



Our Ref:

Contact: Amy Bryan

Tel: 01246 217074

Email: amy.bryan@ne-derbyshire.gov.uk

Date: Wednesday, 30 September 2020

To: **All Members of the District/Parish Liaison Group**

You are invited to attend a meeting of the District/Parish Liaison Group to be held on **Friday, 9 October 2020 at 4.00 pm by Conference Call**. Access credentials for the meeting, which will be held using Zoom, will be sent to you separately.

Virtual Attendance and Hybrid Meetings

I have provided the Leader and Deputy Leader with advice on the holding of “hybrid” meetings outlining the risks including to employees dealing with the Chamber and to Members. Hybrid meetings are those where some attendance is in person in the Council Chamber and some is virtual. I would encourage you all to attend virtually. Accordingly if you attend in person you will be deemed to have accepted the following disclaimer as applying.

Risk Assessment Disclaimer

When attending this meeting in person, I confirm that I have read and understood the contents of each of the following risk assessments and agree to act in line with its content.

- RA – Return to Work Mill Lane Covid 19 V9
- Mill Lane Coronavirus Control Measures V4

Both documents have been emailed to Members and are available on the Modern.Gov App library.

The same advice is given to officers who are also encouraged to participate in the meeting remotely.

Yours sincerely

A handwritten signature in black ink that reads "Sarah Steuberg".

Joint Head of Corporate Governance and Monitoring Officer

AGENDA

1 Welcome and Introductions

Councillor Alex Dale, Leader of the Council

2 Apologies for Absence

3 Minutes of Last Meeting (Pages 4 - 12)

To receive as a correct record the Notes of the meeting held on 6 March 2020.

4 COVID-19 Recovery Plan

Presentation from Lee Hickin – Director of Corporate Resources and Head of Paid Service

5 COVID-19 Update including Second Wave District Plans

Presentation from Karen Hanson – Director of Environment and Enforcement

6 Planning and Enforcement Update including Planning White Paper

Verbal Update from Councillor Charlotte Cupit, Deputy Leader and Portfolio Holder for Environmental Services

7 Towns Fund and One Public Estate

Presentation from Gill Callingham – Director of Growth and Economic Development

8 Community Action Grants

Update from Sue Dixon, Partnership Strategy Officer.

9 Any Questions

One per Parish – taken in order of receipt.

Parishes may submit a question in advance by emailing Amy Bryan (amy.bryan@ne-derbyshire.gov.uk)

10 Date and Time of Next Meeting

The next meeting of the District/Parish Liaison Group is scheduled for 26 March 2021 at 4.00 pm.

11 Close of Meeting

Councillor Alex Dale, Leader to close meeting.



***We speak
your language***

Polish
Mówimy Twoim językiem

French
Nous parlons votre langue

Spanish
***Hablamos su
idioma***

Slovak
***Rozprávame Vaším
jazykom***

Chinese
我们会说你的语言

If you require
this agenda in
large print

or another
format
please call
us on

**01246
217753**

If you require an adjustment to enable you to participate in or access the meeting please contact the Governance Team at least 72 hours before the meeting starts.

NORTH EAST DERBYSHIRE DISTRICT COUNCIL

DISTRICT AND PARISH LIAISON GROUP BUSINESS MEETING

NOTES FROM THE MEETING HELD ON 6 MARCH 2020 IN COUNCIL CHAMBER AT MILL LANE

Present:

Members from District Council/Parish/Town Councils

Councillor Martin Thacker MBE JP – NEDDC and Holymoorside and Walton Parish Council (Chair)
Councillor Pat Antcliff – NEDDC and Wingerworth Parish Council
Councillor William Armitage – NEDDC and Ashover Parish Council
Councillor Nigel Barker – NEDDC and North Wingfield Parish Council
Councillor Anne Brown – Shirland and Higham Parish Council
Councillor Lilian Deighton – NEDDC and Dronfield Town Council
Councillor John Funnel – NEDDC and Morton Parish Council
Councillor Cecilia Harper – Wingerworth Parish Council
Councillor Janet Hill – Unstone Parish Council
Councillor Craig Hodgson – Wingerworth Parish Council
Councillor Jeremy Kenyon – NEDDC and Eckington Parish Council (joined during Armed Forces Covenant item)
Councillor Guy Liggett – Shirland and Higham Parish Council
Councillor Heather Liggett – NEDDC and Shirland Parish Council
Councillor Pat Maskrey – Holymoorside and Walton Parish Council
Councillor Diana Ruff – NEDDC and Wingerworth Parish Council
Councillor Mike Smart – Sutton-cum-Duckmanton Parish Council
Councillor Peter Stevenson – Pilsley Parish Council
Councillor Philip Wright – NEDDC and Dronfield Town Council

