

# GROWTH SCRUTINY COMMITTEE

## AGENDA

Wednesday 29<sup>th</sup> June 2016 at 1400 hours in the Council Chamber, The Arc, Clowne

Item No.		Page No.(s)
	<b>PART 1 – OPEN ITEMS</b>	
1.	To receive apologies for absence, if any.	
2.	To note any urgent items of business which the Chairman has consented to being considered under the provisions of Section 100(B) 4 (b) of the Local Government Act 1972.	
3.	Members should declare the existence and nature of any Disclosable Pecuniary Interest and Non Statutory Interest as defined by the Members' Code of Conduct in respect of:  a) any business on the agenda b) any urgent additional items to be considered c) any matters arising out of those items  and, if appropriate, withdraw from the meeting at the relevant time.	
4.	To approve the minutes of a meeting held on 25 <sup>th</sup> May 2016.	3 to 7
5.	List of Key Decisions & Items to be Considered in Private.  <i>(Members should contact the officer whose name appears on the List of Key Decisions for any further information).</i>	8 to 13
6.	Growth Update – Quarterly update on Growth Projects from the Chief Executive Officer.	Verbal Report
7.	Growth Performance Indicators – (draft set of indicators for Members to consider and approve).	To Follow
8.	Scrutiny Review – Creation of a Development Prospectus – Scope to be approved.	14 to 16
9.	Growth Scrutiny Work Plan.	17 to 18

### **PART B – INFORMAL**

The formal meeting of the Growth Scrutiny Committee ends at this point. Members will meet informally as a working party to carry out their review work. This meeting is closed to the public, so members of the public should leave at this point.

## **GROWTH SCRUTINY COMMITTEE**

Minutes of a meeting of the Growth Scrutiny Committee of the Bolsover District Council held in the Council Chamber, The Arc, Clowne on Wednesday 25<sup>th</sup> May 2016 at 1000 hours.

### **PRESENT:-**

Councillors:-

Councillor S.W. Fritchley in the Chair

Councillors T. Alexander, A. Anderson, P. Barnes, G. Buxton, J.A. Clifton, M. Dixey, S. Statter, B. Watson and J. Wilson.

Also in attendance with the permission of the Chair were Councillors A.M. Syrett (Leader of the Council and Portfolio Holder for Economic Growth) and M.J. Ritchie (Portfolio Holder for Housing and IT).

Officers:-

D. Swaine (Chief Executive Officer), J. Foley (Assistant Director – Customer Service and Performance), G. Galloway (Assistant Director – Property and Estates), M. Broughton (Commercial Property and Developments Manager), C. Millington (Scrutiny Officer) and A. Brownsword (Governance Officer)

### **38. APOLOGIES**

There were no apologies for absence.

### **39. URGENT ITEMS OF BUSINESS**

There were no urgent items of business.

### **40. DECLARATIONS OF INTEREST**

There were no declarations of interest.

## GROWTH SCRUTINY COMMITTEE

### 41. MINUTES – 20<sup>TH</sup> APRIL 2016

Moved by Councillor B. Watson and seconded by Councillor M. Dixey

**RESOLVED** that the Minutes of a meeting of the Growth Scrutiny Committee held on 20<sup>th</sup> April 2016 be approved as a true and correct record.

### 42. LIST OF KEY DECISIONS AND ITEMS TO BE CONSIDERED IN PRIVATE

Members considered the List of Key Decisions and Items to be Considered in Private document.

Moved by Councillor S.W. Fritchley and seconded by Councillor J. Wilson

**RESOLVED** that the List of Key Decisions and Items to be Considered in Private document be noted.

### 43. CORPORATE PLAN TARGETS PERFORMANCE UPDATE – JANUARY TO MARCH 2016 (QUARTER 4 2015/16)

The Assistant Director – Customer Service and Transformation presented the report which gave details of the performance outturn for those targets which sit under ‘unlocking our growth potential’ corporate aim as of 31<sup>st</sup> March 2016. The information was correct as of 10<sup>th</sup> May 2016. Most of the targets were on track.

G 09 – Deliver a minimum of 100 new Council properties by March 2019

It was noted that 42 houses were currently under construction at Rogers Avenue in Creswell.

G 10 – Enable the development of at least 1,000 new residential properties within the District by March 2019

It was noted that a report would be forthcoming once the figures were calculated at the end of the financial year.

