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02 April 2014

To: All Councillors

As a Member or Substitute of the **Community Committee**, please treat this as your summons to attend the meeting on **Thursday 10 April 2014 at 6.00pm in the Council Chamber, Town Hall, Matlock.**

Yours sincerely

A handwritten signature in black ink, appearing to be "Sandra Lamb". The signature is fluid and cursive, with a large loop at the end.

Sandra Lamb
Head of Corporate Services

AGENDA

1. APOLOGIES/SUBSTITUTES

Please advise Democratic Services on 01629 761133 or e-mail committee@derbyshiredales.gov.uk of any apologies for absence and substitute arrangements.

2. PUBLIC PARTICIPATION

To enable members of the public to ask questions, express views or present petitions, **IF NOTICE HAS BEEN GIVEN**, (by telephone, in writing or by electronic mail) **BY NO LATER THAN 12 NOON OF THE WORKING DAY PRECEDING THE MEETING.**

3. APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

16 January 2014

4. INTERESTS

Members are required to declare the existence and nature of any interests they may have in subsequent agenda items in accordance with the District Council's Code of Conduct. Those interests are matters that relate to money or that which can be valued in money, affecting the Member her/his partner, extended family and close friends.

Interests that become apparent at a later stage in the proceedings may be declared at that time.

5. QUESTIONS PURSUANT TO RULE OF PROCEDURE NUMBER 15

To answer questions from Members who have given the appropriate notice.

Page No.

6. REVIEW OF DISCRETIONARY GRANTS

3 - 14

To consider details of the work that has been undertaken in reviewing a number of the District Council's discretionary grant schemes, proposals for the establishment of two new schemes and the outsourcing of the administration of those aspects of the District Council's discretionary funding that do not fit within the proposed schemes. Also to consider arrangements for the implementation of these proposals.

7. DRAFT HOUSING STRATEGY 2014/15 – 2017/18

15 - 43

To consider approval of consultation with the wider community and partnership agencies on the draft Housing Strategy.

8. REQUEST FOR WEEKLY STALL MARKET – HALL LEYS PARK, MATLOCK

44 - 47

To consider a request from Matlock Town Team to operate a weekly stall market from Park Head, Hall Leys Park, Matlock

9. DERBYSHIRE DALES LOCAL DEVELOPMENT SCHEME 2014 - 2017

48 - 69

To consider approval of a revised Local Development Scheme to be published on the Council's website.

10. REVIEW OF IPAD PILOT

70 - 72

To consider interim feedback on the iPad pilot and approval of proposals relating to auto forwarding of emails.

Members of the Committee - Councillors Mrs Jacque Bevan, Jennifer Bower (Chairman) Richard Bright, Mrs Sue Burfoot, David Burton, Tom Donnelly, Tony Millward, Mike Ratcliffe, Lewis Rose, OBE, Andrew Statham, Geoff Stevens, MBE, Jacquie Stevens, Colin Swindell, Philippa Tilbrook, Judith Twigg and Jo Wild (Vice Chairman)

Substitutes - Councillors Bob Cartwright, Albert Catt, Ann Elliott, David Fearn, Richard FitzHerbert, Steve Flitter, Cate Hunt, Mike Longden, Jean Monks and Peter Slack

COMMUNITY COMMITTEE
10 April 2014

Report of the Corporate Director

REVIEW OF DISCRETIONARY GRANTS

SUMMARY

This report details the work that has been undertaken in reviewing a number of the District Council's discretionary grants schemes. It explains the options that were examined for each of the existing schemes and the economies that might be achieved by amalgamating some of those schemes.

RECOMMENDATION

1. That the recommendations listed at paragraph 2.41 be adopted;
2. That an implementation team be established to realise those recommendations as detailed in paragraph 2.45.

WARDS AFFECTED

All

STRATEGIC LINK

The effective administration of the various discretionary grant schemes supports all of the District Council's aims. In particular the review of discretionary grant services will help to ensure that the District Council continues to provide excellent services.

1 BACKGROUND

- 1.1 At the meeting of the Community Committee held on 17 October 2013 Members agreed the scope and methodology for a review of the District Council's various discretionary grant systems.
- 1.2 An officer group consisting of Tim Braund, Karen Ludditt, Hayley Gower and Bev Booth-Jones was formed to progress the review.
- 1.3 Since that date the officer group undertaking the review has gathered information on all of the grant schemes and presented their findings to a Members' Panel. This report contains the recommendations that were developed following the meeting of the Panel.
- 1.4 In developing these recommendations officers and Members also had regard to the result of consultation with recent grant recipients, which indicated that they were generally satisfied with the processes operated by the District Council and that they valued the financial assistance they had received.

2 REPORT

2.1 The review of discretionary grants has considered the following grant schemes:

- Arts Development
- Band Concerts
- Bus Shelter Grants
- Community Fund
- Ernest Bailey Trust
- Grants to Open Churchyards
- Museums
- Partnership Scheme in Conservation Areas (PSiCA)
- Play Development
- Village Hall Grants
- Village Parking Scheme

2.2 As with all the service reviews, the discretionary grants review has considered 3 questions: does the service need to be provided at all; does the service need to be provided by the District Council; and what level of service is needed? Following on from these questions the review has produced recommendations that have been ranked as high, medium and low risk, all of which produce efficiency savings. The review has also aimed to move transactions onto the District Council's website, where appropriate.

2.3 In undertaking the review it became clear that whilst it was possible to consider each of the grant schemes in isolation there might well be opportunities to achieve better outcomes through considering their potential if they were to be grouped together. Therefore this report follows the same format, with each of the grant schemes considered individually at first and the possibility of amalgamation considered afterwards.

2.4 Each of the sub-headings below considers a separate grant scheme and details the options that were examined. These do not constitute the final recommendations, which are listed at paragraph 2.41.

Arts Development

2.5 This scheme is intended to support projects aimed at developing new and innovative artistic projects within the Derbyshire Dales. It is funded from revenue and the annual budget is £6,715. £2,000 of this funding is used to make payments of £500 per year to each of the 4 major arts festivals. Recent spend is shown in the table below:

2008/09	2009/10	2010/11	2011/12	2012/13	2013/14
£6,050	£6,320	£6,314	£5,500	£6,893	£6,316

2.6 The systems used to process these grants are paper based and relatively bureaucratic, involving communications between an officer and a Member in order for approval to be issued.

2.7 The options considered for this scheme were:

- Cease funding entirely – High
- Move application process to the website – Low
- Review policy and procedures to better target schemes – Low
- Gradual annual reduction in funding – Medium
- Delegate authority to deal with applications to officer level – Low
- All payments to be made by BACS transfer – Low
- Focus support more towards festivals – High
- Automatic payment to festivals reducing paperwork – Low
- Move administration to Business Support Unit – Medium
- Outsource administration of scheme – Medium
- Merge with Band Concert funding – Low

Band Concerts

2.8 This scheme is intended to support parishes throughout the District to stage band concerts. It is funded from revenue and the annual budget is £3,075. The funding supports between 35 and 40 concerts per year and the maximum single payment is £55. Recent spend is shown in the table below:

2008/09	2009/10	2010/11	2011/12	2012/13	2013/14
£4,738	£4,330	£3,890	£4,801	£2,180	£2,042

2.9 The systems used to process these grants are paper based and relatively bureaucratic, involving at least 3 items of correspondence per concert. The District Council also provides a laminated poster advertising the concert on request. We also pay the Performing Rights Society fees.

2.10 The options considered for this scheme were:

- Cease funding entirely – High
- Gradual annual reduction in funding – Medium
- Reduce the number of recipients of the funding – High
- Review policy and procedures to better target funding – Low
- Move application process to the website – Low
- Charge for laminated posters – Low
- All payments to be made by BACS transfer – Low
- Reduce paper contacts with applicants – Low
- Performing Rights fees to be paid by applicants – Medium
- Merge with Arts Development scheme funding – Low
- Outsource administration of scheme – Medium
- Pay grant direct to the bands rather than the Parish Councils – Medium

Bus Shelter Grants

2.11 This scheme was intended to help fund the provision of bus shelters at priority locations throughout the district. Derbyshire County Council does not own the

majority of bus shelters but does make grants of 50% available to district and parish councils, on the understanding that those councils then take on the ownership and maintenance of those bus shelters. Having checked the budgets it seems that Derbyshire Dales District Council has made no contribution towards this scheme since at least 2008.

Community Fund

2.12 This scheme is intended to support the work of community groups and organisations operating in the Derbyshire Dales for the benefit of its residents. It is open to registered charities and not-for-profit groups with charitable or philanthropic purposes. It is funded from revenue and the annual budget is £5,000. Recent spend is shown in the table below:

2008/09	2009/10	2010/11	2011/12	2012/13	2013/14
£6,351	£9,530	£5,621	£9,534	£4,250	£3,813

2.13 The systems used to process these grants are paper based. Authority to approve grants of up to £1,000 is delegated to officer level, but larger grants are referred to the Community Committee for a decision. Payments are made by BACS transfer.

2.14 The options considered for this scheme were:

- Cease funding entirely – High
- Outsource administration of scheme – Medium
- Amalgamate funding with other schemes – Medium
- Gradual annual reduction in funding – Medium
- Delegate authority to deal with all applications to officer level – Low
- Move application process to website – Low
- Review policy and procedure to better target funding – Low

Ernest Bailey Charity

2.15 This scheme is different from many of the others in that the funding comes from the interest earned on the Ernest Bailey Trust's capital investment. The District Council acts as Trustee to the Charity and is charged with administering a system of grants for 'the relief of the aged and poor, for the relief of distress and sickness and to support recreation, leisure time and educational facilities.' This is a locality scheme for the benefit of the inhabitants of Matlock and the immediate surrounds, including Darley Dale, Cromford, Bonsall and parts of Rowsley. The annual budget is variable, depending on interest rates and recent spend is shown in the table below:

2008/09	2009/10	2010/11	2011/12	2012/13	2013/14
£10,156	£14,560	£2,200	£2,425	£2,450	£1,600

2.16 The systems used to process these grants are slightly more modern than some of the others, with application forms being available on the website and electronic

communication being encouraged. Applications are considered once a year, usually in November, by the Ernest Bailey Committee consisting of Ward Members local to the area of benefit. Payments are made by BACS transfer.

2.17 The options considered for this scheme were rather more limited due to the rules of the Trust and can be summarised as follows:

- No change – Low
- Delegate authority to deal with applications to officer level – Medium
- Make grants unavailable to previous recipients – High
- Ensure all transactions are via the website - Low
- Outsource administration of scheme – High

Grants to Open Churchyards

2.18 This scheme is intended to provide a contribution towards the upkeep of those churchyards that are still accepting interments and for which the District Council is not responsible. The exact rules under which these payments are made are not clear and it would seem that the original reasoning behind them has been lost over time. The scheme is funded from revenue and the annual budget is £4,117. The minimum payment is £33.65 per churchyard and recent spend is shown in the table below:

2008/09	2009/10	2010/11	2011/12	2012/13	2013/14
£3,875	£3,703	£3,265	£2,923	£2,254	£0 to date

2.19 The systems used to process these grants are paper based. Applications are invited from those churchyards that are known to have received interments and hard copy forms are sent out and received back in Democratic Services. Payments are uplifted by the standard inflationary increase each year.

2.20 The options considered for this scheme were:

- Cease funding – Medium
- Reduce budget to match recent demand – Low
- Open discussions with churchyards about use and value of grant – Low
- Reduce minimum amount of funding – Low
- Rewrite policy to specify grant purpose and criteria – Low
- Move application process to website – Low
- All payments to be made by BACS transfer – Low
- Outsource administration of scheme – Medium

Museum Grant

2.21 This scheme is intended to support the running costs of the Peak District Mining Museum at The Pavilion, Matlock Bath. The original purpose of the grant was to cover the rental costs of the building when The Pavilion belonged to the District Council, so in effect the Council provided a grant to cover the cost of the rent it charged. As the District Council no longer owns The Pavilion it makes no such charge. The grant is funded from revenue and the annual budget is £11,500. This

amount has remained the same since at least 2009/10.

2.22 Systems for this grant are automatic with the single annual payment being made by BACS transfer.

2.23 The options considered for this grant were:

- No change – High
- Remove funding immediately – High
- Enter into negotiations with the Mining Museum to reduce funding to zero in a phased manner – Medium

Partnership Scheme in Conservation Areas

2.24 This scheme is a partnership between English Heritage, Derbyshire County Council and Derbyshire Dales District Council to provide financial assistance for preservation, enhancement and regeneration within two of the Derwent Valley World Heritage Site's settlements – Cromford and Belper with Milford. The majority of grants are for external building works and the maximum grant award to any one scheme is 75%.

2.25 The overall budget is made up of £11,000 from English Heritage (50%), £5,500 from Derbyshire County Council (25%) and £5,500 from Derbyshire Dales District Council (25%) funded from capital. The budgets have been agreed with partners up until 2015/16 and any continuation of the scheme is heavily reliant on English Heritage's contribution and Derbyshire County Council carrying on the administration of the scheme. Recent spend is shown in the table below:

2008/09	2009/10	2010/11	2011/12	2012/13	2013/14
£9,655	N/A	£8,541	£9,847	£5,500	£0 to date

2.26 The scheme is largely administered by Derbyshire County Council with minimal input from Derbyshire Dales District Council. Initial queries are signposted to Derbyshire County Council and they receive all applications. Derbyshire Dales District Council officers do attend the decision making panel, but in an advisory capacity only. Some administrative time is taken up with processing individual grant payments.

2.27 The options considered for this scheme were:

- Cease funding the scheme immediately – High
- Review the scheme along with partners prior to 2015/16, to take account of policy and contribution – Low
- Reduce Derbyshire Dales officer involvement with scheme – Medium
- Make single payment to Derbyshire County Council instead of paying for each individual property – Medium

Play Development Fund

2.26 This scheme is intended to help other organisations to provide and/or improve play area provision in the more rural villages of the district, where the District Council does

not itself provide play facilities. In this way it is hoped to help provide infrastructure at minimum cost to the District Council and with no ongoing maintenance. The scheme is funded from capital and the annual budget is £15,000, with a £3,000 limit per scheme given on a match funding basis. Recent spend is shown in the table below:

2008/09	2009/10	2010/11	2011/12	2012/13	2013/14
£3,000	£10,000	£9,000	£0	£6,000	£8,000

2.27 The systems used to process these grants are paper based and relatively bureaucratic. All applications are vetted by an officer and submitted to Committee for a decision. Underspend from the budget has been used to fund improvements to the District Council's own play areas.