Parish Clerks

Sara Atkinson – Ashover Parish Council
Kate Brailsford – Holymoorside and Walton Parish Council
Helen Dowson – Shirland and Higham Parish Council
Charlotte Taylor – Wingerworth Parish Council

Also Present

Karen Hanson – Strategic Director – Place
Lee Hickin – Strategic Director – People
Richard Purcell – Head of Planning
Sarah Sternberg – Head of Corporate Governance and Monitoring Officer
Ian Clay – Health and Safety Advisor (Housing) (left after Health and Safety item)
Steve Lee – Strategic Partnership Co-ordinator
Bronwen MacArthur-Williams – Health and Safety Manager (left after Health and Safety item)
Tom Scott – Temporary Governance Officer

DPLG/19/19-20 Chair's Welcome and Introductions

Councillor Martin Thacker MBE JP, Leader of the Council and Chairman of the Liaison Group, welcomed everyone to the District/Parish Business Meeting and asked them to introduce themselves. He thanked those present for attending.

DPLG/20/19-20 Apologies for Absence

Apologies for absence from the meeting were received from Councillor Jayne Barry (North Wingfield Parish Council), Councillor Ann Clarke (Sutton-cum-Duckmanton Parish Council), Councillor Richard Fidler (Ashover Parish Council), Councillor Ann Holmes (Pilsley and Morton Parish Council) and Councillor Ed Willmot (Ashover Parish Council).

Apologies were also received from Steve Brunt (Head of Streetscene) and Joe Battye (Derbyshire County Council Service Director for Economy and Regeneration).

DPLG/21/19-20 Notes of Last Meeting

The Group gave consideration to the Action Notes of the District/Parish Liaison Group held on 25 November 2019 and noted their content.

It was AGREED that the Action Notes of the District and Parish Liaison Group held on 25 November 2019 be agreed as a correct record.

DPLG/22/19-20 Parish Question Time - 30 minutes allocated

The Leader explained that each Parish Council was sent correspondence from the Governance Officer inviting them to pre-submit one question per Parish Council to ask in person at this meeting.

The Leader confirmed that no questions had been submitted.

DPLG/23/19-20 Health and Safety Services

The Health and Safety Manager and the Health and Safety Advisor (Housing) gave Parish Members a presentation on the Health & Safety Services available for purchase by North East Derbyshire District Council and Bolsover District Council.

The presentation informed Parish Councils on:

1) Advice and Guidance

- Health & Safety at Work Act
- Hand Arm Vibration
- Noise
- Safe systems for using work equipment
- Risk assessments

- Manual handling
- Display screen equipment
- Chemicals
- Lone working
- Accident investigation

2) Documentation

Assisting Managers to write:

- Policies
- Procedures
- Risk Assessments
- Safe systems of work
- Guidance Notes

3) Inspections

- Fresh pair of eyes
- Physical check of the workplace to identify poor practices
- Identify ways to improve
- Monitor the workplace
- 'Plan, Do, Check, Act' cycle for continuous improvement

4) Audit

- Deep look at a particular issue
- Considers documentation *and* procedure
- Results in SMART action plan
- Ensures you can prove what you are doing
- Demonstrates continuous improvement

5) Noise Monitoring

With either Sound Level Meter or dosimeter

- Ensure PPE is effective
- Identify areas of concern
- Take action to comply with the law

6) Hand Arm Vibration Syndrome

- Cause – excessive / prolonged exposure to vibration, reducing blood flow to affected areas
- Symptoms – tingling, numbness and blanching in fingers
- Measure, reduce and more
- Trained, competent person available to advise in this specialist area

7) Training

- Bespoke in house (dependant on topic)
- Or tap into our procured training:
 - Asbestos Awareness

- Fire Awareness
- First Aid & Emergency First Aid
- Ladders and stepladders
- Legionella
- Lone Working
- Manual Handling (job specific)
- Sharps Awareness

Parish Councillors asked how much an Audit would cost a Parish Council to be carried out. The Health and Safety Advisor (Housing) estimated it would cost £150 for half a day.

The Health and Safety Advisor (Housing) was asked exactly what the training for Lone Working and Legionella would involve. He replied that the Legionella training would give land owners guidance on what they need to do, and the Lone Working training would involve the trainer looking at how you could improve and secure your Lone Working provisions, such as using mobile applications to track location. He added that both pieces of training would cost £45 each.

