we employ Enforcement Officers to patrol our District on the lookout for potential offenders. We also undertake numerous advertising campaigns and special promotions to educate people and raise awareness of the dangers associated with litter, dog fouling and fly tipping.

We will apply temporary street graphics using bio-degradable spray, reminding people not to drop litter or allow their pets to foul public places. These are generally applied in 'hot spots' which are reported by residents and customers.

The Councils have adopted various legislative powers to issue Fixed Penalty Notices (FPN) to residents\households\businesses who despoil our District through their actions, such as littering, dog fouling, fly tipping and graffiti.

All business proprietors and householders have a duty of care to dispose of their waste in a proper manner and the Council has powers to deal with offenders either by the issue of a FPN or via the Courts.

If anyone is caught defacing any property with graffiti they will automatically be issued a Fixed Penalty Notice (FPN), payable within 14 days. If this FPN is not paid, then the offender may be taken to court.

7.0 Principles

The Councils' Corporate Priorities and Strategic Objectives are key principles which underpin the provision and delivery of Streetscene Services to residents, households and business throughout the District.

To further underpin delivery of the Councils' Streetscene, we will ensure:

- (a) **Value for Money** - Flexibility and adaptability of Streetscene Services is essential in order to meet environmental demands of our District and resident's needs. By working together with our Partners, we aim to provide value for money services which meet our resident's needs.
- (b) **Equality** - The Council is committed to providing services accessible and inclusive to all sections of the community that meet residents and customer's needs. We will tailor our approach to ensure those who have difficulty accessing the service are not disadvantaged and will offer assistance, where an individual's need is demonstrated. Every endeavour will be made to ensure our service meets requirements of the Equality Act 2010. An Equality Impact Assessment has been undertaken.
- (c) **Sustainability** - Sustainability is and will remain a key issue in provision of our Streetscene Services. Principles of the Waste Hierarchy will remain at the heart of our service delivery to best ensure the Districts' organic wastes are disposed of in an environmentally friendly waste; also, that we use the most environmentally friendly products available to treat unwanted weeds and in doing so contribute to a better environment for today and future generations.
- (d) **Partnership Working** – By working in partnership with others we will be able to maximise our resources to positively influence economy and equity in service delivery and encourage shared ownership and engagement in addressing environmental despoilment and in doing so add value to what we are able to achieve.
- (e) **Communication** – Central to our policy will be the need to change attitudes and behaviour in some members of our community, both residents and businesses. Whilst many people are already committed to a 'clean and green' agenda, there are still some that see their waste and litter as "someone else's" problem and that their responsibility ends with discarding it thoughtlessly. The Council will look to engage with the wider community and, in particular, hard to reach members of the community, through education and awareness campaigns to encourage them to improve how they discard their unwanted waste, litter and pet faeces.
- (f) **Better Customer Experience** – The Councils Contact Centres and staff will aim to meet customer queries and complaints with equity and respect at all times and in accordance with the Council's Compliments, Comments and Complaints Procedure.