2.28 The options considered for this scheme were:

- Cease funding entirely – High
- Outsource administration of scheme – Medium
- Reduce budget to match recent demand – Medium
- Reduce amount of funding per scheme – High
- Assess district to identify areas with high need for play development – Low
- Target funding to areas with highest need – Low
- Review and refresh policy to tighten/clarify criteria – Low
- Move application process to website – Low
- Delegate authority to deal with applications to officer level – Medium
- All payments to be made by BACS transfer – Low

Village Hall Grant Scheme

2.29 This scheme is intended to help to update and improve existing village hall and community venue facilities. Eligible works can include improvements to access, toilet and car park facilities, together with works of an urgent nature that might otherwise jeopardise the sustainability of the venue. Grant can also be used for measures to help keep venues safe and to improve energy efficiency. The scheme is funded from capital and the annual budget is £20,000. Recent spend is shown in the table below:

2008/09	2009/10	2010/11	2011/12	2012/13	2013/14
£45,296	£111,912	£10,500	£18,306	£11,514	£0 to date

3

3.1 The systems used to administer this scheme fall midway between paper based and electronic. Applications are assessed by officers and the Head of Democratic Services has delegated authority to approve grants up to a limit of £1,000. Larger grant requests are referred to the Community Committee for a decision.

3.2 The options considered for this scheme were:

- Cease funding entirely – High
- Outsource administration of scheme – Medium
- Reduce budget to match recent demand – Medium

- Phase out funding over (say) 5 year period – High
- Delegate authority to deal with all applications to officer level – Medium
- Move application process completely to the website – Low
- Review grant policies to reduce maximum grant per scheme – Low

Village Parking Scheme

3.3 This scheme is intended to help improve car parking arrangements in the rural areas of the district by enabling new or better off-street parking facilities. The scheme is funded from capital and the annual budget is £15,000. The maximum grant is £10,000 per scheme with no more than £5,000 being paid to any one scheme in any one year. Recent spend is shown in the table below:

2008/09	2009/10	2010/11	2011/12	2012/13	2013/14
£17,725	£0	£10,000	£1,275	£0	£0 to date

4

4.1 The systems used to process these grants are paper based and relatively bureaucratic. All applications are vetted by an officer and submitted to Committee for a decision. Underspend from the budget has been used to fund improvements to the District Council's own play areas.

4.2 The options considered for this scheme were:

- Cease funding entirely – High
- Outsource administration of scheme – Medium
- Reduce budget to match recent demand – Medium
- Reduce amount of funding per scheme – Medium
- Assess district to identify areas with high need for play development – Low
- Target funding to areas with highest need – Low
- Review and refresh policy to tighten/clarify criteria – Low
- Move application process to website – Low
- Delegate authority to deal with applications to officer level – Medium
- All payments to be made by BACS transfer – Low

Overall Considerations

4.3 In considering the potential for improving efficiency it quickly became apparent that it was not sufficient to consider each grant scheme in isolation. Whilst most of the scheme could achieve efficiencies through modernising application and allocation methods it was also noted that staff costs associated with the schemes were relatively small and that a number of different staff members were all spending small amounts of time on their schemes. As such changes of this nature were very unlikely to free up any one, or more, individual posts.

4.4 It was considered that greater efficiencies could be achieved firstly by amalgamating schemes and secondly by investigating whether an external agency would be interested in administering a revised grant scheme on this basis.

4.5 As part of the review, officers have spoken to Neil Moulden, the Chief Executive of

Derbyshire Dales Council for Voluntary Service (DDCVS) who had previously expressed an interest in administering the District Council's discretionary grant schemes. He has indicated that DDCVS would be able to administer a simplified scheme and suggested that the fee for doing so would be in the region of £4,000 per annum. There are a number of advantages to this approach, amongst them reducing the administrative burden on District Council staff (and Members), the experience of DDCVS in administering small grants schemes, the closer links that exist between DDCVS and the voluntary sector and their existing ability to enable community development.

- 4.6 In amalgamating schemes it would be possible to reduce overall budgets to reflect recent underspends in all areas, without significantly adversely affecting any one individual scheme.
- 4.7 Since some of the grant schemes are funded from revenue and some from capital it would be necessary to establish 2 separate grant pots as different rules apply based on the funding source. An attempt to combine both revenue and capital funding in the same pot would make the scheme very complicated to administer and potentially unattractive to an external agency, whilst also increasing risk.
- 4.8 Some of the existing grant schemes were not felt to be suitable for inclusion in these arrangements. They were the Bus Shelter Grants, the Ernest Bailey Trust, Museum Grants and the partnership Scheme in Conservation Areas. Separate comments are made about each of these at the end of the final list of recommendations.
- 4.9 Taking all these factors into consideration a series of recommendations have been developed that look to establish 2 separate grant schemes for the future, to outsource the administration of those scheme and to deal with those schemes that do not lend themselves to inclusion in the 2 new pots separately. The recommendations are included in the table below:

1	That Arts Development, Band Concerts, Community Fund and Grants to Open Churchyards be combined into one revenue grant fund	Medium
2	That £2,000 be removed from the new revenue grant fund and that 4 payments of £500 annually be made to each of the festivals currently funded out of the Arts Development Grant	Low
3	That the remaining budget for the new revenue grant fund be reduced from £16,907 to £10,000	Medium
4	That negotiations be opened with DDCVS with the intention of them administering the new revenue grant fund	Medium
5	That a service level agreement be drawn up with DDCVS setting out the parameters for the revenue grant fund, including advertising, application criteria, decision making process, payment arrangements and reporting	Low
6	That Play Development, Village Halls and Village Parking be combined into one capital grant fund	Medium
7	That the budget for the capital grant fund be reduced from £50,000 to	Medium

	£30,000	
8	That negotiations be opened with DDCVS with the intention of them administering the new capital grant fund	Medium
9	That a service level agreement be drawn up with DDCVS setting out the parameters for the capital grant fund, including advertising, application criteria, decision making process, payment arrangements and reporting	Low
10	That webpages be developed that direct would be applicants to the new schemes	Low
11	That Bus Shelter Grants be removed from the list of grant schemes available from the District Council	Low
12	That the principles under which the Ernest Bailey Trust funds are administered remain unaltered	Low
13	That clearer guidance be developed to assist applicants for the Ernest Bailey Trust and to guide decision making	Low
14	That the Ernest Bailey Trust fund be advertised year round on the Derbyshire Dales website	Low
15	That applications for the Ernest Bailey Trust be moved to the Derbyshire Dales website	Low
16	That the District Council enter into negotiations with the Peak District Mining Museum with the intention of reducing the current grant (£11,500) to zero over 3 years (or less)	Medium
17	That funding to the Partnership Scheme in Conservation Areas remain unaltered at present	Low
18	That funding to the Partnership Scheme in Conservation Areas be reviewed alongside the general review of the scheme with partners in 2015/16	Low
19	That better information on the Partnership Scheme in Conservation Areas be uploaded to the Derbyshire Dales website	Low
20	That first point of call for all grant schemes be transferred (with proper guidance and instruction) to Customer Service Team	Low
21	That an annual report be introduced summarising the achievements of the new grant funds	Low

Savings

4.10 Some of the savings that could be achieved through the implementation of these recommendations are fairly easy to quantify but others are less so. Savings on the grant funds themselves can be summarised as follows:

Savings on revenue grant fund = £16,907 - £10,000 = £6,907

Savings on capital grant fund = £50,000 - £30,000 = £20,000

Savings on Museums Grant = up to £11,500

Total savings = £38,407

- 4.11 Savings on staffing costs are less easy to quantify and even more difficult to realise, as it is not possible to identify a whole member of staff who spends his/her time on discretionary grants. As such these savings are not cashable. However, in theory it is possible to identify the following staffing efficiencies:

Arts Development = £5,484

Band Concerts = £542

Community Fund = £320

Grants to Open Churchyards = £320

Museums = £100

Play Development = £1,000

Village Hall Grants = £320

Village Parking = £600

Total efficiencies = £8,686

- 4.12 Against these saving should be set the costs of outsourcing the administration of the proposed new grant funds at approximately £4,000. Therefore potential total savings are:

Savings on grant funds = £38,407, plus

Staff efficiencies = £8,686, minus

DDCVS Fee = @ £4,000

Total savings = £43,093 per annum

Implementation

- 2.45 Should the recommendations listed above be adopted it is suggested that a small team should be set up to progress their implementation. It is suggested that this should comprise the members of the Discretionary Grant Review Team plus the Head of Community Development, and the Estates and Facilities Manager.

5 RISK ASSESSMENT

Legal

- 5.1 The provision of funding and the administration of grant schemes is a discretionary service provided under the powers of general competence contained in the Localism Act 2011. The proposed transfer of this service as described in the report is provided for under similar provisions. The Service Level Agreement will ensure that best value is maintained and in all circumstances the legal risk is assessed as low.

Financial

- 5.2 There are no financial risks arising from this report.

6 OTHER CONSIDERATIONS

In preparing this report, the relevance of the following factors has also been considered: prevention of crime and disorder, equalities, environmental, climate change, health, human rights, personnel and property.

7 CONTACT INFORMATION

Tim Braund, Head of Regulatory Services, Tel: 01629 761118,
Email: tim.braund@derbyshiredales.gov.uk

8 BACKGROUND PAPERS

File – Discretionary Grants Review

COMMUNITY COMMITTEE
10th APRIL 2014

Report of the Director of Planning and Housing

DRAFT HOUSING STRATEGY 2014/15 – 2017/18

SUMMARY

This report sets out the District Council's draft Housing Strategy for the period 2014/15 to 2017/18. The Housing Strategy itself is attached at Appendix 1.

RECOMMENDATION

1. That the draft Housing Strategy be approved for consultation with the wider community and partner agencies.
2. That following consultation, the final version of the Housing Strategy is brought back to a future committee for approval.

WARDS AFFECTED

All Wards

STRATEGIC LINK

The delivery of the Housing Strategy supports the District Council's wider corporate priorities Enabling the development of affordable supports the District Council's priority of providing housing which meets local needs.

1 BACKGROUND

- 1.1 The District Council has a strong track record delivering housing services to local people. Such services focus on the prevention of homelessness, providing housing advice and enabling the delivery of new affordable homes. Providing a strategic framework for housing activity adds strength to bids for funding and guides partner agencies on the form of housing delivery across the district.
- 1.2 The approach taken in this new draft strategy does not differ significantly from previous editions. However more emphasis is placed on demonstrating the positive impact housing activity has on health and the economy. In addition, rather than set out a range of actions contained within a traditional 'Action Plan', the Strategy instead sets out policies which show the direction of travel for the Strategy. The detailed reporting of housing outcomes already takes place through the Community Housing Team's Service Plan.
- 1.3 The current draft version of the Housing Strategy also contains a number of consultation questions designed to guide responses concerning the Council's proposed approach. There is also an attempt to undertake some scenario planning around the availability of future resources.

2 REPORT

2.1 The Aim of the Housing Strategy is to make the case for housing investment and to set out the District Council's broad approach to housing in the Derbyshire Dales. Three distinct objectives are proposed,

2.1.1. To continue enabling new affordable homes for local people

2.1.2. Seek to ensure that appropriate services for vulnerable households are in place and

2.1.3. Respond to the needs of residents experiencing poor housing conditions.

2.2 The provision of affordable homes has been the top priority for the District Council since 2002 and despite over 1000 new homes being provided in that time, there still remains a significant need within the district. The most recent Government statistics compare average house price by type and highlight the difference in price between the market towns and rural areas of the District.

		Rural	Urban
Average House Price by type (Apr 12 - Mar 13)	Detached	£352,500	£290,600
	Semi-Detached	£198,800	£161,000
	Flat and Terrace	£174,800	£156,800

2.3 With average incomes around £22,000 many households are some way off the £50,000 annual income needed for a mortgage. The District has the third highest house price to income ratio at 10.7 and the highest proportion of 2nd homes at 2.96% in the region. The most recent assessment of housing need across the District, commissioned by the Council, identified a need for 180 new affordable homes each year. Many of these homes will need to be limited to one and two bedrooms, reflecting the size of households in need, changes to Housing Benefit and the existing profile of the current affordable housing stock

2.4 Homelessness acceptances remain relatively low but over 700 people each year are prevented from becoming homeless and 1300 people seek advice on housing issues from the District Council. The District Council has been fortunate to invest resources from 2nd homes council tax and receives a bigger homelessness grant from government than many comparable local authorities. Such funds make a substantial difference to the lives of vulnerable people through the efforts of commissioned services such as the CAB, Age UK and others. Many households are in a precarious financial position and each year over 130 households receive specialist debt advice from the CAB. Many older people are also on low incomes, unaware of their benefit entitlement and struggling in homes which are too big, too hard to heat and difficult to maintain. During 2012/13, over 260 older people in the Derbyshire Dales received specialist housing related help and advice from Age UK

2.5 Improving existing homes in the private sector, either to support people with disabilities and/or help to improve the condition and energy efficiency is also a key part of the new Strategy. People naturally spend much of their time in the home and

so it is important to ensure the condition or layout of the home does not affect the health and well being of the occupiers. Improving the energy efficiency of older homes reduces CO2 emissions and cuts energy costs for householders. The homes we live in are also a national asset and need to be maintained to ensure they remain habitable for future generations.

- 2.6 The availability of resources to support the delivery of new homes, support vulnerable households who might otherwise become homeless and tackle poor condition in the private sector stock will inevitably come under pressure throughout the life of the Strategy. Income from private development and Right To Buy receipts would appear to be increasing, whilst there is some potential uncertainty over the future of revenue resources. Housing services do however significantly contribute to the aims and objectives of many other services and partner agencies.

3 EQUALITIES IMPACT ASSESSMENT.

- 3.1 An Initial Equalities Impact Assessment (EIA) of the draft Housing Strategy has been undertaken. Copies are available from the both the Community Housing Team and the Policy and Economic Development Team. The EIA is an important component of the draft Strategy due to the positive impact in terms of the needs of people who normally struggle to secure their own accommodation, either through lack of funds or some form of vulnerability. However the Housing Strategy will need to continue to do more around making better use of information of customers concerning age, continue to enable new homes to be built to the Life Time Homes Standard provide information in different formats and make better use of the District Council's website.

4 RISK ASSESSMENT

3.1 Legal

The legal risk at this stage of the development of the Policy is assessed as low.

3.2 Financial

There are no financial risks resulting from the recommendations of this report.

5 OTHER CONSIDERATIONS

In preparing this report, the relevance of the following factors has also been considered: prevention of crime and disorder, equalities, environmental, climate change, health, human rights, personnel and property.

