

Public Document Pack



**North East
Derbyshire**
District Council

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Date: Wednesday, 16 June 2021

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, 25 June 2021 at 4.00 pm through Zoom Meeting Platform**. Access credentials to the meeting will be sent separately.

Yours sincerely

A handwritten signature in cursive script that reads "Sarah Steuberg".

Joint Head of Corporate Governance and Monitoring Officer

A G E N D A

1 Welcome and Introductions

Councillor Alex Dale, Leader of the Council

2 Apologies for Absence

3 Minutes of Last Meeting (Pages 3 - 11)

To receive as a correct record the Notes of the meeting held on 26 March 2021.

4 Leader's Update

Including - Covid 19 Business Grants, Digital Connectedness and 17th July Victory Festivals

5 Rykneld Homes, Service and Activity Overview

Lorraine Shaw – Managing Director, Rykneld Homes Ltd

6 Health and Safety Service

Bronwen Macarthur-Williams – Health and Safety Manager

7 **Any Questions**

One per Parish – taken in order of receipt.

Parishes may submit a question in advance by e-mailing Joe Bradley (Joe.Bradley@ne-derbyshire.gov.uk)

8 **Date of Next Meeting**

The next meeting of the District/Parish Liaison Group is scheduled for 15 October 2021.

9 **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.

DISTRICT/PARISH LIAISON GROUP

MINUTES OF MEETING HELD ON FRIDAY, 26 MARCH 2021

Present:

Members from District Council/Parish/Town Councils

Councillor William Armitage – NEDDC and Ashover Parish Council
Councillor Steve Clough – NEDDC and Killamarsh Parish Council
Councillor Charlotte Cupit – NEDDC and Stretton Parish Council
Councillor Alex Dale – NEDDC and Unstone Parish Council and Dronfield Town Council
Councillor Lilian Deighton – NEDDC and Dronfield Town Council
Councillor John Funnell – NEDDC and Morton Parish Council
Councillor Maggie Jones – NEDDC and Clay Cross Parish Council
Councillor Jeremy Kenyon – NEDDC and Eckington Parish Council
Councillor Heather Liggett – NEDDC and Shirland and Higham Parish Council
Councillor Mo Potts – NEDDC and Killamarsh Parish Council
Councillor Alan Powell – NEDDC and Dronfield Town Council
Councillor Pam Windley – NEDDC and Tupton Parish Council
Councillor Philip Wright – NEDDC and Dronfield Town Council
Councillor Ann Clark – Sutton-cum-Duckmanton Parish Council
Councillor Guy Liggett – Shirland and Higham Parish Council

Parish Clerks

Kate Brailsford – Holymoorside and Walton Parish Council
Paul Goodwin – Sutton-cum-Duckmanton Parish Council
Charlotte Taylor – Wingerworth Parish Council

Also Present

Asher Bond – Governance Officer
Joe Bradley – Executive Assistant
Gill Callingham – Director of Growth and Economic Development
Nicola Calver – Governance Manager
Matt Finn – Service Manager (Commercial and Environment), Joint Environmental Health Service
Karen Hanson – Director of Environment and Enforcement
Edward Leddy-Owen – Home Improvement Coordinator
Steve Lee – Strategic Partnership Coordinator

DPL Welcome and Introductions

G/11/

**20-
21**

Councillor Alex Dale, Leader of North East Derbyshire District Council, welcomed everyone to the District/Parish Meeting and asked them to introduce themselves. He thanked those present for attending.

DPL Apologies for Absence

G/12/

20-21 Apologies for absence from the meeting were received from Jacqueline Clayton (Unstone Parish Clerk), Dawn Kershaw (Clay Cross Parish Clerk) and Councillors Anthony Hutchinson (NEDDC and Dronfield Town Council) and Diana Ruff (NEDDC and Wingerworth Parish Council).

DPL Minutes of Last Meeting

G/13/

20-21 The Group gave consideration to the Notes of the District and Parish Liaison Group held on 9 October 2020 and noted the content.

DPL Leader's Update

G/14/

20-21 The Group received an update from Councillor Alex Dale, Leader of the North East Derbyshire District Council, who highlighted the Council's activities over the last six months.