G 11 – Through a programme of targeted refurbishment bring back 15 empty private sector properties back in to use per annum

The Assistant Director – Customer Service and Transformation noted that this target had been flagged as an alert as the target had not been achieved for 2015/16.

## GROWTH SCRUTINY COMMITTEE

The current Empty Property Officer was due to leave the authority and there was a possibility that the Housing Strategy Department would be re-structured.

G 13 – Work with partners to deliver an average of 20 units of affordable homes each year

The Assistant Director – Customer Service and Transformation noted that this target had been flagged as an alert as the target had not been achieved for 2015/16.

It was noted that the final figures would be available from the Planning Department in June.

G 14 – Identify with partners key actions and funding mechanisms to bring forward priority employment sites at Markham Vale, Shirebrook and former Coalite site by March 2016

A question was asked regarding progress on a start date for the land remediation on the former Coalite site. The Chief Executive Officer informed Members that monthly progress meetings were being held with Mercol and funding was still being sought which would have an impact on when the work would start. Negotiations were ongoing with Derbyshire County Council to ensure that funding would still be available if LEP monies were not forthcoming. Planning permission had been obtained for both sides and it was important to maintain momentum.

Moved by Councillor J. Wilson and seconded by Councillor S.W. Fritchley  
**RESOLVED** that (1) year one progress against the Corporate Plan 2015-2019 targets be noted,

(2) a report on progress made on the former Coalite site be submitted to a future meeting of the Growth Scrutiny Committee.

(Chief Executive Officer/Governance Officer)

The Assistant Director – Customer Service and Transformation left the meeting.

The Chairman gave his permission for the following two items to be taken together.

## **GROWTH SCRUTINY COMMITTEE**

### **44. ASSET BACKED JOINT VENTURE COMPANY JOINT VENTURE/HOUSING**

The Assistant Director – Property and Estates and the Commercial Property and Developments Manager gave a presentation which included details of work carried out so far at Rogers Avenue, Creswell which was currently nearing completion. It was hoped to start marketing to tenants shortly. An open day was to be held on 3<sup>rd</sup> August 2016. Other sites were being looked at.

Members praised the development at Rogers Avenue and noted that the build quality was very high.

Due to the success of the joint venture at Rogers Avenue, a further investigation into the formulation of a joint venture company was proposed in order to build on other sites within the Council's ownership and investigate the possibility of facilitating build on sites outside the ownership of the Council. Members noted the social benefits of such a scheme.

Moved by Councillor S.W. Fritchley and seconded by Councillor J. Wilson

**RESOLVED** that (1) the presentations be noted,

(2) a further report on progress of investigations into the possibility of a Joint Venture Company be presented to a future Growth Scrutiny Committee

(Assistant Director – Property and Estates/Governance Officer)

### **45. SCRUTINY WORK PLAN 2016/17**

The Scrutiny Officer presented the list of suggested work plan items which had been formulated following the Annual Scrutiny Conference and a discussion took place regarding the Committee's priorities.

#### **1. Creation of a Development Prospectus**

It was felt that there was the potential to carry out a review into the production and content of a Development Prospectus for the District.

## **GROWTH SCRUTINY COMMITTEE**

2. Rural Broadband
3. Rural Mobile Signal

A review was currently being undertaken by BT and the Chief Executive Officer explained that the possibility of a local project was being investigated in Shirebrook and a survey was being commissioned.

Members asked whether a review of the 30 Year Housing Business Plan was underway and the Portfolio Holder for Housing and IT noted that it was currently being worked on with regard to the new Housing and Planning Acts.

Moved by Councillor S.W. Fritchley and seconded by Councillor J. Wilson

**RESOLVED** that (1) the Growth Scrutiny Committee carry out a review into the production and content of a Development Prospectus for the District,

(2) an update on the 30 Year Housing Business Plan be submitted to a future meeting of Budget Scrutiny Committee.

(Assistant Director – Community Safety and Head of Housing (BDC)/  
Governance Officer)

### **46. SCRUTINY REVIEW – SELECTION AND SCOPING**

Further to Minute No. 45, a review of ‘The Production and Content of a Development Prospectus for the District’ was to be carried out. A draft scoping document was formulated to be approved at the next meeting of the Growth Scrutiny Committee.

Moved by Councillor S.W. Fritchley and seconded by Councillor S. Peake

**RESOLVED** that a review on ‘The Production and Content of a Development Prospectus for the District’ be carried out and the draft scoping document be submitted to the next meeting of the Growth Scrutiny Committee for approval.