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7 BACKGROUND PAPERS

Initial Equalities Impact Assessment

8 ATTACHMENTS

Draft Housing Strategy

Derbyshire Dales District Council

(DRAFT)

Housing Strategy

2014/15 to 2017/18

**For further information and to comment on this document please
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Forward and Introduction

This Housing Strategy sets out the housing issues facing the residents of Derbyshire Dales. The Council has put forward plans of how it will help to support residents and demonstrated the positive impact that housing has on the lives of local people. However there remains a pressure on resources which will not improve for some time. It therefore remains important to ensure the approach taken by the District Council has the maximum possible benefit. The views of residents, town and parish councils and partner agencies are sought on the approach taken. Please help the Council to better help you by responding to the consultation questions contained in this Strategy.

The previous Housing Strategy had three distinct priorities;

- improving the supply of new homes,
- creating new supported housing services for vulnerable people and
- remedying poor housing conditions.

There are numerous examples of how these priorities have been met and include the continuing programme of new homes across the district, delivering new and more appropriate temporary accommodation for homeless families and improving the energy efficiency of homes in the private sector.

A new Housing Strategy offers the opportunity of reviewing the housing priorities for the future. Continuing to enable the provision of new affordable homes is a key priority in the new strategy. Housing demand remains high with welfare reform changes have highlighting the need for smaller homes.

Changes to the welfare system are having an impact on housing customers within the Derbyshire Dales. Some individuals and families will need more support to find their way through the welfare reform changes. It is also clear that further changes to the welfare system may yet be introduced.

Challenges within the private sector continue with empty properties, disabled facilities grants and the energy efficiency of private homes all important areas of work now and for the foreseeable future. However the resources to tackle some of these issues has not kept pace with the need for investment.

The priorities identified in the Housing Strategy support the District Council's broader corporate priorities which include;

1. increase affordable housing: *Identify and deliver new affordable housing sites and Improve housing opportunities for vulnerable people*
2. Increase business growth and job creation *Help new businesses to start, Help existing businesses to grow, Promote key development sites*
3. Maintain street cleaning, waste collection, safe and healthy communities

Several of our housing priorities support more than one of our Corporate priorities. Enabling the provision of new and adapting existing homes delivers

against the first priority. Building homes of good design to a high energy efficiency standard, using local materials and labour supports our second priority. Providing housing advice and enabling a range of support services, promotes the safety and health of residents.

Aims and objective of the Housing Strategy

Aim: to make the case for housing investment and to set out the District Council's broad approach to housing in the Derbyshire Dales

Objectives:

- 1. to continue enabling new affordable homes for local people**
- 2. seek to ensure that appropriate services for vulnerable households are in place**
- 3. respond to the needs of residents experiencing poor housing conditions**

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Housing and the District Council

Enabling the provision of affordable homes has been the top priority of the District Council since 2002. This corporate focus has helped to ensure housing, planning, estates, legal and finance have worked together and made it easier for housing associations and developers to build in the district. The District Council has also provided land at no cost and financial assistance to support housing investment. These combined actions have resulted in over 1000 new affordable homes provided since 2002.

Why should the District Council focus on enabling new homes?

The National Housing Federation (2013) Home Truths Report compared the main housing statistics of the local authority areas in the East Midlands. The average house price in the Derbyshire Dales in 2012 was £237,277. Average incomes were £22,152. The gross annual income needed for a mortgage was £50,845. The District has the third highest house price to income ratio at 10.7 and the highest proportion of 2nd homes at 2.96% in the region. As a result younger households and people looking to get on the property ladder have few options to buy and instead rely on the private rented sector and affordable homes provided by housing associations.

The most recent Government statistics compare average house price by type and highlight the difference in price between the market towns and rural areas of the District.

		Rural	Urban
Average House Price by type (Apr 12 - Mar 13)	Detached	£352,500	£290,600
	Semi-Detached	£198,800	£161,000
	Flat and Terrace	£174,800	£156,800

Source: <https://www.gov.uk/government/statistical-data-sets/rural-statistics-local-level-data-sets>

The most recent assessment of housing need across the District, commissioned by the Council, identified a need for 180 new affordable homes each year. Many of these homes will need to be limited to one and two bedrooms, reflecting the size of households in need, changes to Housing Benefit and the existing profile of the current affordable housing stock.

Housing development also helps to support the local economy through the use of local materials and when local people are involved in the construction process.

Right To Buy sales of the Council's former housing stock (now owned and managed by Dales Housing Ltd.) have begun to increase in recent years following further incentives by Government. In the 3 years from 2009/10 to 2011/12 only 3 properties were sold. However during 2012/13 and 2013/14 this figure rose to 27. Whilst this loss of affordable homes to the private sector supports people in to home ownership, the capital receipt generated by the sale supports the Council's desire to provide new affordable homes.

Why should the District Council focus on supporting vulnerable households?

Homelessness acceptances remain relatively low but over 700 people each year are prevented from becoming homeless and 1300 people seek advice on housing issues from the District Council. Many households are in a precarious financial position and each year over 130 households receive specialist debt advice from the CAB. Many older people are also on low incomes, unaware of their benefit entitlement and struggling in homes which are too big, too hard to heat and difficult to maintain. During 2012/13, over 260 older people in the Derbyshire Dales received specialist housing related help and advice from Age UK.

Households on low incomes and benefits (including people in low paid jobs) need advice and support to deal with the following changes;

- reforms to Housing Benefit,
- further impending changes to disability benefits and
- the future introduction of Universal Credit

Why should the District Council focus on improving the condition of homes?

Improving existing homes in the private sector, either to support people with disabilities and/or help to improve the condition and energy efficiency is also very important. People naturally spend much of their time in the home and so it is important to ensure the condition or layout of the home does not affect the health and well being of the occupiers. Improving the energy efficiency of older homes reduces CO2 emissions and cuts energy costs for householders. The homes we live in are also a national asset and need to be maintained to ensure they remain habitable for future generations.

The wider benefits of the Council's Housing activity

The housing priorities of the District Council often support the aims of other public and voluntary sector organisations. For example;

- helping a family who are experiencing homelessness to access a suitable new home can reduce stress on the family
- Building new homes in villages will support the local school, shops and services

- Improving the energy efficiency of homes occupied by older people can reduce demand for health care services.

Working with partner agencies to improve the housing options available for local people can therefore enhance the sustainability of rural areas and lessen the demand for health and social care services.

Resources to support investment in housing development and services for vulnerable households

Funding for new homes comes from several sources and is often used to part fund new affordable housing schemes. Resources include;

- Private developers can often be required to make a contribution to affordable housing when building new market homes. This contribution can either be through a fee paid to the District Council or by selling at below market value some of the homes to a housing association. Sometimes a mixture of on site provision and a financial contribution can be made. Such contributions are often called 'Section 106 contributions'.
- Recent changes to the incentives for former Council Housing tenants to take up the option to buy their home have increased the number of sales and increased payments to the District Council.
- Council Tax on 2nd homes has been increased in previous years and through an agreement with Derbyshire County Council, some of this money is returned to the District Council. A proportion of this money has been set aside to help fund the provision of bungalows on new affordable housing sites.

The amount of funding available can vary from year to year based on the number of Right to Buy sales and the number of private developments that take place. On average £250,000 is made available each year by the District Council to help fund new affordable homes.

In August 2013 the Council committed financial support of £832,000 to a bid for 164 homes from the Government's Affordable Housing Programme. This bid was successful with all of the schemes seeking funds allocated grant. The Council's investment brought a total package of investment into the district of £17.5m. For every £1 invested by the Council in to the construction of new homes, approximately £20 is generated from other sources and comprises;

- £2 from the Government via the Homes and Communities Agency
- £15 from borrowing by housing associations and
- £3 from the mortgage providers who lend to people buying a proportion of their homes through shared ownership.

For the period 2013/14 and 2014/15 the District Council is able to make definite allocations of funding to support homeless and vulnerable households. This is possible for two reasons;

1. The District Council has reached agreement with Derbyshire County Council to reinvest the majority of the additional council tax raised on 2nd homes. This will mean that in 2013/14 and 2014/15, £315,000 in each year will be used to fund services that provide a range of support to vulnerable and homeless households.
2. The Government makes allocations of funding to local authorities to support services which help prevent homelessness. For 2013/14 £140,000 and in 2014/15 £138,000 has been allocated to the Derbyshire Dales.

The District Council has already decided which services should be supported over the next two years using these funding opportunities. More detail is available in the section entitled 'Supporting vulnerable households to find, access and maintain a home'.

The District Council also uses its own resources to fund the Community Housing Team, which includes the Council's Homelessness and Housing Advice service.

Housing activity either directly provided by, enabled or commissioned through the District Council supports other important priorities particularly concerning the economy and health. Information set out on the following pages summarises the positive effect housing activity has on these two policy areas.

Housing Investment and the impact on the local economy in 2012/13



Housing and the Derbyshire Health and Wellbeing Strategy

The Derbyshire Health and Wellbeing Strategy 2012-2015 has a shared vision to improve the health and wellbeing of everyone in the county, with a particular emphasis on those who are most vulnerable and who have the poorest health. The Health and Wellbeing Strategy has five priorities;

1. Health and wellbeing in early years
2. Healthy lifestyles
3. Mental health and wellbeing
4. People with long term conditions and their carers
5. Older people's health and wellbeing

The housing services provided or commissioned by the District Council have a significant impact on the health and wellbeing of residents in the Dales. This occurs in two ways;

1. through broad based actions which tackle health inequalities by focussing on the same specific groups as the Health and Wellbeing Strategy, e.g. families on low incomes (Health) and reducing debt (Housing) and
2. through specific actions such as frail elderly and people in the 85+ age group (Health) and ensuring all new bungalows are built to the Life Time Homes standard (Housing)

The first two columns in the table below are taken from the Derbyshire Health and Wellbeing Strategy, the second two columns describe the broad impact of housing activity and the specific outcomes achieved in 2012/13.

Health and Wellbeing Priorities	Health and Wellbeing will tackle inequalities by focusing on	The broad impact of Housing activity	Specific housing outcomes in 2012/13
Improve health and wellbeing in early years	<ul style="list-style-type: none"> • Communities suffering poor health 	<ul style="list-style-type: none"> • Preventing homelessness • Providing holistic housing advice based on the applicant's needs 	<ul style="list-style-type: none"> • 725 homeless preventions • 1300 households given housing advice
Promote healthy lifestyles	<ul style="list-style-type: none"> • Families on low incomes 	<ul style="list-style-type: none"> • Reducing debt • Promoting financial advice • Promoting benefit uptake 	<ul style="list-style-type: none"> • £2.3m debt managed across 184 households
Improve emotional and mental health	<ul style="list-style-type: none"> • Vulnerable families 	<ul style="list-style-type: none"> • Enabling services which promote access to leisure, developing social opportunities and confidence building 	<ul style="list-style-type: none"> • 275 older households gained extra benefits totalling £648,606
Promote independence of people living with longterm conditions & their carers	<ul style="list-style-type: none"> • People with substance misuse problems 	<ul style="list-style-type: none"> • Provide independent housing advice to people over 50 • Enabling new affordable homes and Life Time Homes standard bungalows 	<ul style="list-style-type: none"> • 118 new affordable homes built including • tbc new bungalows built to LTH and • tbc village homes
Improve health and wellbeing of older people	<ul style="list-style-type: none"> • Frail elderly and people in the 85+ age group 	<ul style="list-style-type: none"> • Tackling fuel poverty • Providing Disabled Facilities Grants • Encouraging the use of local labour and materials in 	<ul style="list-style-type: none"> • 51 Disabled Facilities Grants completed • 382 households benefited from 420

	<ul style="list-style-type: none"> • People who are socially isolated • People from BME backgrounds • Derbyshire's rural communities • People with learning disabilities • People with mental health problems 	<p>construction</p> <ul style="list-style-type: none"> • Promoting community led housing schemes • Helping to ensure appropriate support services are in place to support vulnerable households • Supports carers to live with clients • Providing and promoting group activities for socially isolated people • Enabling the delivery of new homes in rural locations • Promoting activities which lead a successful move on from supported accommodation 	<p>energy saving measures</p> <ul style="list-style-type: none"> • Construction companies buying materials locally • Home-Options Allocations Policy allows single people a 2 bedroom home to accommodate carer • 3 community lead schemes supported • tbc clients supported through the Escape Project to access leisure, visit farms, attend cooking courses, start an allotment • tbc move on successfully from supported accommodation
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Working in partnership with other District Council services and agencies

The District Council's Community Housing Team comprises 9 members of staff with duties covering enabling new affordable homes, providing housing advice and developing housing options and work in partnership with other councils to support housing opportunities. Working in partnership with other District Council services, neighbouring councils, statutory agencies, housing associations, developers and the voluntary sector is vital to secure investment in to the district.

By sharing risk and providing mutual support the District Council is able to benefit through lower costs for some services. At a time of limited public funding it is important to present the district as an area which can both attract funding and effectively deliver against local, regional and national priorities.

Building new homes

The District Council has a good track record of enabling the provision of new affordable homes. Since 2002 just over 1,000 new affordable homes have been completed. The affordable homes are built using funds from Government via the Homes and Communities Agency, Housing Associations, and the District Council. Although government funding for new housing is reducing, there is an expectation that the number of homes built nationally should at least be the same as in previous years. This places greater pressure on housing associations and councils to find the shortfall in government grant.

The 2013 comprehensive spending review announced additional resources of £3bn would be available after 2015 to support the delivery of affordable

housing. This announcement provides some certainty to councils and housing associations and will encourage potential schemes to come forward in the 2015 / 2018 period. The expected grant rate is still relatively low and will inevitably mean that councils will need to find resources to support rural housing development. Making best use of the funding the District Council has will continue to be an important component in building new affordable homes.

Assessing affordable housing need

The District Council works with Parish and Town Councils to undertake assessments of need across the villages and towns of the district. Without the information from these surveys, the District Council is unable to direct the search for new sites for affordable homes or put forward proposals on the type and tenure of homes to be built. At a more strategic level, housing needs surveys can be conducted at the district level and involve a large scale survey of residents. Such surveys are usually undertaken by specialist companies at a significant cost. District Housing Needs surveys are important because;

- they provide a figure of the annual need for affordable homes necessary to support Planning Policy and
- identify the priority areas within the district for more detailed parish surveys

Housing Policy 1: The District Council will continue to work with Town and Parish Councils to identify housing need

Housing Policy 2: The District Council will explore new ways of delivering parish needs surveys to reduce costs

Housing Policy 3: The District Council will continue to work with Town and Parish Councils and the relevant planning authority to identifying suitable sites for affordable housing

Housing Policy 4: The District Council will endeavour to provide funding to support the delivery of new affordable homes using income from Right To Buy sales and S106 income

Housing Policy 5: The District Council will work with neighbouring councils in the delivery of affordable homes where this will achieve economies of scale and improve the likelihood of attracting future grant funding

Consultation Question 1: do you feel the Council has adopted the correct approach to providing new affordable homes?