Parish Councillors referred to Hand Arm Vibration Syndrome and enquired how figures for it were arrived at. The Health and Safety Advisor (Housing) explained that the HSEC database and a points system would be used.

Parish Councillors asked what the service had in place for noise during bonfire nights. The Strategic Director – Place explained that the Council was putting in place a scheme for firework noise as part of its Environmental Health service, and an accreditation scheme for well-run firework events was being considered as well.

The Leader thanked the Health and Safety Manager and the Health and Safety Advisor (Housing) on their presentation. Both officers left the meeting.

It was AGREED that the presentation be noted.

DCLG/24/19-20 DCC Highways Update

The Leader explained that the Derbyshire County Council Service Director for Economy and Regeneration was supposed to attend and respond to Highways questions or issues from Parish Councillors. However, the Service Director for Economy and Regeneration was unable to attend the meeting.

The Leader requested that as an alternative, Parish Councillors should submit any Highways questions or issues they had to the Governance Officer, and the Governance Officer would then collect them and send them to the Derbyshire County Council Service Director for Economy and Regeneration.

The Leader explained that the 75th anniversary of VE Day was approaching on 8 May 2020. The Government had suggested to Councils setting up displays and events to join with the nation-wide events happening, like red/white/blue victory lights, street parties, activities and light beacons. He informed Members that Victory over Japan Day was also approaching on 15 August 2020, and more information on this and VE Day could be found on <https://ve-viday75.gov.uk/>

Councillor J Kenyon joined the meeting at this point.

The Strategic Partnership Co-ordinator gave Parish Councillors a presentation on the Council's contribution towards the Armed Forces Covenant. The presentation detailed:

- What the Armed Forces Covenant is
- The Council's commitment to the Covenant
- The Council's engagement approach
- The Council's direct support
- The Council's policy support
- The Council's local recognition approach
- The Council's recent actions
- The Council's future activity

Councillor H Liggett enquired which officer to contact at the Council to set stalls up in Clay Cross for the VE Day events. The Strategic Partnership Co-ordinator explained that he would speak to the relevant officer and ask them to contact Clay Cross Parish Council.

The Leader stated that many VE Day celebrations would be happening in North East Derbyshire District, and the Lord Lieutenant of Derbyshire had singled out the District for how many events it had in place.

The Leader advised Parish Councillors to contact David Vickers in Communications if they would like events in their parishes to be publicised by the Council.

It was AGREED that the presentation be noted.

AccessAble

The Strategic Director – People gave Members a presentation explaining what AccessAble was and how Parish Councils would be able to apply to the Council to make sure their facilities meet AccessAble standards.

The presentation explained that the essence of AccessAble was a national standard to provide accessibility information on a building to people with disabilities that they would then use to work out if that place was accessible for them or not.

The presentation detailed:

- Lack of disability awareness
- UK-wide survey on the lack of accessibility information people with disabilities were able to find
- What AccessAble could do to improve this
- Prices to use AccessAble guides

The Strategic Director – People explained that the next steps for Parish Councils were:

- Parish Councils to consider their own area/place and whether they would like to provide this information
- District Council to co-ordinate demand and create the programme of activity/places
- AccessAble to be commissioned to audit all places, develop the guides and promote via their national website, app and via Parish Council webpages

The Strategic Director – People advised Parish Councils that if they were interested, they should follow the first two steps and then send their request to the Governance Officer. The Governance Officer would then collect all of the requests and pass them to the Strategic Director – People.

Parish Councillors asked if the cost would include Parish Councils making a financial contribution. The Strategic Director – People confirmed this to be the case because the Council could not afford to set it up in Parish Councils on its own. He added that it would be worth the cost for Parish Councils, because more people being able to access buildings would lead to a better economy in the District.

Parish Councillors asked if private businesses would have to pay the cost. The Strategic Director – People confirmed this to be true.

Parish Councillors asked if there were other ways to request AccessAble in Parish Councils if the people working in them were not tech savvy. The Strategic Director – People stated that he would investigate alternative methods for Parish Councils to make the requests.

The Leader stated that as we approached Summer, more people would be looking to arrange days out, so proper disability provisions for places would be incredibly significant.

Parish Councillors asked if AccessAble would personally visit Parish Councils to carry out access audits. The Strategic Director – People explained that this was part of the comprehensive information on access that he would circulate after the meeting.

Parish Councillors asked how long the audits carried out for Parish Councils would last for. The Strategic Director – People advise that accessibility audits did go out of date, so it would have to be recognised when this happened.