The meeting concluded at 1135 hours.



The Arc  
High Street  
Clowne  
Derbyshire  
S43 4JY

## **Key Decisions & Items to be Considered in Private**

**To be made under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012**

**Published on: 10 June 2016**

## INTRODUCTION

The list attached sets out decisions that are termed as “Key Decisions” at least 28 calendar days before they are due to be taken by the Executive or an officer under delegated powers.

Preparation of the list helps Executive to programme its work. The purpose of the list is to give notice and provide an opportunity for consultation on the issues to be discussed. The list is updated each month with the period of the list being rolled forward by one month and republished. The list is available for public inspection at the The Arc, High Street, Clowne, S43 4JY. Copies of the list can be obtained from Sarah Sternberg, Assistant Director – Governance & Monitoring Officer at this address or by email to [sarah.sternberg@bolsover.gov.uk](mailto:sarah.sternberg@bolsover.gov.uk).

The list can also be accessed from the Council’s website at [www.bolsover.gov.uk](http://www.bolsover.gov.uk). The Executive is allowed to make urgent decisions which do not appear in the list, however, a notice will be published at The Arc and on the Council’s website explaining the reasons for the urgent decisions. Please note that the decision dates are indicative and are subject to change.

The names of Executive members are as follows:

Councillor A M Syrett - Leader  
Councillor M Dooley – Deputy Leader  
Councillor T Connerton  
Councillor B R Murray-Carr  
Councillor K Reid  
Councillor J Ritchie

The Executive agenda and reports are available for inspection by the public five clear days prior to the meeting of the Executive. The papers can be seen at The Arc at the above address. The papers are also available on the Council’s website referred to above. Background papers are listed on each report submitted to the Executive and members of the public are entitled to see these documents unless they contain exempt or confidential information. The report also contains the name and telephone number of a contact officer.

Meetings of the Executive are open to the public and usually take place in the Chamber Suites at The Arc. Occasionally there are items included on the agenda which are exempt and for those items the public will be asked to leave the meeting. This list shows where this is intended and the reason why the reports are exempt or confidential. Members of the public may make representations to the Assistant Director – Governance & Monitoring Officer about any particular item being considered in exempt.



The list does not detail all decisions which have to be taken by the Executive, only “Key Decisions”. In these Rules a “Key Decision” means an executive decision, which is likely:

- (1) to result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council’s budget for the service or function to which the decision relates; or
- (2) to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the District.

In determining the meaning of “significant” the Council must have regard to any guidance for the time being issued by the Secretary of State. The Council has decided that income or expenditure of £50,000 or more is significant.

**The dates for meetings of Executive in 2016/17 are as follows:**

2016	11 July	2017	3 January
	5 September		30 January
	3 October		27 February
	31 October		27 March
	28 November		24 April
			22 May

The Council hereby gives notice of its intention to make the following Key Decisions and/or decisions to be considered in private:

<b><i>Matter in respect of which a decision will be taken</i></b>	<b><i>Decision-maker</i></b>	<b><i>Date of Decision</i></b>	<b><i>Documents to be considered</i></b>	<b><i>Contact Officer</i></b>	<b><i>Is this decision a Key Decision?</i></b>	<b><i>Is this decision to be heard in public or private session</i></b>
<b>Site Acquisition, Clowne</b>  To consider the purchase of a development site	Executive	July 2016	Report of Councillor A Syrett, Leader of the Council	Assistant Director – Property and Estates	Yes – involves savings or expenditure of £50,000 or more.	Private – relates to the Council's financial or business affairs
<b>CCTV</b>  To consider future options for CCTV in the District	Executive	July - October 2016	Report of Councillor J Ritchie, Portfolio Holder for Housing and IT	Assistant Director – Community Safety and Head of Housing (BDC)	Yes – involves savings or expenditure of £50,000 or more.	Public
<b>Upgrade of CCTV security system at Pleasley Vale Business Park</b>  To consider options for the above	Executive	July 2016	Report of Councillor A Syrett, Leader of the Council	Assistant Director – Property and Estates	Yes – involves savings or expenditure of £50,000 or more.	Private – relates to the Council's financial or business affairs
<b>Relocation of Reception services at Pleasley Vale Business Park</b>  To consider proposals for the above	Executive	July 2016	Report of Councillor A Syrett, Leader of the Council	Assistant Director – Property and Estates	Yes – involves savings or expenditure of £50,000 or more.	Private – relates to the Council's financial or business affairs