Consultation Question 2: are there other ways you feel the council should use its resources to provide affordable homes?

Building the right homes in the right place

Affordable housing can vary in type from 1 and 2 bedroom flats to 1, 2, 3 and 4 bedroom homes. Bungalows can also be provided and usually comprise 2

bedrooms. Building the right homes in the right place at the right time is one of the most important considerations for this Housing Strategy.

Of the main settlements in the Derbyshire Dales, the District Council has been particularly successful in helping to provide new 2 and 3 bedroom affordable homes in Ashbourne, Darley Dale and to a lesser extent Wirksworth. The Housing Strategy is therefore unlikely to support the provision of additional affordable homes in Ashbourne and Darley Dale at least until 2016. The only exception to this would be if schemes came forward which focused particularly on provision for older people such as bungalows or small numbers of 1 bedroom flats. Ashbourne is also the focus of work by Derbyshire County Council to provide an Extra Care scheme for older people. This Housing Strategy supports that ambition within the Local Plan framework.

Wirksworth has benefited from two recent affordable housing schemes, comprising 40 homes ranging from 1 bedroom flats to 3 bedroom houses. Future provision of affordable housing in Wirksworth should focus on meeting the needs of older households and 2 bedroom houses.

Matlock has benefited from new affordable housing schemes, particularly 2 bedroom flats and to a lesser extent 2 and 3 bedroom houses. Future provision of affordable housing in Matlock should focus on 1, 2 and 3 bedroom homes, 1 bedroom flats and meeting the needs of older people.

Bakewell is one of the more challenging areas in which to try and build affordable homes given the topography, land values and the cost of construction. However proposals for a new affordable housing development are being worked up which could see around 40 new homes in the town by 2016. This scheme will focus on 2 and 3 bedroom homes, bungalows and 1 bedroom flats.

Consultation Question 3: do you agree with the proposed house types?

Rural affordable housing

The District Council has helped to provide new affordable homes in many of the villages of the Derbyshire Dales, ranging in size from 2 homes in Over Haddon to 36 in Tideswell. The majority of new rural homes will require some form of grant to bring the scheme forward. Occasionally new homes are provided by a private developer who is required to make an affordable housing contribution as part of a larger market housing scheme. Such developments would not require any form of financial support from the District Council or government.

The District Council is keen to continue support for Rural Exception sites. Such sites are an established way of bringing forward small numbers of affordable homes. Rural Exception sites require land values significantly below market value and reasonable grant support in order to meet the cost of development. As grant levels have fallen, Rural Exception sites have become harder to deliver. Policy 18 of The Derbyshire Dales Local Plan Pre

Submission Draft recognises the important role Exception Sites play in the delivery of affordable housing and is proposing an amendment to the current Exception Site policy. If this amendment goes forward to the final adopted Local Plan it will allow, in exceptional circumstances and subject to additional criteria, a small number of open market homes as part of a Rural Exception site in order to support the cost of providing the affordable homes.

Housing Policy 6: The villages in the Derbyshire Dales Local Plan area which will remain the focus of attention for the provision of new affordable homes includes Cromford, Matlock Bath, Offcote and Underwood, Bradley, Yeldersley, Osmaston, Clifton and Compton, Brailsford, Edlaston and Wyaston, Yeaveley, Rodsley, Shirley and Bradley. (this list can be revised where a need is identified in a village not listed above)

Housing Policy 7: The villages in the Peak District National Park Authority area which will remain the focus of attention for the provision of new affordable homes includes, Stoney Middleton, Great Longstone, Litton, Taddington, Hartington, Hathersage and Tideswell. (This list can be revised where a need is identified in a village not listed above)

Consultation Question 4: are there other villages which you believe should be the focus of affordable housing development? If so why?

Consultation Question 5: are there any villages which you feel should not be the focus of affordable housing development? If so why?

Local Plan opportunities

The District Council is currently developing a new Local Plan which will allocate land for new open market housing development. All of the sites identified will be required to provide benefits to the local communities in which the sites are located. Such benefits include a contribution to affordable housing.

This Housing Strategy will seek to ensure that;

- sites which come forward in Matlock should aim to provide their affordable housing contribution on site and focus on 1, 2 and 3 bedroom homes for families, meeting the needs of older people and 1 bedroom flats
- sites which come forward in Wirksworth should focus on meeting the needs of older households and 2 bedroom houses. Larger sites may be required to split their contribution to include both homes on site and a financial contribution off site.
- sites which come forward in Tansley should focus on meeting the needs of older households and 2 bedroom houses.
- Sites which come forward in Ashbourne before 2016 will be encouraged to make an off site contribution. Schemes which come forward after 2016 will be encouraged to split their contribution between on and off site, depending on the housing needs of

Ashbourne at that time. Off site, or financial contributions will be focussed on delivering specific property types in Ashbourne and a range of affordable homes in the villages surrounding Ashbourne.

- Sites in Brailsford and Doveridge will be encouraged to split their contribution between on and off site, depending on the housing needs of the two villages at that time.

Housing Policy 8: The District Council will continue to work with Town and Parish Councils, land owners, housing associations, developers and community groups to ensure homes built reflect the needs of local people.

Housing Policy 9: The Housing Strategy will continue to ensure Local Plan sites bring forward the most appropriate contribution to affordable housing, being on site, off site or a mixture of the two.

Housing Policy 10: The Housing Strategy will aim to provide small numbers (i.e. less than 6) of rural homes in the villages surrounding Ashbourne, where an identified need exists using off site contributions from market developments.

Consultation Question 6: do you agree with the proposed mix of affordable homes on the local plan sites?

Consultation Question 7: do you agree with the council's intention to provide small numbers of affordable homes in the villages surrounding Ashbourne?

Community Led development of affordable homes

Since 2010 national policy has sought to encourage local communities to tackle the housing issues affecting their area. In the Derbyshire Dales this has led to the formation of a Community Land Trust in Youlgreave, which has been able to access government grant to build 8 affordable homes. Alms House Trusts in Longford (with government funding) and Ashbourne (from their own resources) are also building new homes, albeit in small numbers. District Council funding is supporting all three schemes and considerable officer time has been invested to help secure these developments. The District Council is keen to see other communities come forward with ideas on developing new affordable homes.

Housing Policy 11: the District Council will continue to support Community led affordable housing development

Building homes to a good standard of design and comfort

This Housing Strategy does not seek to impose additional requirements on house builders concerning standards. National standards, such as the Building Regulations, can be reviewed on a regular basis and updates

imposed. Locally the District Council will seek to ensure that new affordable homes built will meet the following standards;

- Eco Homes Level 3 or above, to ensure good energy efficiency and lower fuel bills for tenants
- Secured by Design, to support a reduction in anti social behaviour and crime against property
- Bungalows are built to the Life Time Homes Standard, to reduce future adaptation costs and improve accessibility
- All schemes should achieve a score above 10 out of 20 on the Building For Life standard.
- In relation to two and three bedroom homes, only bedroom sizes of the following standard should be provided
 - 2 bedroom houses, suitable for 4 people
 - 3 bedroom houses, suitable for 5 people

There are no examples locally of affordable homes which achieve the highest rating of energy efficiency. Such schemes in other areas are only usually achieved when additional investment is added by local authorities. Limited resources could be used to fund one off examples on some of the affordable housing sites that will come forward in the near future. However this could reduce the Council's ability to deliver a higher number of affordable homes.

Consultation question 8: do you feel the council has adopted the right approach for standards of new homes?

Consultation question 9: should the council go further by seeking a higher level of energy efficiency on some sites or individual homes using its own resources, albeit at the expense of building a greater number of homes?

Conditions attached to District Council funding of new affordable homes

Where the District Council is able to provide financial support for new affordable homes, conditions will be attached to reflect the certain priorities. These include;

- every £ has the maximum possible impact on jobs and the local economy,
- the advertising, allocation and lettings of each homes takes place in a planned way

Housing Policy 12: The District Council will apply conditions to grants for new affordable homes to ensure the maximum benefit for the local economy and allocation of new homes.

Looking beyond 2016

The demand for homes that local people can afford is unlikely to reduce as we move towards 2020 and beyond. There may be some form of continuing government grant for affordable homes but the amount will be affected by the

state of the economy at the time. Right To Buy sales will most likely have peaked and begun to fall back to just a few sales per year.

Private development will undoubtedly continue in some form although the scale and extent will be governed by the Local Plan. Not all of the sites included in the Draft Plan will have come forward in the early years of the Local Plan and decisions will need to be taken about which sites make on site contributions and which make off site contributions.

Government has already announced that there will be a programme of grant funding for new affordable homes from 2015 to 2018 of £3.3 billion. It is clear from previous government allocations that only councils who are able to contribute land and/or funding will have the best chance of getting a share of the grant.

Housing Associations will still have a desire to build new homes although their ability to finance new development will vary. Supporting the existing group of associations that work in the Dales will be important. In any event, there is a strong likelihood that additional capital grant support will continue to be required if housing associations are to continue build in the Dales. Future administrations of the District Council will need to consider how best to use the available funds in support of new affordable homes.

Supporting vulnerable households to find, access and maintain a home

The Derbyshire Dales is often perceived to be an affluent area set within the beautiful Peak District National Park. However local wages are some of the lowest in the East Midlands with many jobs linked to tourism and agriculture. Such jobs can often be seasonal and/or part time. House prices locally also make it difficult for lower income families to buy a home of their own and so demand for affordable housing remains high.

Assessing Homelessness and people in housing need

Local people in housing need approach the Council's Community Housing Team. Approximately 1300 seek advice from the Council each year and approximately 40 households go on to join Home-Options, the Housing Register every month.

Staff within the Community Housing Team undertake a thorough assessment of the circumstances of each individual. The vast majority of households are in housing need and they can join Home-Options in order to be re-housed. For those households who are threatened with homelessness, officers will work with them to try to alleviate their homelessness. Where that is not possible, officers will help the household to secure appropriate accommodation, depending upon the duty owed to the household under the homelessness legislation.

Both homeless households and those in housing need can join Home-Options and are prioritised as being in one of four bands (A, B, C or D) depending

upon the severity of their need. As properties become available within the affordable housing stock, they are advertised on Home-Options at fortnightly intervals and people can bid (express an interest) on one or more properties.

Increasingly local people are being encouraged to register with Home-Options online, speeding up the registration process, saving the cost of producing printed forms and freeing up officer time to support those in most need.

It can often be the case that the housing needs of a family or an individual are just one of the difficulties that the household is tackling at that time. The Community Housing Team will endeavour to ensure that all of the relevant information about each household is collected to ensure the most appropriate advice can be given. For example if a household is experiencing a debt problem, a referral can be made to the Citizens Advice Bureau Debt Advice service to help the household maximise their income and put together a schedule of payments to address their debts.

Housing Policy 13: The Community Housing Team will continue to ensure homeless households and people in housing need receive advice on their housing options.

Allocations Policy

The District Council's Housing Allocations Policy determines who can join the Housing Register and how available affordable homes are allocated. The policy is shared with three other council areas who together make up the Home-Options partnership including Amber Valley BC, High Peak BC and Erewash BC. The policy is reviewed annually by the four partner councils and the leading housing associations that operate across the four districts. Recent revisions to the policy included restricting access to those people who have a local connection to the Home-Options area (a review of allocations showed that applicants without a local connection were rarely being housed) and giving additional preference to former service personnel who are in acute housing need.

A rolling programme to review the Housing Register is undertaken by the Home-Options partnership to ensure the Register remains up to date.

Housing Policy 14: The District Council in partnership with the other Home-Options member authorities will review the Housing Allocations Policy on an annual basis

Housing Policy 15: The Community Housing Team will undertake a continual review of the Housing Register

Homelessness strategy

A separate and detailed review of homelessness will be undertaken by the Community Housing Team early in 2014/15. There are however important points that need to be raised in this Housing Strategy.

Preventing residents from becoming homeless reduces stress on families, helps to reduce the demand for affordable housing and can save the people effected time and money. Evidence also suggests that preventing homelessness reduces costs to other statutory services.

As indicated on p.# the District Council receives Homelessness Prevention grant from Government and uses some of the additional council tax raised on 2nd homes to support projects which prevent homelessness.

Projects funded by 2nd Homes Council Tax during 2013/14 and 2014/15 include:

Project	Cost	outcomes
Domestic Violence support	£11,500	Extends an existing DCC funded service within the Dales
Enabling accessible housing	£85,000	additional adaptations and life time homes bungalows
Private sector housing sharing scheme	£19,000	supports single people to share
Age UK	£93,000	provides specialist housing advice and support to older people
Rural Housing Enabler	£38,000	enables the provision of new affordable homes
Debt Advice Service	£33,500	targets advice to people affected by welfare reform
Escape Project	£35,000	enables social, sports and education opportunities to vulnerable adults
Total expenditure / year	£315,000	

Projects funded by Government Homelessness Grant funding include;

Project	Cost	outcomes
Schools Project	£7,000	provides advice to Year 11 students on housing and budgeting skills
Discretionary Housing Benefit top up	£2,000	provides a small uplift in Housing Benefit payments to prevent homelessness
Financial Capability	£35,000	delivers innovative campaigns concerning debt and welfare benefits
HB officer time top up	£2,000	provides additional capacity in the Housing Benefits team
Rent Deposit	£20,000	provides deposits of around £500 for households seeking a private sector tenancy
Derbyshire Move On Officer	£10,000	a jointly funded post that helps to ensure vulnerable people can move on successfully from supported accommodation
Home-Options coordinator	£5,000	working in partnership with neighbouring councils this post coordinates the Home-Options scheme
Homelessness prevention	£6,000	this fund makes small one off payments to creditors to prevent an eviction or repossession

Vulnerable Persons Service	£20,000	Supports the most vulnerable and at risk individuals to obtain accommodation
Private Tenancy floating support scheme	£14,000	helps households to find, maintain and secure a private tenancy
Vulnerable young persons service	£10,000	provides support specifically to young people at risk of homelessness
Escape project	£6,000	ensures that work around homelessness is delivered as part of the Escape Project
Total Expenditure	£137,000	

These allocations represent a significant investment in services that support vulnerable and homeless households. The outcomes produced by these services also represent excellent value for money and help to reduce the burden on other publicly funded services such as health, social care and the police. Allocations have been secured to fund all of the services listed up to March 2015. In relation to the 2nd homes funded projects, funding beyond March 2015 will involve a new agreement with Derbyshire County Council.