Councillor Dale informed the group that the District Council had secured a £1m Government grant for the Eckington Leisure Centre to improve its carbon ratings and transform it into one of the most environmentally sustainable leisure centres in the country. He also praised Councillor Kenyon, Portfolio Holder for Leisure, Transformation & Climate Change and all those in the Leisure Services for their work on this.

The Group also heard about the £24m Clay Cross Town Deal and the £1.6 million green homes grant for external wall insulation, which the District Council would top up by £8.5 million in order to renovate over 320 homes across the District.

Councillor Dale stated that the Council Tax precept had been set to 1.95%, which was significantly lower than the 2.6% permitted increase, which was a reflection of the difficult year had by many.

Councillor Dale updated the Group on the emergency situation that had resulted in the District Council bringing the entire recycling service in house. He praised the fantastic job undertaken by StreetScene, who had achieved this without any major disruptions.

The Group was informed about the District Council's plans to bring the Killamarsh Leisure Centre into the District's Portfolio of Leisure Centres, and that this would be moving forward in the next couple of months.

Councillor Dale notified the Group that the Local Plan Main Modifications consultation had drawn to a close and news from the Inspector was anticipated within the next few months. He gave thanks to those Parishes which had been involved with the consultation.

The District had been playing an active role in Covid recovery efforts and the Leader was particularly proud of the Sharley Park Leisure Centre which had successfully been used as a vaccination centre, utilising existing leisure centre staff.

The Strategic Partnership Coordinator gave an update on the Community Action Grants (CAGS). He thanked those in the Group who had helped to distribute and raise the profile of the Community Action Grants. The grants had been announced with a £10,000 budget and the desire to support 20 grants. This had now been achieved.

Members of the Group saw an overview of the supported projects, including local history projects, stocking food banks, developing local park ways, Christmas activities and equipment purchase projects such as developing local sports provisions.

Furthermore, he informed the Group that the District Council was still able to accept cheques from Parish Councils and that they would also be able to provide Parishes with name badges at a cost of around £3 per card from a bulk order of 30 cards.

DPL **Covid-19 Update**

**G/15/
20-
21**

The Director of Environment and Enforcement provided an update on the responsibilities of the District Council during the Covid-19 pandemic. The group was informed that Covid rates had been reducing across the whole Country, and that the rate for North East Derbyshire was the lowest in the County at 35 cases per 100,000. The average number of cases for the County as a whole was 60 per 100,000, however, this figure had been skewed due to an outbreak in HMP Sudbury. The number of hospital admissions and the number of intensive care beds being used for Coronavirus had been steadily reducing, allowing the hospitals to begin focussing on restoring other services.

Infection rates in the over 60's had been decreasing and the largest infection rates were now in the under 50's age groups. She reported that the Director of Public Health was keen for these groups to continue to follow restrictions in order to prevent the new variants circulating.

In terms of vaccinations, half a million people across the County had received their first dose of the vaccine, 50,000 of these had been within the North East Derbyshire District.

The Group noted that Council services were still running, and had been using a hybrid form of home and office working when required. Office work was on a reduced basis and employees were expected to follow restrictions, and risk assessments remained in place.

DPL **Climate Change Training and Opportunities for Parish and Town**
G/16/ **Councillors**

**20-
21**

The Home Improvement Coordinator informed the Group that the District needed to reduce their carbon footprint by 500,000 tonnes between 2021 and 2022 in order to meet targets. This was the equivalent of taking 29,411 homes off the grid. In order to achieve this, the District Council had a climate change strategy, split into different key areas; sustainable buildings and workplaces, renewable energy, low carbon fleet, transport, planning, community and

collaboration, biodiversity, and procurement.

As well as this, the Home Improvement Coordinator touched on the Parish Packs, a resource developed to allow Parishes to identify, implement and develop their own in-house strategies for reducing carbon emissions.

The Home Improvement Coordinator highlighted some of the District's achievements including achieving £2 million green homes grant from Business Energy Industrial Strategy bids; 125 residents receiving one to one support and advice from the Home Improvement Team; investing £106,000 in the District's most vulnerable residents in an effort to tackle fuel poverty; a £20,000 award for the low carbon skills fund; and £1.5 million for zero carbon technology at the Eckington Leisure centre. Following this, many Parish Councils requested the Home Improvement Coordinator's support for achieving carbon targets as many Parishes lacked the necessary funding streams to make their own changes. The Home Improvement Coordinator signified that he was willing to attend Parish meetings, put Parishes in touch with other organisations, and walk them through the various schemes and potential available funding sources.