<b><i>Matter in respect of which a decision will be taken</i></b>	<b><i>Decision-maker</i></b>	<b><i>Date of Decision</i></b>	<b><i>Documents to be considered</i></b>	<b><i>Contact Officer</i></b>	<b><i>Is this decision a Key Decision?</i></b>	<b><i>Is this decision to be heard in public or private session</i></b>
<b>Development of phase 2 industrial units at The Tangent Business Hub</b>  To consider proposals for the above	Executive	July 2016	Report of Councillor A Syrett, Leader of the Council	Assistant Director – Property and Estates	Yes – involves savings or expenditure of £50,000 or more.	Private – relates to the Council's financial or business affairs
<b>Vehicle Replacements</b>  To approve the purchase of vehicle replacements utilised within Streetscene Services	Executive	July - October 2016	Report of Councillor B Murray-Carr, Portfolio Holder for Environment	Assistant Director – Streetscene	Yes – involves savings or expenditure of £50,000 or more.	Public
<b>Security Contract</b>  To approve the contract for building security at The Arc	Executive	September – October 2016	Report of Councillor A Syrett, Leader of the Council	Assistant Director – Property and Estates	Yes – involves savings or expenditure of £50,000 or more.	Public

<b><i>Matter in respect of which a decision will be taken</i></b>	<b><i>Decision-maker</i></b>	<b><i>Date of Decision</i></b>	<b><i>Documents to be considered</i></b>	<b><i>Contact Officer</i></b>	<b><i>Is this decision a Key Decision?</i></b>	<b><i>Is this decision to be heard in public or private session</i></b>
<p><b>Report on proposals to resource the Local Plan, including an update on the implications and risks resulting from proposed new National targets</b></p> <p>Report detailing the utilisation of staff resources to produce the Local Plan to timetable, including salary details.</p>	Executive	July 2016	Report of Councillor A Syrett, Leader of the Council	Assistant Director – Planning and Environmental Health	Yes – involves savings or expenditure of £50,000 or more.	Private – relates to an individual, the Council’s financial or business affairs and any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority
<p><b>Extension to existing Contract for Damp proof utilising the EEM framework</b></p> <p>To approve the contract</p>	Executive	July 2016	Report of Councillor J Ritchie, Portfolio Holder for Housing and IT	Assistant Director – Community Safety and Head of Housing (BDC)	Yes – involves savings or expenditure of £50,000 or more.	Public

**BOLSOVER DISTRICT COUNCIL**  
**SCRUTINY PROJECT MANAGEMENT**  
**REVIEW SCOPE**

**NAME OF COMMITTEE:**

Growth Scrutiny Committee

<b>SUBJECT TO BE REVIEWED</b>	<b>Creation of a Development Prospectus</b>
<b>REASON(S) FOR THE REVIEW</b>	The Authority does not have a document that promotes the District to developers or new/existing businesses.
<b>IDENTIFY APPROPRIATE CORPORATE PLAN AIMS, PRIORITIES AND TARGETS</b>	<p><b>CORPORATE PLAN AIM</b></p> <p>Unlocking our Growth Potential</p> <p><b>PRIORITIES</b></p> <p>Supporting Enterprise  Unlocking Development Potential  Enabling Housing Growth</p> <p><b>This review also supports the strategic priorities of the Growth Strategy and the following cross cutting theme;</b></p> <p>Changing Perceptions: A key theme will be to change the perceptions and raise the profile of Bolsover and North East Derbyshire as investment locations and a place for business.</p>
<b>DIRECTOR</b>	Dan Swaine – CEO and Director of Growth
<b>AIMS AND OBJECTIVES OF REVIEW</b>	<p><b>Aims:</b></p> <ul style="list-style-type: none"> <li>• To identify what the Authority, Businesses and Developers require from a Development Prospectus.</li> <li>• To make recommendations for the content and production of a Development Prospectus.</li> </ul> <p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>• To consider how other authorities promote their offer.</li> <li>• To discuss with relevant stakeholders what should be included within the Development Prospectus.</li> </ul>

<b>KEY ISSUES</b>	<ul style="list-style-type: none"> <li>• Who will be responsible for keeping the Development Prospectus relevant and up to date?</li> <li>• How will the benefits/impacts of the Development Prospectus be monitored and measured?</li> </ul>
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<b>TIMESCALE</b>	<b>ESTIMATED</b>	<b>REVISED</b>	<b>ACTUAL</b>
<b>Commencement</b>	29 June 2016		
<b>Interim Report/ Recommendations</b>			
<b>Finish</b>			
<b>Report</b>			