It was AGREED that:

(1) The presentation be noted.

(2) If Parish Councils were interested in an AccessAble audit in their buildings, they should consider their workplaces and then send their request to the Governance Officer.

Raised Issues Updates

1) Public Spaces Protection Order Update

The Strategic Director – Place explained that the PSPO in question was one focused on dog fouling, dog limits and dog leads. She added that more detail about the PSPO (including posters to display) would be circulated to Parish Councillors, and an e-mail would also go out to them in the next week about additional signage they might want in relation to this PSPO.

The Strategic Director – Place informed Parish Councillors that there had been a lot of support for the PSPO during the consultation period, and the Communications department were liaising with the relevant Portfolio Holder about how to handle the publicity launch.

2) Planning

The Head of Planning updated Parish Councillors on an instance of Section 106 money in a Planning application that they had asked for an update on. He explained that the particular application had gone to appeal, and added that S106 covered 10% of the requirement for affordable housing within a Planning application.

Parish Councillors asked if there was any training planned for them on usage of S106 funds. The Head of Planning informed them that this was being arranged for Spring or Summer.

3) Climate Change

The Strategic Director – People informed Parish Councillors of some of the key themes in the Carbon Strategy, like community collaboration. He added that there was now a Climate Change scheme in place for schools by the Council, and the Council would be running two Green Schools conferences in 2020.

The Strategic Director – People advised that the Climate Change packs being prepared for Parish Councils were not yet completed.

Parish Councillors were informed that Derbyshire County Council held a meeting this week and have asked all Districts and Parishes to work together on Climate Change.

Parish Councillors requested that an item be included on the next District and Parish Liaison Group agenda to specifically allow Parishes to exchange reports of Climate Change projects they had undertaken and the grants available for them. Councillor J Kenyon agreed that this would be useful, and added that some form of online forum that would also allow Parishes to exchange Climate Change ideas would be beneficial.

Councillor J Kenyon believed it was important to make the public aware that carbon and energy reductions leads to money being saved.

4) Local Plan

The Leader explained that the Local Plan has now been 'unpaused' by the Council's Cabinet Members because of a number of concerns. He wished to clarify that this does not mean the Local Plan has been restarted, but rather resumed.

5) Car Parking Enforcement

The Strategic Director – Place informed Parish Councillors that in December 2018, Environmental Health officers started work with the Police and schools about parking safety near schools. Following this, the Council set up a project to challenge poor parking. The Council does not have enforcement powers, but as part of the project it has been to four primary schools to engage with parents about road markings. A second phase of visits like these was planned for in a few months.

6) Environmental Health Enforcement

The Strategic Director – Place advised that a briefing note on this subject would be circulated to Parrish Councils. She added that 114 fly-tipping investigations had been carried out in the last 11 months, as well as 15 litter and waste enforcement issues (2 FPNs were issued) and 275 formal warnings. Parish Councillors were informed that once the Environmental Health department had finished their currently ongoing ICT upgrade, they would break these enforcement statistics down into individual Parishes.

Parish Councillors reported instances of litter on the floor by people who had used McDonald's in Clay Cross. The Strategic Director – Place replied that she would ask partners to mention this to McDonald's, but McDonald's were usually very good at litter monitoring.

Parish Councillors reported litter outside Tupton Hall School. The Strategic Director – Place advised that two dedicated officers worked with schools on litter education, but she would make a note of this report and investigate it.

It was AGREED that:

(1) The updates be noted.

(2) An item be included on the next District and Parish Liaison Group agenda to specifically allow Parishes to exchange reports of Climate Change projects they had undertaken and the grants available for them.

(Monitoring Officer/Governance Manager/Governance Officer)

DPLG/26/19-20 Any Other Business

The Strategic Director – Place updated Parish Councils on the current position with COVID-19. She informed them that to date, three cases of infection had happened in Derbyshire. Public Health England were leading on the response to these cases. Derbyshire County Council had set up an LRF which the Council was engaged with in terms of Emergency Planning.

She continued that Derbyshire County Council had also set up a COVID-19 sub-group and she was the joint lead, so Parishes could get in touch with her to give her any concerns to pass on.

Parish Councillors were informed that a dedicated COVID-19 website had been set up by the Government at <https://www.gov.uk/coronavirus> with the latest guidance.

Parish Councillors asked exactly where the three cases in Derbyshire were. The Strategic Director – Place advised that she had not yet been privy to the information.

Meeting closed at 6.00 pm.
