

## GROWTH SCRUTINY COMMITTEE

### AGENDA

**Wednesday 26<sup>th</sup> April 2017 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 15 <sup>th</sup> March 2017.	3 to 7
5.	List of Key Decisions & Items to be Considered in Private.	To Follow
	<b><i>NB: Due to the Scrutiny meeting being held a week later than the original scheduled date, the above List of Key Decisions &amp; Items to be Considered in Private document will be posted to Members on Friday 21<sup>st</sup> April 2017.</i></b>	
	<b><i>(Members should contact the officer whose name appears on the List of Key Decisions for any further information).</i></b>	
6.	Update on the Regeneration Frameworks – Update from the Assistant Director, Economic Growth.	Verbal Update
7.	Quarterly Growth Update from the Chief Executive Officer.	8 to 10
8.	Examples of how other authorities are promoting themselves and attracting businesses.	Verbal Report
9.	Work Plan 2016/2017.	11 to 14

## **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 15<sup>th</sup> March 2017 at 1000 hours.

### **PRESENT:-**

Members:- Councillors T. Alexander, A. Anderson, G. Buxton (left during Minute No. 0768), J. Clifton, M. Dixey, S. Statter and B. Watson.

Officers:- C. Millington (Scrutiny Officer), S. Coleman (Economic Development & Investment Manager)(to Minute No. 0768), K. Apps (Housing Strategy and Growth Manager)(from Minute No.0769), T. Evans (Empty Properties Officer)(from Minute No. 0769) and A. Bluff (Governance Officer).

Also in attendance at the meeting was Councillor S. Fritchley, Portfolio Holder for Commercial Development and Efficiencies.

Councillor J. Wilson in the Chair

### **0762. APOLOGIES**

There were no apologies for absence.

### **0763. URGENT ITEMS OF BUSINESS**

There were no urgent items of business.

### **0764. DECLARATIONS OF INTEREST**

There were no declarations of interest made.

### **0765. MINUTES – 15<sup>TH</sup> FEBRUARY 2017**

Moved by Councillor A. Anderson and seconded by Councillor T. Alexander

**RESOLVED** that the Minutes of a Growth Scrutiny Committee held on 15<sup>th</sup> February 2017 be approved as a correct record.

### **0766. LIST OF KEY DECISIONS AND ITEMS TO BE CONSIDERED IN PRIVATE**

Committee considered the List of Key Decisions and Items to be considered in private document.

## **GROWTH SCRUTINY COMMITTEE**

A Member noted that Regeneration Frameworks; Priority Projects (town centre regeneration), was included on the List of Key Decisions to be considered by Executive in April and raised concern that no update on progress had been provided to the Committee since September 2015.

Members agreed that Scrutiny should be informed of what was being considered at discussion stage and that a vision and a commitment from the Authority to move forward with Growth, including monitoring, was needed. Growth Scrutiny Committee's role was to help create that vision and appropriate targets in a coordinated approach with officers.

Moved by Councillor A. Anderson and seconded by Councillor M. Dixey

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

### **0767. MARKETING AND HOW THE AUTHORITY ATTRACTS BUSINESSES – BRIEFING FROM THE SENIOR ECONOMIC DEVELOPMENT OFFICER**

The Economic Development & Investment Manager provided a verbal update to the meeting in relation to how the Authority attracted businesses into the District.

The Economic Development team was small but structured with an Assistant Director, three senior officers and a Technical Support Officer who was the first point of contact for grants and business advice. The team looked at relevant businesses in the D2N2 and Sheffield City Region (SCR) areas.

**Economic Development/Business Information** - A pull out leaflet, "Business in Bolsover", had been produced by the team and was used quite extensively. Information for businesses was also included in the corporate structure on the Council's website, however, it had recently been decided that a more prominent site was needed and a Growth 'Microsite' would be developed by the Communications Manager in conjunction with the GIS team. The Microsite would also be used by potential Developers.

If businesses were looking to invest in the area, promotional leaflets providing information on statistics and testimonials from other businesses were available. These statistics were reviewed on an annual basis and the leaflets reprinted. Other leaflets covered information on the enterprise partnerships, D2N2, SCR etc, including access to finances, starting up a business and expanding a business in Bolsover. These leaflets were placed in the reception area of the Arc, in libraries and in the Council's Contact Centres. Information was available electronically and the Council used the social media website 'Twitter' and sent business updates via E-bulletins. The MINT database also formed a useful resource in targeting relevant companies for available resources and support..