<b>METHOD(S) OF REVIEW:</b>	Research Questioning Group discussion to discuss options/ideas
<b>IMPLICATIONS:</b> (legislative, regulatory, etc)	None identified
<b>DOCUMENTARY EVIDENCE:</b> (Internal/External)	Examples from other Authorities.
<b>STAKEHOLDERS</b>	<p><b>RELEVANT PORTFOLIO HOLDER MUST BE INVOLVED IN THE REVIEW</b></p> <ul style="list-style-type: none"> <li>• Councillor Ann Syrett</li> <li>• Allison Westray-Chapman – Joint Assistant Director – Economic Growth</li> <li>• James Arnold – Joint Assistant Director – Planning and Environmental Health</li> <li>• Grant Galloway – Joint Assistant Director – Property and Estates</li> <li>• Relevant Officers</li> <li>• Businesses</li> <li>• Communications Team</li> </ul>

<b>CONSULTATION/ RESEARCH:</b>	Examples from other Authorities.
<b>SITE VISITS</b>	None identified at this stage.
<b><u>SCRUTINY REVIEW OUTCOMES</u></b>	
<b>CONCLUSIONS:</b>	
<b>RECOMMENDATIONS:</b>	
<b>DRAFT REPORT SENT TO DIRECTOR &amp; ANY RELEVANT OFFICERS FOR COMMENT:</b>	
<b>DRAFT REPORT CONSIDERED BY PORTFOLIO HOLDER:</b>	
<b>SIGNED OFF BY COMMITTEE/CHAIR:</b>	
<b>SIGNED OFF BY SCRUTINY MANAGEMENT BOARD:</b>	
<b>REVIEW OF PROCESS/COMMENTS:</b>	
<b>EXECUTIVE CONSIDERED:</b>	
<b>OUTCOME:</b>	
<b>FOLLOW UP:</b>	
<b>DATE:</b>	

**Growth Scrutiny Committee**  
**Work Programme – 2016-17**

Date of Meeting	Items	Lead Officer	Notes
<p><b>25<sup>th</sup> May 2016,</b> <b>10.00 am</b></p>	<ul style="list-style-type: none"> <li>• Quarter 4 – Performance Monitoring</li> <li>• Asset Backed Joint Venture Company</li> <li>• Joint Venture/Housing</li> <li>• Scrutiny reviews 2016/17 – selection and scoping exercise.</li> </ul>	<p>Jane Foley, Assistant Director of Customer Service and Improvement</p> <p>Grant Galloway, Assistant Director, Property and Estates</p> <p>Grant Galloway, Assistant Director, Property and Estates and Peter Campbell, Assistant Director of Community Safety and Housing.</p> <p>Claire Millington, Scrutiny Officer.</p>	
<p><b>29<sup>th</sup> June 2016,</b> <b>2.00 pm</b></p>	<ul style="list-style-type: none"> <li>• Growth Update</li> <li>• Growth Performance Indicators</li> </ul>	<p>Dan Swaine, Chief Executive Officer</p> <p>Dan Swaine, Chief Executive Officer</p>	
<p><b>27<sup>th</sup> July 2016,</b> <b>10.00 am</b></p>	<ul style="list-style-type: none"> <li>• Quarter 1 – Performance Monitoring</li> </ul>		



<b>21<sup>st</sup> September 2016, 10.00 am</b>	•		
<b>19<sup>th</sup> October 2016, 10.00 am</b>	• Growth Update	Dan Swaine, Chief Executive Officer	
<b>16<sup>th</sup> November 2016, 10.00 am</b>	• Quarter 2 – Performance Monitoring		
<b>14<sup>th</sup> December 2016, 10.00 am</b>			
<b>18<sup>th</sup> January 2017, 10.00 am</b>	• Growth Update	Dan Swaine, Chief Executive Officer	
<b>15<sup>th</sup> February 2017, 10.00 am</b>	• Quarter 3 – Performance Monitoring		
<b>15<sup>th</sup> March 2017, 10.00 am</b>			
<b>19<sup>th</sup> April 2017, 2.00 pm</b>	• Growth Update	Dan Swaine, Chief Executive Officer	
<b>17<sup>th</sup> May 2017, 10.00 am</b>	• Quarter 4 – Performance Monitoring		

Growth Scrutiny Committee Membership –

Councillors: -