Funding from the Government to prevent Homelessness has been consistent since 2003 although the means by which it is paid has changed. A small underspend has been kept back during 2013/14 and 2014/15 in order to respond to any newly arising need.

Housing Policy 16: The District Council will seek to secure continuing 2nd homes council tax funding beyond March 2015 in partnership with Amber Valley BC, High Peak BC, South Derbyshire DC and Derbyshire County Council

Consultation question 10: do you feel the council is funding the right services to support vulnerable households? Are there other groups which should receive support and/or should the level of funding between the existing groups be revised?

Looking beyond 2015

The number of people accepted as homeless and seeking housing advice has remained relatively stable in recent years although variations have occurred over time as a result of economic changes e.g. repossessions and evictions. The District Council anticipates that homelessness levels will remain relatively consistent going forward beyond 2016. However the services listed above funded by the District Council help prevent over 700 households from becoming homeless. If those services reduced or funding came to an end, the Community Housing Team would undoubtedly receive many more people in housing need. This would in turn increase demand for new affordable homes.

As has been the case in previous years, the District Council will need to have timely discussions with Derbyshire County Council concerning the continued use of 2nd homes council tax to support vulnerable households and prevent homelessness. High Peak BC, Amber Valley BC and South Derbyshire DC also benefit from the same arrangement with Derbyshire County Council.

Government funding for homelessness has been maintained in recent years although a 1% budget cut was applied by Government for the 2014/15 allocation.

Supporting people with specific additional needs

There are 12 groups of people who often have additional needs other than somewhere to live and include;

1. Older people
2. Teenage parents
3. People fleeing Domestic Violence
4. Mental Health needs
5. Gypsies and Travellers
6. Learning Disability
7. Young People and People leaving care
8. LGBT
9. Single homeless with support needs
10. Offenders and prison leavers
11. Substance misuse
12. Physical disability

These additional needs can significantly impact on the individuals housing options. However the level of support can vary between each group and between individuals within each group. Individuals can also have multiple support needs thereby requiring additional or more specialist support.

There are specific services established for each client group, often but not exclusively funded by other organisations, such as Derbyshire County Council Social Services. Support can either be accommodation based where individuals live in purpose built or an adapted home, usually owned and managed by a housing association. Alternatively floating support can be delivered at the place where the individual is currently living.

The contracts for the support services of each client group are usually tendered, let and managed by Derbyshire County Council. The District Council works in partnership with the County Council to ensure sufficient services are provided to meet the needs of vulnerable households within the Derbyshire Dales. The District Council hosts the Derbyshire Move on Officer on behalf of the other Derbyshire Districts. The post seeks to ensure appropriate policies, procedures and working practices are in place to assist people moving on from supported accommodation. In addition the post supports each district to ensure the contracts for accommodation and support commissioned by Derbyshire County Council, work best for their residents.

The majority of the groups identified above will have a more detailed assessment of their needs undertaken within the District Council's Homelessness Strategy which will be produced towards the end 2013/14. However specific mention will be made here in relation to;

1. Gypsies and Travellers. The Derbyshire Dales historically has not been an area with a significant demand for pitches for people from the Travelling community, as evidenced by previous surveys of need across the County. However where there is evidence of need the District Council will
2. Learning disability. Derbyshire County Council recently completed a review of the needs of people with a learning disability. This identified a lack of Supported Living opportunities for people with the Derbyshire Dales. Supported Living usually involves 2 or more people living together often with a spare bedroom for a support worker. Some people with a learning disability live with a family and again there is a lack of this type of provision in the Derbyshire Dales. A working group of service users and carers has put forward several recommendations which include;
 - a. More support to be available across each area (districts and boroughs of Derbyshire)
 - b. Services should be personal
 - c. On-going support for people with low needs who might not have care needs
 - d. More housing information and advice for people with a learning disability and parents and carers
 - e. Good, early planning and assessment processes
 - f. The housing needs of people with learning disabilities should be part of each District and Borough housing plans
 - g. Providers should form good relationships with the Police to help people to be safe and secure

Housing Policy 17: The District Council will work with Gypsies and Travellers to help ensure their accommodation needs are met where reasonably practicable.

Housing Policy 18: The District Council will work with groups representing the needs of people with a Learning Disability and the County Council to enable more support, ensure a personal service, provide more housing information and advice, support the planning and assessment process, reflect the needs of people with a learning disability in its Housing Strategy and support where possible good relations with the Police.

Housing Policy 19: the District Council will undertake assessments of need in relation to people with specific additional needs and in so doing work with a wide a range of support providers and voluntary agencies.

Supporting vulnerable households affected by welfare reform, tackling debt and promoting financial inclusion

Changes in the economy, the reform of welfare benefits and the precarious financial position of some families have together caused significant issues for many households in the Derbyshire Dales.

The District Council is able to provide support for households affected through the effective commissioning of services such as the debt advice project and by adopting policies which seek to soften the impact of welfare reform. This includes a fair policy on the changes to Council Tax Benefit and extra support for households via a hardship fund. Extra government funding is also being used to provide discretionary housing benefit payments to those who need some additional support to pay their rent.

The single biggest gap in service provision for households who are facing financial exclusion is a credit union. The Derbyshire Dales is the only council area in Derbyshire without a credit union. Discussions with a credit union operating in a neighbouring district will hopefully see the provision of a service for local people towards the end of 2014/15. Successful credit unions need people to save with them and so the Council will support promotion and publicity of the new service to all residents.

Housing Policy 20: the District Council will seek to work with an existing credit union in the development of services for the Derbyshire Dales.

Equality Impact Assessment and the Housing Strategy

In terms of the provision of new affordable homes, the purpose of the Housing Strategy is to meet identified needs of people who normally struggle to secure their own accommodation, either through lack of funds or some form of vulnerability. The homes built typically cater for a wide cross section of the general population, although specific provision is often made for people for whom standard house types would not be appropriate. Typically housing designs features do not change to take account of the needs of some groups such as transgender, sexual orientation or religious groups.

The key equality issues identified in the review of the Housing Strategy are:

- Age – the Service needs to make better use of available information concerning the characteristics and needs of its customers in developing future initiatives to support vulnerable older people.
- People with disabilities – all new affordable housing will continue to make provision for people with disabilities where the site is suitable. The topography of the district can sometimes restrict where new homes for people with disabilities can be provided. Bungalows or adapted homes in some localities will not be appropriate due to access issues. Sometimes design can also be an issue in that bungalows are not the typical standard form of design within more sensitive locations such as the National Park. However the District Council does not believe this issue should prevent the provision of single storey properties. A needs based approach is key to ensuring that evidence drives the development process.
- Information should be readily available in alternative formats
- Ensure information contained on the District Council's website is available and regularly updated.

Actions:

1. Progress key negotiations with DCC on the additional income raised on second homes
2. Progress negotiations with DCLG on homelessness grant
3. Secure grant for new developments for the affordable housing programme
4. Ensure bungalows are built to the Life Time Homes Standard
5. Achieve a minimum score of 10 out of 20 on the Building For Life Standard
6. Continue the Disabled Facilities Grant Programme
7. Continue to deliver a small grant programme to assist vulnerable home owners with repairs and maintenance
8. Provide focused delivery of energy efficiency measures through the Energy Company Obligation
9. Investigate how to bring forward a credit union
10. Ensure that the needs of gypsies and travellers are met where reasonably practicable
11. Respond to the identified needs of people with a learning disability

Responding to needs in the private housing sector

Private sector stock condition

The most recent stock condition survey covering the Derbyshire Dales was completed in 2009. The survey sought to identify the numbers of non decent homes in the private sector using the Housing Health and Safety Rating System and identified the following issues;

1. 7,011 homes had at least one Category 1 Hazard, of which 2979 of had a vulnerable occupier in receipt of at least one benefit
2. The estimated cost of improvement was estimated to be £83.1m
3. 29.1% of the stock was built before 1900
4. 12,410 homes failed the Decent Homes Standard, 35% of the total private sector housing stock.
5. 6906 properties failed the Decent Homes Standard on the grounds of disrepair and age, 5096 failed on grounds of modernity of housing components and facilities and 2068 failed on grounds of thermal comfort.
6. The average energy efficiency rating (SAP) was 52 and 7853 households were identified as being in fuel poverty.
7. 13.3% of properties were occupied by a disabled household
8. 1052 homes needed some form of adaptation to meet the needs of a disabled occupier at a total cost of £5m.

Empty homes

There are three interrelated areas of work underway within the Dales to tackle the issue of empty properties. A member of staff is undertaking visits to properties described as long term empty on the Council Tax database. Each

property is assessed to determine if the property is indeed empty, being improved or has been brought back in to use.

Properties which are empty are then referred to the Environmental Health Team who write to owners advising of them of options to bring the property back in to use. One option involves the lease of properties to Waterloo Housing Association for a period of 5 years. During that time properties will be improved and then let to local families. The property owner receives a rental income and at the end of the five years the improved property is returned. Waterloo HA received funding from the Government's Empty Property Programme which should see 12 properties returned to use between 2012/13 and 2014/15. Two properties are currently undergoing improvement works, one in Darley Dale and one in Bakewell.

Disabled Facilities Grants

The District Council operates the Disabled Facilities Grants systems to support people with disabilities to access and move around their homes. Disabled Facilities Grants are mandatory grants which are supported by a government allocation, £172,000 in 2012/13 and £176,000 in 2013/14. Further allocations from Government can be made as resources allow with £62,000 added in 2012/13. The District Council makes a contribution to the Disabled Facilities Grants budget, £100,000 in 2012/13 and £103,000 in 2013/14.

In 2012/13 51 Disabled Facilities Grants were completed costing £280,000 and in 2013/14 £192,000 had been committed by August 2013. Metropolitan Housing Association and the Disability Design Team at Derbyshire County Council delivers most of the Disabled Facilities Grants within the Derbyshire Dales.

The District Council, together with Derbyshire County Council and the other seven Derbyshire district and borough councils are producing a Disabled Facilities Grants Strategy which will focus on developing information on the future demand for adaptations. Derbyshire Dales DC has also implemented two pilot projects to speed up the time taken to progress applications and reduce costs for level access showers, which represent one of the more common forms of adaptation. Both projects have been successful with average the time from application to completion being reduced by 85%.

Investment in Disabled Facilities Grants helps to support the local construction sector with around 15 separate companies benefiting.

Dales Housing Ltd. also spend £250,000 per year on 400 adaptations within their housing stock. The range of provision is broad, with small items such as fitted grab rails to specialist wet rooms.

Poor repair in the private sector housing stock

The scale of poor repair in the private housing stock remains a concern to the District Council, particularly given the lack of resources to tackle the problem

and the vulnerable nature of some households experiencing poor housing. The Comprehensive Spending Review of 2010 brought to an end Government funding for the Decent Homes Programme. Since then the District Council has only been able to provide two or three grants a year using a small balance from the final grant allocation.

Disrepair in the private rented sector is tackled through the Housing Health and Safety Rating System and a voluntary Landlord Accreditation Scheme. As with the Decent Homes Programme there is currently no financial support to target improvements in the private rented sector.

Resources to tackle conditions in the private housing sector

There is no likelihood of a return to Government funding for improvements to the private housing stock. It is however clear from the Stock Condition Survey that there are many households who are vulnerable and suffering poor housing conditions. If the District Council were to provide funding it could only come from the current housing capital programme i.e. from money that is used to support the development of new affordable homes. The housing capital programme is funded from two sources, receipts from Right To Buy and contributions from private developers concerning affordable housing.

Following Government attempts to reinvigorate the number of Right To Buy sales by improving the discounts to eligible former council house tenants, the number of Right To Buys has increased with 5 sales in 2013/13 and 12 up to August 2013. It is therefore feasible for the District Council to make available some of this additional capital funding to support a small programme of private sector housing renewal activity whilst Right To Buy sales continue.

Consultation Question 12: should the District Council divert some of the resources from the support of affordable housing to improving conditions in the private sector?

Consultation Question 13: if the District Council were to make funding available, which of the following groups should benefit, vulnerable owner occupiers and/or private rented properties where the funding would be spread across 20 to 30 homes or major repairs and/or empty properties where the funding would be spread across 3 or 4 homes?

Improving the energy efficiency of private sector housing

Protecting the health of residents, reducing CO2 emissions and fuel bills are important reasons for seeking to tackle the energy efficiency of private housing. Funding currently comes from the new 'Energy Company Obligation' which sees contributions from the six biggest energy companies used to finance improvements in private sector homes. The predecessor to this scheme achieved significant outcomes in 2012/13 with 382 households benefiting from 450 separate measures. These improvements saved a total of £46,220 per year on energy bills and reduce CO2 emissions by 244.48 tonnes.

Working with other councils to provide services for residents concerning energy efficiency is the only way to achieve value for money. As such the District Council is part of a wider Derbyshire and Nottinghamshire partnership which will continue to develop opportunities. Colleagues in the Health Sector also appreciate the link between poor energy efficiency and the health of residents. Derbyshire Public Health has allocated £188,000 in 2013/14 and 2014/15 to improve access to affordable warmth. This funding will be used to help target advice to individual households known to be living in homes which can be improved.

The Green Deal is a major government programme to support home owners to improve the energy efficiency of their home. Progress has been slow and so like many other councils, the District Council can only wait and see how the Green Deal develops.

Private Sector Housing beyond 2015

Funding for adaptations and energy efficiency are both reliant on external sources. If Government were to reduce support for Disabled Facilities Grants this would place a significant strain on the families affected. The likelihood of funding ending would appear to be low given that Disabled Facilities Grants have been protected for many years. Demand for adaptations shows little sign of reducing in the short to medium term. New build properties and a recycling of equipment where appropriate can offer alternative solutions but will not satisfy demand.

Given the repair bill required in the private sector of £83.1m in 2009, it will be homeowners that will have to find the resources to maintain the vast majority of the stock. If the District Council provides funding from the housing capital programme, this will only be available whilst Right To Buy sales continue. As such no guarantee can be given that funds will be available from one financial year to the next.

10 APRIL 2014

Report of the Corporate Director

REQUEST FOR WEEKLY STALL MARKET, HALL LEYS PARK, MATLOCK

SUMMARY

This report considers a request from Matlock Town Team to operate a weekly stall market from Park Head, Hall Leys Park, Matlock

RECOMMENDATION

That Matlock Town Team be allowed to operate an outdoor Market from Park Head, Hall Leys Park Matlock on a weekly basis as outlined in the report.