The Sutton-Cum-Duckmanton Parish Clerk thanked the District Council for their liaison with Parishes during the Coronavirus Pandemic. Councillor Dale signalled his intent to maintain and build upon the positive relationship with Parishes.

It was agreed that the Parish Packs would be recirculated following the meeting.

DPL Clay Cross Town Deal

G/17/

**20-
21**

The Director of Growth and Economic Development gave an update on the Clay Cross Town Deal. The Group heard that £24.1 million had been allocated towards Clay Cross as part of the Government's Town Fund. The District planned to use this money to invest in the town to create a new town centre, to redo the Sharley Park Leisure Centre transforming it into more of a health and wellbeing centre, and to support businesses to create and grow jobs. As well as this, the District planned to undertake a feasibility study into whether a new railway station could be delivered. The full plan was available to view on the Council's website.

The Government had provided the District with £500,000 of Accelerator funding eight months earlier in order to help bring some of these projects forward. The District had used this money to demolish the Bridge Street Depot, invest in a public art project and planned to demolish the old junior school and purchase the old constabulary building.

The Group heard that the District planned to use the funding to create more industrial space, grow businesses, create new jobs, create new eco-homes, and create better cycle/walking routes. It was also stated that although the Government distributes the funds, the District was required to complete the business cases themselves. These would then be submitted to the Government in order to receive the allocated funding. The District was looking at procuring consultants to aid with these business cases.

The Director of Growth and Economic Development then informed the Group of two upcoming funds, the levelling up agenda and the community ownership fund, which the Councils might be able to make use of.

DPL **Environmental Health, Fly-Tipping and Enforcement Overview**

G/18/

**20-
21**

The Service Manager (Commercial and Environment) for the Joint Environmental Health Service, gave an update on environmental health and fly tipping.

The Group heard that 4,000 service requests were received and 600 business inspections took place per year within North East Derbyshire. This usually peaked in the summer months, with 2020 being particularly busy due to the Coronavirus Pandemic. It was stated that 'noise' and 'nuisances' were the largest single source of work.

There had also been a considerable growth in advice requests received during lockdown, with Covid-19 concerns being the greatest cause. A lot of work had taken place to get businesses ready for leaving lockdown, and the Council had offered a free Covid-19 certification scheme for local businesses and shops.

The Service had been offering more advice to the general public and cut down on bureaucracy and this had been done in a number of ways ranging from increased social media campaigns, to the scores on the doors scheme, and the smart phone noise nuisance recording app - allowing people to record nuisance noise and submit it straight to the Officer.

The service manager informed the group that fly tipping had been increasing in the District on a yearly basis but was still at low levels when compared with neighbouring authorities such as Sheffield and Rotherham. There was an issue with opportunistic fly tipping in rural areas, which required pro-active measures to solve. These measures included having businesses check their waste disposal services, generating publicity around fly tipping, promoting target hardening within easy to fly tip areas, and ensuring that only registered waste carriers were operating within the District. The Group heard that the penalty for fly tipping included an unlimited fine and up to five years in prison.

In regard to litter and dog fouling the Group heard that pro-active patrols had not been taking place during the course of the lockdown in order to minimise chances of the virus transmitting and would resume on the 1st April 2021. The Group was informed that during this time, awareness raising patrols had been taken place and 17 fixed penalty notices had been delivered. A new public space protection order had been implemented earlier in the year and the fine for failing to pick up after your own dog had increased to £100. Over the next 12 months the other fixed penalty notices would also be reviewed.

Following on from this, the Group enquired about the possibility of monitoring fly tipping hot spots with CCTV, and questioned who decides on the set limit for fly tipping fines. The Service Manager informed that Group that the use of CCTV cameras have caught fly tippers in the past and that the £200 fine was

the legal default limit that came into force around four years ago to account for the fact that there was no prior specific fixed penalty notice for fly tipping. In addition to this, significant volumes of fly tipping were likely to go to a prosecution case for an increased fine or a prison sentence.