WARDS AFFECTED

Wards in the central area.

STRATEGIC LINK

Responding to the concerns of local traders is aimed to support Council's priority of a clean, green and prosperous Dales and demonstrates our core values of listening to people and ensuring value for money.

1 BACKGROUND

- 1.1 Matlock Town Council has since 2012 run a successful outdoor monthly Farmers Market on land at Park Head in Hall Leys Park.
- 1.2 Following the success of this and the annual Christmas Weekend held in Hall Leys Park, Matlock Town Team are seeking permission to run a pilot project and to have a trial market starting in May 2014. This would be run as part of the 'love your local market' campaign with a view to kick starting a long term market regeneration project

2 REPORT

- 2.1 The longer term aim of Matlock Town Team is to reintroduce an outdoor weekly market in Matlock that has a bright and sustainable future.
- 2.2 Their objective is to hold a Market in Matlock every Wednesday. Initially, they plan to establish a weekly general market in Matlock with an average of 10 stalls over the 10 week pilot. If after evaluation, the trial is successful they would look to make the market a more permanent

feature.

- 2.3 New traders will be incentivised to join the pilot by offering a flexible price for a stall at the cost of £10-£15 for the 10 week trial. It is anticipated that as the market becomes established and footfall rises, stall prices can be incrementally increased to the point where the market is self-funding.
- 2.4 The market will help encourage new businesses to use Matlock Market as the start of their retail experience as well as helping existing retailers within the town to use the Market as a satellite to their business. It will serve to encourage existing local Market traders to choose Matlock Market and provide a good mix and variety of stalls that caters for a wide range of consumers.
- 2.5 The new Matlock Market will be promoted as a key attraction for visitors to Matlock and will encourage local residents and those within a 10 mile radius of Matlock to come and utilise the Market on a regular basis.
- 2.6 The new market will create employment possibilities in Matlock and provide start-up businesses opportunities for traders to gain their first retail experience.
- 2.7 Traders in Matlock are also positive about the market. Inviting *Matlock Live!* to promote events such as the recently held Pirate Day and Spookfest is helping to strengthen links with the traders and providing more opportunities for promoting forthcoming events. This is helping to build a liveliness and vibrancy into Matlock for the good of all.
- 2.8 Matlock Town Team intends to employ a part time (10 hours per week) Market Manager to look after the day to day running of the Market. It is their intention that the weekly market may lead to further opportunities for example, a Summertime Evening Market. The longer term plan is for the Market Manager to support the development of other projects and to use the market as a springboard for local retail regeneration and further enhance Matlock as a destination to visit.
- 2.9 Further details of their proposed marketing and publicity can be seen in appendix 1

Funding

- 2.10 Matlock Town Team has produced detailed cash flow plans for up to 2 years of operation. This relies on a capital grant from Derbyshire County Council to purchase 20 new stalls for use in the Market. An in-kind contribution equating to £4,200 per annum has also been made offered by Matlock Town Council. This will cover the costs of providing support and mentoring throughout the project and providing office accommodation for the Market Manager.
- 2.11 In terms of support from the District Council, it is proposed that free use

of the land in Hall Leys Park be granted and that they also be allowed to store their new market stalls in the rear section of the old Ammo Store. Matlock Town Team would be responsible for erecting the stalls, clearing rubbish and litter picking after any markets or events that are allowed.

- 2.12 If in the longer term the market was to become very successful then this arrangement could be renegotiated.

3 RISK ASSESSMENT

Legal

The District Council may give consent for ancillary use of its land for the social and economic benefit of the area. The legal risk is therefore low. As landowner, the District Council is keen to be acknowledged in its support of this venture, and a condition requiring such support is recommended by way of this extended consent.

Financial

The proposals will not incur the District Council in any costs and so the expected financial risk is low.

4 OTHER CONSIDERATIONS

In preparing this report, the relevance of the following factors has also been considered: prevention of crime and disorder, equalities, environmental, climate change, health, human rights, personnel and property.

5 CONTACT INFORMATION

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6 BACKGROUND PAPERS

7 None

Appendix 1

How are we going to get traders to use the market?

- 1) Speak to the traders who currently trade within the existing Market Hall to make them aware of the plan and inviting them to be part of the new project.
- 2) Local businesses will be invited to trade at the Market, netting them extra income and increasing the opportunity for extra business through the rest of the week.
- 3) To actively promote the new market via social media/word of mouth newspaper to those people who have a home based business currently promoted via those methods. Matlock Market will offer an opportunity for these businesses to test the waters as a first step into retail trading.
- 4) To actively promote the new market via social media / websites / word of mouth to those people who operate their business away from the high street who may be looking for a retail opportunity with low costs IE internet businesses
- 5) To approach existing market stall holders within a 35 mile radius with a view to them using the Matlock market on an adhoc / weekly basis

Whilst it is our intention to maximise income, we will adopt a multiple pricing policy using a small discount scheme for those that show a greater commitment and sign up for a set period of time / for those new businesses that we want to encourage to try the market out for a period of time / for those periods in the year when we expect trade to be a little quieter.

How are we going to tell the public about the Market?

Prelaunch/ teaser campaign – using established groups on Social Media, this is to not only provide details to potential customers but also get people interested in taking on a stall.

Launch campaign – once again using Social Media but also to introduce local publications ie Matlock Mercury and also local TV and Radio. A leaflet drop incorporating a radius of 5 miles around Matlock is also planned giving brief information about Matlock Market

We intend to develop a loyalty scheme with a monthly draw for £25 – customers will obtain a simple stamp on a card with their purchases, this will help us maintain information about customers and enable us to target these people with specific dates & offers. The local papers will be encouraged to do a monthly update on Matlock Market including publishing the winner of each draw as well as on what's coming up on the Market. We also intend to continue using Social Media channels on a very regular basis to update and inform those subscribers.

COMMUNITY COMMITTEE

10th April 2014

Report of the Chief Executive

DERBYSHIRE DALES LOCAL DEVELOPMENT SCHEME 2014-2017

SUMMARY

This report seeks Members' approval of a revised Local Development Scheme to be published on the Council's website.

RECOMMENDATION

That the Derbyshire Dales Local Development Scheme 2014 – 2017 as set out in Appendix 1 to this report be brought into effect with immediate effect.

WARDS AFFECTED

All Wards outside the Peak District National Park

STRATEGIC LINK

The Local Development Scheme sets out the programme for the preparation and adoption of the Derbyshire Dales Local Plan and as such will significantly influence the ability of the Council to achieve a number of its key aims and objectives during the next three years in terms of delivering affordable housing and regenerating areas.

1. REASON FOR URGENCY

1.1 This report is being tabled as an item of urgent business in that a decision is required before the natural (Corporate Committee) meets. The Chairman of the Corporate Committee has been consulted on the need to approach decision making in this manner.

2. BACKGROUND

2.1 Section 15 of the Planning & Compulsory Purchase Act 2004 (as amended by Section 111 of the Localism Act) requires that local planning authorities prepare a Local Development Scheme (LDS), which sets out the Council's programme for the preparation and adoption of Development Plan Documents (DPD).

2.2 Following the publication of the National Planning Policy Framework and the introduction of the Town & Country Planning (Local Planning) Regulations 2012, the requirements for preparing Local Development

Schemes have changed significantly. Whereas the previous Regulations (2004) and policy guidance (PPS12) clearly set out the scope and content of the Scheme, the new Regulations only make vague reference to Local Development Schemes in relation to the preparation of Authority Monitoring Reports. The National Planning Policy Framework is silent on the matter. In the absence of detailed legislation and guidance, it is left to local planning authorities to decide on the scale and scope of their Scheme, which meets their local needs.

- 2.3 As part of the Examination in Public of the Derbyshire Dales Local Plan the Inspector appointed to consider that plan will consider whether the plan has been prepared in accordance with all the relevant legal requirements, including whether the plan has been prepared in accordance with the Local Development Scheme.
- 2.4 Following changes in there is no longer a requirement for local planning authorities to specify the timetables for producing other planning documents such as Supplementary Planning Documents (SPDs), the Community Infrastructure Levy (CIL) and the Statement of Community Involvement (SCI) in the LDS. However, where being prepared details of these documents, and their timetable for preparation will be set out on the Council's website.
- 2.5 The recent legislative changes also now no longer require that the Local Development Scheme is submitted to the Secretary of State only that to bring the scheme into effect, the local planning authority must resolve that the scheme is to have effect and in the resolution specify the date from which the scheme is to have effect.

3. THE DERBYSHIRE DALES LOCAL DEVELOPMENT SCHEME 2014-2017

- 3.1 The current Local Development Scheme was brought into effect on 19th February 2009, at a time when the District Council was undertaking the preparation of a Joint Core Strategy with High Peak Borough Council. Although the joint working arrangements with High Peak Borough Council ceased in April 2012, the Local Development Scheme has not been updated to take account of the work currently on-going in respect of the Derbyshire Dales Local Plan. Whilst the Local Development Scheme has not been formally revised matters associated with the timetable for the preparation of the Derbyshire Dales Local Plan have been published on the District Council's website.
- 3.2 A revised Local Development Scheme has now been prepared and is set out in Appendix 1 to this report. This covers the period 2014-2017, and sets out the timetable for the preparation of the Derbyshire Dales Local Plan, the resources required to take the plan forward, and the risks associated with its preparation.
- 3.2 To ensure that during the forthcoming Examination in Public the Derbyshire Dales Local Plan is found not to have been prepared in

accordance with the relevant legislation it is therefore recommended that the Local Development Scheme set out in Appendix 1 be brought into effect immediately.

4 RISK ASSESSMENT

4.1 Legal

The proposals accord with the provisions of the relevant legislation, accordingly the legal risk is low.

4.2 Financial

There are no financial considerations arising from this report.

4.3 Corporate Risk

The LDS identifies a number of key milestones for the preparation of the Derbyshire Dales Local Plan - the risk associated with the achievement of each is considered to be low.

5. OTHER CONSIDERATIONS

In preparing this report the relevance of the following factors has also been considered: prevention of crime and disorder, equalities, environmental, climate change, health, human rights, personnel and property.

6. CONTACT INFORMATION

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7. BACKGROUND PAPERS

Description	Date	File
Localism Act 2011	15 th November 2011	G/5/P2
Town and Country Planning (Local Development) (England) Regulations 2012	6 th April 2012	G/5/P2

APPENDIX 1



DERBYSHIRE DALES DISTRICT COUNCIL

LOCAL DEVELOPMENT SCHEME

2014-2017

DERBYSHIRE DALES DISTRICT COUNCIL

LOCAL DEVELOPMENT SCHEME

2014-2017

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1. INTRODUCTION

Localism Act 2011

- 1.1 Section 15 of the Planning & Compulsory Purchase Act 2004 (as amended by Section 111 of the Localism Act) requires that local planning authorities prepare a Local Development Scheme (LDS), which sets out the Council's programme for the preparation and adoption of Development Plan Documents (DPD).
- 1.2 Following the publication of the National Planning Policy Framework and the introduction of the Town & Country Planning (Local Planning) Regulations 2012, the requirements for preparing Local Development Schemes have changed significantly. Whereas the previous Regulations (2004) and policy guidance (PPS12) clearly set out the scope and content of the Scheme, the new Regulations only make vague reference to Local Development Schemes in relation to the preparation of Authority Monitoring Reports. The National Planning Policy Framework is silent on the matter. In the absence of detailed legislation and guidance, it is left to local planning authorities to decide on the scale and scope of their Scheme, which meets their local needs.
- 1.3 The District Council has prepared this Local Development Scheme (LDS), which sets out the Council's programme for the preparation and adoption of Derbyshire Dales Local Plan, and covers the period 2014-2017. This LDS sets out the timetable for the preparation of the Derbyshire Dales Local Plan, the resources required to take the plan forward, and the risks associated with its preparation.
- 1.4 Revisions made to the Town & Country Planning Regulations 2012 removes the requirement for Local Authorities to submit the LDS to the Secretary of State. However the Derbyshire Dales LDS will be kept up to date and be made available on the Council's website.
- 1.5 The Localism Act received Royal Assent in November 2011, and introduced a number of changes to the planning system, which are relevant to the preparation of planning policy documents:
 - Abolition of Regional Strategies. Section 109 of the Act gave the Secretary of State the power to remove the Regional Plan and to revoke, the whole or any part of a Regional Strategy. The East Midlands Regional Strategy was subsequently revoked on 12th April 2013.
 - Duty to Co-operate. Section 110 of the Act contains the provisions for the Duty to Co-operate in relation to sustainable development. In dealing with strategic cross boundary matters in the preparation of Development Plan Documents, a Local Planning Authority must engage constructively, actively and on an ongoing basis with other Local Planning Authorities and other prescribed bodies.
 - Neighbourhood Planning. The Act gives communities the right to prepare a Neighbourhood Development Plan, a Neighbourhood Development Order

and/or a Community Right to Build Order. The Local Planning Authority has a statutory duty to support the process.

Local Plan Regulations

- 1.4 The Town and Country (Local Plan) (England) Regulations 2012 came into force on 6 April 2012. These Regulations prescribe the form and content of a Local Plan and Policies Map and set out revised procedural arrangements for preparing Local Plans. They also list the prescribed bodies in relation to the Duty to Co-operate (Regulation 4), the requirements in relation to the Authority Monitoring Report (Regulation 34), and set out how information should be made available for inspection.

Neighbourhood Planning Regulations

- 1.5 Alongside the Local Plan, Town and Parish Councils can prepare Neighbourhood Development Plans. These can set out the vision and planning policies for the use and development of land in a particular neighbourhood designated area, however, they must be in general conformity with the National Planning Policy Framework and the Local Plan's strategic policies. When a Neighbourhood Development Plan is approved by an independent examiner and agreed through a local referendum, the Council must adopt it as part of its Development Plan and take it into account when making decisions on planning applications in the area. As Neighbourhood Development Plans are not prepared by the District Council and their timetables are dependent on the progress made by the respective communities, they are not included in the LDS.

The National Planning Policy Framework

- 1.6 The National Planning Policy Framework (NPPF) was published in March 2012. It commits the Government to the principle of a plan-led system where decisions on planning applications are made in accordance with the development plan unless material considerations indicate otherwise. However the terminology used within the NPPF does not make any reference to Core Strategies. Rather it sets out the importance of Local Plans as being key to delivering sustainable development that reflects the vision and aspirations of local communities.
- 1.7 Paragraph 156 of the NPPF sets out that various strategic priorities must be addressed in the Local Plan, including policies to deliver the homes and jobs needed together with any necessary retail, leisure and other commercial development. It is stressed that plans must be based on adequate, up to date and relevant evidence. In relation to housing, a Local Planning Authority should ensure that its evidence base looks at full objectively assessed needs for market and affordable housing in the housing market area. Any plan must be prepared in accordance with the Duty to Co-operate, legal and procedural requirements, and, be sound. Paragraph 215 specifies that the weight to be attached to policies in existing plans depends on their degree of consistency with the NPPF (the closer the policies in the plan to the NPPF, the greater are the weight that can be given to them).

Changes to the Derbyshire Dales Timetable

- 1.8 This LDS sets out the timetable for the preparation of the Derbyshire Dales Local Plan, which covers that part of the Derbyshire Dales that lies outside of the Peak District National Park. This LDS supersedes the previous version which was brought into effect on 19th February 2009 at a time when the District Council was undertaking Although the joint working arrangements with High Peak Borough Council ceased in April 2012, the Local Development Scheme had not been updated to take account of the work currently on-going in respect of the Derbyshire Dales Local Plan. Whilst the Local Development Scheme has not been formally revised matters associated with the timetable for the preparation of the Derbyshire Dales Local Plan have been published on the District Council's website as an interim measure.

- 1.9 This revised Derbyshire Dales Local Development Scheme provides details on the timetable for the Derbyshire Dales Local Plan comprising of strategic and development management policies, site specific allocations of land, and proposal maps.

2 LOCAL DEVELOPMENT SCHEME

Derbyshire Dales Local Plan

- 2.1 Following the termination of the joint working arrangements with High Peak Borough Council in 2012, the Council commenced work on the Derbyshire Dales Local Plan.
- 2.2 From the 14th June 2012 to the 30th August 2012, the Council undertook consultation on Housing Allocations Issues and Options which included a review of the District Council's overall housing requirement. It also identified potential housing sites for allocation to meet the housing requirement; and the extent of draft settlement framework boundaries. Throughout the consultation period a series of Public Meetings and Exhibitions were organised in locations across the plan area. These meetings allowed members of the public to view proposals for their area and ask planning officers questions.
- 2.3 These events were part of the Council's commitment to working with local communities, to ensure that they are fully engaged in helping shape the future growth of the area, whilst preserving the character and appearance of the District's towns, villages and countryside. During the consultation, the public and key stakeholders were encouraged to submit their views by post, email and using an online form. Overall, the Consultation generated a large number of responses with over 2000 comments from just under 1800 individuals or organisations.
- 2.4 The representations received during the consultation period were presented to the Local Plan Advisory Committee (LPAC) at a series of meetings throughout November and December 2012.
- 2.5 At the meeting of the LPAC held on the 20th November it was resolved to set the overall housing requirement at 4,400 for the plan period of 2006-2028. In addition to this the Committee considered proposals for modifications to the Draft Settlement Framework Boundaries for the Market Towns and Larger Settlements within the District which had been suggested during the consultation period.
- 2.6 During subsequent meetings in November and December 2012 the LPAC prioritised potential housing sites in the settlements of Brailsford, Doveridge, Tansley, Darley Dale, Ashbourne, Matlock and Wirksworth. As a result of the prioritisation exercise in February 2013, the Council allocated sites for residential development for inclusion into the Derbyshire Dales Local Plan. .
- 2.7 Between 13th June and 25th July 2013 the Council held a six week consultation period on the Derbyshire Dales Local Plan Pre-Submission Draft. During the consultation the District Council sought views on whether the Plan met the key tests of soundness and legal compliance. A series of exhibitions were held across the plan area, to enable the public to comment upon the Draft plan and in particular the policies, the site allocations and proposed changes to the Proposals Maps. As a result of the consultation exercise over 2000 comments were received.

- 2.8 The LPAC held on 16th October 2013 considered the extent of the responses received during the consultation, and considered areas where the Local Plan risked being found unsound.
- 2.9 As a result the LPAC resolved that it was appropriate to commission consultants to undertake an Objectively Assessed Need for market and affordable housing.
- 2.10 As a consequence of the need for additional research to support Local Plan policies, a revised timetable was agreed by Members for the preparation of the Local Plan as follows:
- Prepare and Submit Local Plan to Secretary of State – April 2014
 - Examination – July 2014
 - Adoption – October 2014

Saved Plans

- 2.11 The plan period for the Derbyshire Dales Adopted Local Plan (2005) ran to 2011, and as such taking account of the guidance in the NPPF can only be given weight in the determination of planning applications depending upon their degree of consistency with the framework. A list of the Saved Derbyshire Dales Local Plan (2005) policies that are used as material considerations as part of the determination of planning applications are listed in Appendix 1.

Neighbourhood Plans

- 2.12 The Localism Act 2011, introduced the right for communities to prepare their own Neighbourhood Development Plans.
- 2.13 Neighbourhood Development Plans to become part of the Development Plan and used in the determination of planning applications have to follow a formal statutory process for preparation and for consultation, and be examined by an appointed person. When adopted, the 'made' Neighbourhood Plan will be used to assess and determine planning applications within the plan's designated area. There are currently no 'made' neighbourhood plans in Derbyshire Dales. Wirksworth and Ashbourne have been designated as a neighbourhood area. Other areas that have applied to the Council for Neighbourhood area designations are:
- Shirley
 - Middleton by Wirksworth
- 2.14 There is significant interest in the preparation of Neighbourhood Development Plans elsewhere in the Derbyshire Dales and it is anticipated that other areas will come forward for designation as a Neighbourhood Area in the short to medium term.

Programme for Derbyshire Dales Local Plan (2014)

Derbyshire Dales Local Development Scheme Timetable 2014-2017

	2014					2015					2016					2017																	
	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
Development Plan Documents																																	
Derbyshire Dales Local Plan																																	

LOCAL DEVELOPMENT SCHEME KEY

S - Submission to Secretary of State

M - Pre-Examination Meeting

E - Examination

IR - Inspectors Report Received

A - Adoption

Table 1: Derbyshire Dales Local Plan LDS Timetable 2014-2017

2.15 A further explanation of the key milestones still to be achieved for the Local Plan as presented in Table 1 are set out below:

Submission to Secretary of State – once the Council has chosen its strategy or policies; it will prepare a document and submit it to Secretary of State. At this time the Council will contact the Planning Inspectorate to arrange for an independent examination of the document to be held.

Pre-Examination Meeting – this is a short meeting in which the Inspector explains the procedures of the examination and participants can ask questions about it. It will not debate the issues themselves.

Independent Examination – the policies in the Derbyshire Dales Local Plan will be tested thoroughly during the independent examination to determine whether it satisfies the statutory requirements for the preparation of the plan, it is in general conformity with the National Planning Policy Framework and the document is sound.

Receipt of Inspector’s Report – After the examination, the inspector will produce a report with recommendations that will be binding upon the Council. The report will set out precise recommendations for how the Local Plan and adopted proposals map must be changed.

Adoption – Once the Council has received the Inspectors binding recommendations it will revise the document accordingly and formally adopt the Plan

Derbyshire Dales Local Plan

Overview

Role & Subject	Sets out vision, objectives and spatial development strategy to 2028 within the context of the Derbyshire Dales. It will help take forward the themes and priorities of the Community Strategy providing its spatial dimension. It will include a suite of strategic and development control policies that will be utilised to deliver the overall vision and spatial development strategy.
Coverage	Local Planning Authority Area.
Status	Development Plan Document.
Conformity	NPPF

Timetable

Stage	Dates
Commencement of Preparation Process	2 nd October 2006
Consultation on Scope of Sustainability Appraisal	26 th March 2009
Public participation in the preparation of DPD (issues & options)	26 th March 2009
Public participation in the preparation of DPD – (Preferred Options)	3 rd June 2010
Housing Options	3 rd July 2012
Consultation of Pre-Submission Plan	13 th June 2013
Submission To SoS	2 nd May 2014
Pre Examination Meeting	June 2014
Examination	July 2014
Receipt of Inspector’s Report	September 2014
Adoption	November 2014

Arrangements for Production

Organisational Lead	Corporate Director & Planning Policy Manager
Political Management	Local Plan Advisory Committee & Council.
Internal Resources	Derbyshire Dales Planning Policy Section
External Resources	Derbyshire Dales & High Peak LSP; Derbyshire County Council; Appointed Consultants
Community & Stakeholder Involvement	In accordance with the Town and Country Planning (Local Development) (England) Regulations 2004 as amended by the Town and Country Planning (Local Development) (England) (Amendment) Regulations 2012 and the strategy set out in the Statement of Community Involvement, adopted in February 2007

Post Production

Monitoring and Review	The Local Plan sets out a number of Key Performance Indicators that will be monitored on an annual basis through the Authorities Monitoring Report, and changes will be made to the Local Plan as necessary.
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Development Plan Policies to be replaced

Derbyshire Dales Local Plan Adopted (2005)	As set out in Appendix 1
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Delivery and Implementation

Resources

- 2.16 All work undertaken in connection with the preparation of the Derbyshire Dales Local Plan will be managed by the District Council's Planning Policy Manager. Staff resources will be drawn mainly from the Planning Policy section. The Policy section consists of 3.1 full-time equivalent (FTE) posts, consisting of Planning Policy Manager, Senior Planning Policy Officer, Planning Policy Officer and Administrative Assistant. A Programme Officer has been appointed from the Council's Chief Executives Department to assist the Inspector through the examination of the Derbyshire Dales Local Plan. Other sections within the Council will be drawn upon for extra resources when required to provide support to the Planning Policy team, such as the Planning Services Department.
- 2.17 Advice will be sought from Council Officers in other sections and departments including the Development Control Manager; Head of Housing Services; and Head of Regeneration and Policy and Corporate Director. Advice on traffic and transportation matters will be obtained from Derbyshire County Council. External advice will sought on matters such as nature conservation from Natural England and the Derbyshire Wildlife Trust.
- 2.18 As a result of Government austerity measures, the District Council's has had to make budgeting savings. However current funding levels are sufficient to support the preparation of Local Plan. A specific budget exists to cover the costs of the Local Plan Examination in Public.

Risk Assessment and Management

- 2.19 Table 2 below identifies a range of potential risks, their impact and likelihood of occurrence, together with contingency and mitigation measures.

Risk	Likelihood	Impact	Contingency	Mitigation
Staff Recruitment & Retention A member of staff leaves or is off sick	High	High	Spread knowledge of the Local Plan and issues amongst team members, Manager and Head of Service.	Possibly pull in extra resources from the Policy and Regeneration Team, re-deploy staff or in the case of loss of staff, re-appoint as soon as possible if budgets permit
New National legislation	Medium	Medium	The National Planning Policy Framework and the Localism Act have reformed the planning system. Delays in the delivery of plans may occur in terms of compliance with the NPPF as a result of challenges on local interpretation	Review timescales and where necessary extend to some degree to incorporate changes to policy formulation work.

Risk	Likelihood	Impact	Contingency	Mitigation
			<p>and providing sufficient justification for decisions taken</p> <p>Further changes to regulations at later stages may lead to further modifications to the Local Plan being made prior to Adoption such as taking into account requirements of CIL and providing a sufficient evidence base to support policy wording.</p>	Contact other Local Authorities to gain better understanding of the implications of changes to CIL requirements and amend policy wording prior to submission to SoS if necessary
Legal Challenge	Medium	Medium	Post adoption of a Local Plan, there is a six week challenge period.	To reduce the risk of challenge, ensure that the Local Plan is legally compliant and is based upon robust evidence
Compliance with the Duty to Co-operate	High	High	Close working with prescribed authorities and Members to detect issues early in the process. Ensure all discussions are documented in writing and formally agreed.	Continuing discussions with neighbouring authorities
Local Plan not being found sound	Medium	Medium	Seek advice from PINS at key stages. Develop a sound evidence base and ensure that all policy decisions can be thoroughly justified.	Develop a sound and robust evidence base and ensure there are no gaps in the evidence to support the Local Plan. Ensure all evidence is regularly updated to reflect the latest information available.
Programme Slippage	Medium	High	<p>The Council is in a vulnerable situation in terms of housing growth. Current Local Plan policies are out of date and ensuring a new target is approved for housing growth is essential to control the scale of future development.</p> <p>Ensure that timescales are achievable and offer a degree of flexibility.</p>	Ensure sufficient resources are available to complete all the required work and future stages of the Local Plan process are achievable.

Risk	Likelihood	Impact	Contingency	Mitigation
Provision of Infrastructure	Medium	Medium	Discussions with infrastructure providers to focus on the preparation of the Infrastructure Delivery Plan (IDP) including various workshops and meetings. Ensure emerging and updated regulations relating to CIL is taken into account and addressed through policy and IDP	Continuing engagement with infrastructure providers and development of the IDP will ensure timely completion prior to submission of Local Plan to the Secretary of State
Inspectors Report includes recommendations the Council find hard to accept	Medium	Medium	The Council will need to consider all recommendations if it wishes to have an up to date development plan in place as required by the NPPF.	Keep Council Members up to date on issues arising and likely recommendations, and allow for delegation arrangements were necessary to deal with difficult issues.
Unforeseen additional work	Medium	Medium	Timetabled work programmes and top priorities clearly set out, overall programme management of all areas of work is essential to delivering targets and deadlines	Ensure that a degree of flexibility is added into current work programmes to accommodate unforeseen work. Draw on additional resources within the Policy and Regeneration Department where required to meet deadlines.

Table 2: Derbyshire Dales Local Plan Risks, Contingencies and Mitigation Measures

Monitoring and Review

- 2.20 The Council is required to prepare an Authority Monitoring Report (AMR) annually. The AMR monitors the progress of the LDS on an annual basis, reporting in December each year. The latest AMR covers the period March 2012 to April 2013 and was published in March 2014 and is available to view on the Council's [website](#).
- 2.21 The AMR will monitor the delivery of policies in the Local Plan when they have been adopted as well as referring to the Council's five year housing land supply; neighbourhood plans; Infrastructure Delivery; projects and programmes in relation to the Duty to Co-operate and targets and indicators have been identified for the policies within Local Plan.

Evidence Base

- 2.22 The preparation of the revised Derbyshire Dales Local Plan needs to be supported by a robust evidence base. In that respect, the Council's extensive library of documents can be viewed on its website.
- 2.23 Mechanisms will be put in place within the District Council's Planning Policy Team and in association with other local planning authorities and key stakeholders to ensure that the evidence base is reviewed on a regular basis and kept up to date over the period of this Local Development Scheme.