The Group debated whether it was fair for private landowners to bear the cost of removing fly tipping from their own land and heard that the Service Manger would look at how the District could better support private land owners to prevent access to their land. There were also discussions around the expenses faced by smaller waste removal services and businesses. The Service Manager stated that any potential costs incurred by the business should be built into the amount they charge to the customer for the waste removal. He also informed the group that they had been educating home owners that they would be held responsible for their waste and could be charged a fixed penalty if they hire a removal service that resorts to fly tipping.

The Service Manager informed the Group that they were free to contact him or his team about any relevant issues or questions they had with regard to fly tipping or dog fouling.

DPL Any Questions

G/19/

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There were no questions submitted.

DPL Date and Time of Next Meeting

G/20/

20-

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The next meeting of the District/Parish Liaison Group was scheduled for 18 June 2021. This had been subsequently rearranged for 25 June 2021.

DPL Close of Meeting

G/21/

20-

21

Councillor Alex Dale, Leader of the Council, closed the meeting at 17:40 hours.



**North East
Derbyshire**
District Council

Additional item of information provided by the Procurement Service.



Procurement Service for Parish and Town Councils

Since 2019 the North East Derbyshire and Bolsover District Council Shared Procurement Unit has been providing procurement services for several Parish Councils throughout the district and surrounding areas on an ad hoc basis.

As of today the procurement service has completed ten projects for Parish Councils with £56,000 saved against estimated budgets with a further 11 in various stages of the procurement process.

This work covers seven different Parish Councils with a range of goods, works and services procured. We manage each project on its own merit from its inception to the contract award where the parish council commissioning the procurement service will also receive support from our legal team who will draft the contract.

The support provided covers the following stages:

- **Preparation** – at this stage the Parish Council will engage the service with their requirement. The service will provide a request pro forma to the Parish Council to complete and return. This is a spreadsheet document which will ask for things like project description, cost codes and contract value. Once returned the Procurement Team will add it to the procurement work plan and determine with the client the most appropriate route to market.
- **Progressing** – Once the route to market is established the Procurement Team will request the client's specification for their requirement. If the client is struggling with the specification the service can support with this by sourcing similar specifications. The specification will be included in the tender document and the service will meet with the client to establish the tender timeline and evaluation criteria including the cost/quality weightings.
- **Advertising** – The tender document is then agreed and approved with the client and the service will then issue this to the Council's e-tendering portal (In-Tend) and advertise on the local portal Source East Midlands. During this stage any supplier queries are uploaded and responded to via the e-tendering portal. Recording all correspondence and having the bids uploaded through this portal creates a robust audit trail that can be pulled as a report any time from the portal. Once the deadline for submissions has been reached an opening ceremony is completed by the procurement service and returns are forwarded the client officer for that project.
- **Evaluation** – After tenders are opened we will forward these to the client officer as well as the evaluation sheet. This is a procurement spreadsheet which details the weighted criteria agreed at the progressing stage and



calculates the scores for quality and cost via the formula embedded in the spreadsheet. The service will arrange with the client an evaluation meeting where procurement will facilitate the officer/evaluation panel ensuring that the project is evaluated according to the criteria outlined in the tender. Prior to the meeting the procurement service will undertake due diligence checks on the bidding contractors to mitigate any risk to the Parish Council.

- **Completed** – Once the evaluation is completed Procurement will draft the intention to award letters on the basis of the agreed completed evaluation sheet and forward to the client officer for approval. These letters are then issued and the legal pack is sent to the Legal Team to commence drafting the contract for all parties' signatures. Following the conclusion of the standstill period we will issue a final award to conclude the procurement process.

In summary, the Shared Procurement Unit provide a fully compliant and auditable service with an experienced and qualified team that are always available to support the client throughout the life of the project. After completion of a project the procurement team keeps records of the entire process which are always available upon request if required at a later date.

A small charge for our services is made for this fully compliant process of £350 up to a value of £75K then 1% over that figure for each £1k of the contract value.

The Team is happy to discuss our services and demonstrate the e-procurement system we use with any Parish/Town Council.

Mrs Sandy Williams MCIPS
Procurement Manager

Email sandy.williams@bolsover.gov.uk