Schedule of Derbyshire Dales Local Plan (Adopted 2005) Policies

Policy	Title	Retained Post 2008	Replaced by DPD
SF1	Development Within Settlement Frameworks Boundaries	✓	Local Plan
SF2	Protection of Important Open Spaces	✓	Local Plan
SF3	Development Conspicuous From The Peak National Park	✓	Local Plan
SF4	Development In The Countryside	✓	Local Plan
SF5	Design And Appearance of Development	✓	Local Plan
SF6	Protection Of The Best Agricultural Land	✓	Local Plan
SF7	Waste Management And Recycling	✓	Local Plan
SF8	Catering For The Needs Of People With Disabilities In Development And Redevelopment	✓	Local Plan
H1	New Housing Development Within Settlement Framework Boundaries	✓	Local Plan
H2	Extensions to Dwellings	✓	Local Plan
H3	Dependent Persons Units	✓	Local Plan
H4	Housing Development Outside Settlement Framework Boundaries	✓	Local Plan
H5	Conversion And Re-Use Of Buildings To Provide Residential Accommodation Outside Settlement Frameworks	✓	Local Plan
H6	Replacement Dwellings In The Countryside	✓	Local Plan
H7*	New Dwellings For Agricultural Or Forestry Workers Or Rural Based Enterprises In The Countryside	✗	Local Plan
H8	Extending Domestic Curtilages Into The Countryside	✓	Local Plan
H9	Design And Appearance Of New Housing	✓	Local Plan
H10	Affordable Housing Within The Settlement Framework Of Market Towns	✓	Local Plan
H11	Affordable Housing Within The Settlement Frameworks Of Other Settlements	✓	Local Plan
H12	Alternative Provision For Affordable Housing Outside Settlement Frameworks	✓	Local Plan
H13	Affordable Housing Exceptional Sites In Rural Areas	✓	Local Plan
H14	Housing To Meet The Needs Of The Elderly And People With Disabilities	✓	Local Plan
H15	Accommodation For Gypsies	✓	Local Plan

* Policies in the table that are crossed out are not saved beyond 20th November 2008

Policy	Title	Retained Post 2008	Replaced by DPD
EDT1	Land For General Industrial And Business Development	✓	Local Plan
EDT2	Existing Strategic Employment Land And Business Premises	✓	Local Plan
EDT3	Redevelopment Of Land At Clifton Road Ashbourne	✓	Local Plan
EDT4	Other Existing Employment Land And Business Premises	✓	Local Plan
EDT5	Industrial And Business Development Within Settlement Framework	✓	Local Plan
EDT6	Conversion And Re-Use Of Buildings For Industrial And Business Development Within Settlement Frameworks	✓	Local Plan
EDT7	Extension And Expansion Of Existing Industrial And Premises	✓	Local Plan
EDT8	Design And Appearance Of New Industrial And Business Premises	✓	Local Plan
EDT9	Provision For People With Disabilities In Schemes For Employment Purposes	✓	Local Plan
EDT10	Industrial Development Involving Hazardous Or Pollutant Substances	✓	Local Plan
EDT11	Retail Uses Within Employment Areas	✓	Local Plan
EDT12	Haulage Operations	✓	Local Plan
EDT13	Buildings Associated With Agriculture, Forestry Or Other Rural Based Enterprise	✓	Local Plan
EDT14	Farm Diversification	✓	Local Plan
EDT15	New Build Industrial And Business Development Outside Of Settlement Frameworks	✓	Local Plan
EDT16	Re-Use Of Rural Building For Industrial And Business Use	✓	Local Plan
EDT17	Tourist Attractions	✓	Local Plan
EDT18	Tourist Accommodation Within The Settlement Frameworks Of Market Towns And Other Settlements	✓	Local Plan
EDT19	Tourist Accommodation Outside Defined Settlement Frameworks	✓	Local Plan
EDT20*	Holiday Chalets, Caravan And Camp Site Developments	✗	Local Plan

* Policies in the table that are crossed out are not saved beyond 20th November 2008

Policy	Title	Retained Post 2008	Replaced by DPD
NBE* 1	Sites Of International Importance For Nature Conservation	✓	Local Plan
NBE* 2	Sites Of National Importance For Nature Conservation	✓	Local Plan
NBE3	Other Sites Of Importance For Nature Conservation	✓	Local Plan
NBE4	Protecting Features Or Areas Of Importance To Wild Flora And Fauna	✓	Local Plan
NBE5	Development Affecting Species Protected by Law Or Are Nationally Rare	✓	Local Plan
NBE6	Trees And Woodlands	✓	Local Plan
NBE7	Features Important In The Landscape	✓	Local Plan
NBE8	Landscape Character	✓	Local Plan
NBE9	Protecting The Important Open Spaces Alongside The A6 Through Darley Dale	✓	Local Plan
NBE10*	Flood Risk And Surface Water Discharge	✗	Local Plan
NBE11*	Water Quality Protection	✗	Local Plan
NBE12	Foul Sewage	✓	Local Plan
NBE13*	Development On Or Adjacent to Contaminated And Unstable Land	✗	Local Plan
NBE14*	Light And Noise Pollution	✗	Local Plan
NBE15*	Air Quality	✗	Local Plan
NBE16	Development Affecting A Listed Building	✓	Local Plan
NBE17	Alterations And Extensions To A Listed Building	✓	Local Plan
NBE18	Conversion And Changes Of Use Of A Listed Building	✓	Local Plan
NBE19	Demolition Of Listed Building	✓	Local Plan
NBE20	Enabling Development	✓	Local Plan
NBE21	Development Affecting A Conservation Area	✓	Local Plan
NBE22	Shopfronts In Conservation Areas	✓	Local Plan
NBE23	Conservation Of Historic Parks And Gardens	✓	Local Plan
NBE24	Archaeological Sites And Heritage Features	✓	Local Plan
NBE25	Derwent Valley Mills World Heritage Site	✓	Local Plan

* Policies in the table that are crossed out are not saved beyond 20th November 2008

Policy	Title	Retained Post 2008	Replaced by DPD
NBE26	Landscape Design In Association With New Development	✓	Local Plan
NBE27	Crime Prevention	✓	Local Plan
NBE28*	Percent For Art	✗	Local Plan
S1	Retail Development In Town Centres	✓	Local Plan
S2	Retail Development In Edge Of Centre Locations	✗	Local Plan
S3	Retail Development In Out Of Centre Locations	✗	Local Plan
S4	Non Retail uses in Primary Shopping Frontages	✓	Local Plan
S5	Amusement Centres	✓	Local Plan
S6	The Design And Appearance Of Shops And Commercial Premises	✓	Local Plan
S7	Shopfront Security	✓	Local Plan
S8	Development To Realise the Potential Of The River Derwent	✓	Local Plan
S9*	Development Of A Supermarket, Matlock	✗	Local Plan
S10	Development In Local Shopping Centres	✓	Local Plan
S11	Individual And Village Shops	✓	Local Plan
S12	Important Local Services And Facilities	✓	Local Plan
TR1	Access Requirements And The Impact Of New Development	✓	Local Plan
TR2	Travel Plans	✓	Local Plan
TR3	Provision For Public Transport	✓	Local Plan
TR4	Safeguarding The Reinstatement Of Railway Lines	✓	Local Plan
TR5	Strategic Rail Freight Site	✓	Local Plan
TR6*	Pedestrian Provision	✗	Local Plan
TR7*	Cycling Provision	✗	Local Plan
TR8	Parking Requirements For New Development	✓	Local Plan
TR9	Public Coach Park	✓	Local Plan
TR10	Safeguarding Haulage Depot, Longcliffe	✓	Local Plan
TR11*	Safeguarding The Route Of The A6 Link Road, Matlock	✗	Local Plan
CS1	Sites Required For Community Facilities	✓	Local Plan
CS2	Development Of Land At the Meadows/Off St. John's Street, Wirksworth	✓	Local Plan

* Policies in the table that are crossed out are not saved beyond 20th November 2008

Policy	Title	Retained Post 2008	Replaced by DPD
CS3	Provision Of New Community Facilities And Services	✓	Local Plan
CS4*	Magistrates Court Facilities, Matlock	✗	Local Plan
CS5	Renewable Energy Installations	✓	Local Plan
CS6	Wind Turbine Generator Development	✓	Local Plan
CS7*	Telecommunication Infrastructure	✗	Local Plan
CS8	Provision Of Community Infrastructure	✓	Local Plan
CS9	Utility Services & Infrastructure	✓	Local Plan
L1	New Leisure Centre, Matlock	✓	Local Plan
L2	New Sport And Recreation Facilities	✓	Local Plan
L3	Safeguarding Recreational Sites And Facilities	✓	Local Plan
L4	Land For Sport And Recreation	✓	Local Plan
L5	Safeguarding The Tourism/Leisure Potential Of Stancliffe Quarry and Ball Eye Quarries	✓	Local Plan
L6	Outdoor Playing And Play Space In New Housing Developments	✓	Local Plan
L7	Water Based Leisure Pursuits	✓	Local Plan
L 8	Development Around Carsington Reservoir	✓	Local Plan
L9	Safeguarding Public Rights Of Way	✓	Local Plan
L10	Leisure Routes And Trails	✓	Local Plan
L11	Equestrian Development	✓	Local Plan
L12	Potentially Intrusive Sport Or Recreation Activities	✓	Local Plan
L13	Matlock Park	✓	Local Plan
L14	The National Stone Centre	✓	Local Plan

* Policies in the table that are crossed out are not saved beyond 20th November 2008

COMMUNITY COMMITTEE
10 APRIL 2014

Report of the Chief Executive

REVIEW OF IPAD PILOT

SUMMARY

This report provides interim feedback on the iPad pilot and requests a decision on the use of auto forwarding of email.

RECOMMENDATION

1. That the report be noted
2. That auto diverts of mail to personal email addresses cease with immediate effect
3. That webmail as a feature for accessing emails on personal pc equipment cease with effect from 23 April 2014.
4. That iPads are purchased for the 10 Councillors currently without a Council provided device with the purchase price to be funded from the unspent commitment set aside for the iPad pilot.

WARDS AFFECTED

Not applicable

STRATEGIC LINK

The enhanced use of ICT by elected Members enables more streamlined communications and enhances their role as Community Leaders.

1 REASON FOR URGENCY

- 1.1 This report is being tabled as an item of urgent business in that a decision is required before the natural committee (Corporate Committee) meets. The Chairman of the Corporate Committee has been consulted on the need to approach decision making in this manner and supports the way forward.

2 BACKGROUND

- 2.1 At its meeting on 27 June, 2013, the Corporate Committee approved the establishment of a pilot group to test the effectiveness of tablet computer technology. All members of the Central and Northern Planning Committee have subsequently formed that pilot group and each Member has been provided with an iPad with mobile data and Wi-Fi access. 3 other iPads were purchased within the budget allowance for the Chief Executive, and shared facilities for the Planning Department and Committee Teams (the latter being a Wi-Fi only version).

2.2 The June meeting also considered the practice whereby Members requested an auto forward of their Derbyshire Dales emails to their personal email address. This facility is in breach of the controls required for our code of connection to Government IT systems through the Public Service Network (PSN) and has the potential for data protection breaches through emails being forwarded to unsecure email systems. A decision on the permanent withdrawal of the facility is now required.

3 iPad PILOT UPDATE

3.1 A thorough evaluation of the pilot will be conducted by the Member Development Working Group with a view to a final report being presented to the Corporate Committee in June 2014. The purpose of that report will be to determine the ICT platform for all Councillors following the elections in 2015 and the level of allowances paid to members for their ICT connection. In the interim, this report provides an update on progress and savings so far.

3.2 To support the pilot, Wi-Fi access has been provided in the Council Chamber and protocols have been established to provide members with all communications electronically as follows:

- All routine correspondence that would otherwise be sent by traditional methods, including all committee papers.
- Payslips have been sent electronically for the first time in March.
- The facility to be consulted on planning applications on line. This enables a Member to log onto the consultation section of the website and view planning applications within their respective Wards. All household and minor planning applications are consulted upon entirely in electronic format. Maps and plans relating to major planning applications are being sent in paper form for ease of reference.
- Meetings of the Planning Committee have been conducted without paper copies of the agenda since January of this year.
- A Members Portal has been created where copies of agenda and minutes are stored awaiting download. The documents are created in pdf format and the iPad has a tool which enables Members to make notes directly on the document in preparation for meetings etc.
- Emails are accessible direct from the iPad without the need for complicated log in protocols and any auto forwarding to personal emails for members within the pilot group has ceased.

3.3 Training has been provided so far on how to use the Member Portal and the on line planning application consultation process. The need for further training will be assessed by the Member Development Working Group, and following advice from the ICT service, will ideally need to be tailored to reflect an individual's level of confidence.

3.4 Since the introduction of 'live meetings' in January this year, all members of the pilot group have been receiving their committee agenda electronically. Savings to date in terms of print and post amount to £800. Non cashable savings in terms of staff time have also been recorded. The potential to realise this latter element will be evaluated should the pilot be extended to all members in the future.

4. AUTO FORWARD OF EMAIL

- 4.1 Since the initial report in June last year 12 Members continue to re-direct their official emails to a personal email address. One Councillor also uses webmail to retrieve emails from his personal pc. Both methods of access are considered to be a breach of the ICT security policy and means that the District Council will not be able to comply with the annual PSN compliance audit. All Members concerned have been advised of the recommendation to cease the practice and a formal decision is now required in the interests of data security. There is also the risk of an unintended breach of the Data Protection Act due to emails with personal or sensitive emails being forwarded to unsecured email systems which may result in fines levied upon the Council by the Information Commissioners Office.
- 4.2 Alternative means of access are available via the network through Members' laptops. However, ten of the Councillors concerned currently do not have a device provided for by the Council. It is therefore suggested that the most expedient and pragmatic way of remedying the problem would be to provide those members with an iPad. The estimated cost of purchasing the device is £60 including protective cover, which can be accommodated within the £920 remaining from the original commitment set aside for the iPad pilot. However the monthly cost of connection to a mobile signal has not been budgeted for in this financial year. The basic cost per iPad is £23 per month. This added expense will need to be taken into account when preparing the revised budget estimates later in the year.

4 RISK ASSESSMENT

4.1 Legal

The auto forward emails to private accounts presents a risk to data security and is assessed as medium to high. The proposed solution aims to control that risk to a lower standard.

4.2 Financial

The financial risk arising from this report is assessed as "low".

5 OTHER CONSIDERATIONS

In preparing this report the relevance of the following factors is also been considered prevention of crime and disorder, equality of opportunity, environmental, health, legal and human rights, financial personal and property considerations.

6 CONTACT INFORMATION

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7 BACKGROUND PAPERS

None