**Growth Target Information** – this was updated on the Council's PERFORM system on a regular basis by the Economic Development team and this could be viewed by Members and other officers of the Council.

## **GROWTH SCRUTINY COMMITTEE**

**Promotional Activity** - In relation to promotional activity, brand guidelines had been developed and business events were attended including Chamber of Commerce events.

**Business Relationships** - Good business/officer relationships were formed and networks developed. This included Planning officers with businesses, agents and developers on the consultation process to support business growth and also Environmental Health officers co-supporting in relation to new practices and processes.

**Communications** – the Council's In Touch magazine was mainly based on services to residents but there had also been a number of articles that highlighted the work of the Economic Development team.

In response to Members' questions, the Economic Development & Investment Manager advised the meeting that the Authority did not have an international profile and the teams at D2N2 and SCR dealt with international business enquiries. With regard to national companies, the Economic Development team had been proactive in getting Wetherspoons into Bolsover. Companies tended to look at how many new houses were being built in an area as the potential for new business. The Tangent was an excellent example of a business centre being a modern building and having the right image as well as being accessible – this building had been ground breaking for the District and would be expanded in the near future.

It was noted that city centres were offering incentives to businesses with regard to business rates and Members agreed that the Council should also consider this. Promoting the District was key and this was something Members should do as well as officers.

Members thanked the Economic Development & Investment Manager for an informative report and looked forward to future updates.

The Economic Development & Investment Manager left the meeting.

### **0768. UPDATE ON CORPORATE PLAN TARGET G11 – THROUGH A PROGRAMME OF TARGETED REFURBISHMENT, BRING 15 EMPTY PRIVATE SECTOR PROPERTIES BACK INTO USE PER ANNUM – UPDATE FROM THE HOUSING STRATEGY AND GROWTH MANAGER**

The Housing Strategy and Growth Manager and the Empty Properties Officer attended the meeting to provide an update to Members regarding the Council's Corporate Plan Target G11 – *Through a programme of targeted refurbishment, bring 15 empty private sector properties back into use per annum.*

Further to the Council's Empty Properties Strategy, empty residential properties in the District had been identified from Council Tax records.

516 surveys had been sent to owners of empty properties in the District with a response rate of 28%.

## **GROWTH SCRUTINY COMMITTEE**

Detailed results from the survey, a copy of the questions asked and a scoring matrix used in the survey were set out in a paper circulated to the meeting.

In response to a Member's question, the Empty Properties Officer advised the meeting that the Council would attempt to take enforcement action on the owners of any empty properties with outstanding council tax arrears and which also scored high on the matrix, however, if the property was referred to Action Housing and was suitable for the intervention project where £18,000 was awarded to improve the property, once let as private sector housing, the council tax debt would be attached by way of a charge on the property, which would then be paid upon the sale of the property.

Advice was also provided to the owners of empty properties which had been on the market for a long time and the available options to them.

Further to a Member's request, the Empty Properties Officer would provide a list of empty properties in each Member ward.

Members thanked the Housing Strategy and Growth Manager and the Empty Properties Officer for providing the update.

### **0769. ANNUAL SCRUTINY CONFERENCE; CONFIRMATION OF A DATE AND SUGGESTIONS FOR SCRUTINY REVIEW AND WORK PLAN 2017/18**

**Annual Scrutiny Conference 2017:** Members were advised that the Annual Scrutiny Conference would be held on Wednesday 31<sup>st</sup> May 2017 - an email would be sent to all Scrutiny Members confirming the date.

**Work Plan 2017/18:** It was agreed that items for the 2017/18 Work Plan include a review of Night time economy, Shopping trends and high streets and Transport links and infrastructure. Members were requested to inform the Scrutiny Officer of any further items they wished to add to the Work Plan.

Members noted that some areas of their work overlapped with the remit of the Healthy, Safe, Clean and Green and the Customer Service and Transformation Scrutiny Committees.

A lengthy discussion took place around how each Committee could maintain its own individual work area but also work together so as not to duplicate work and waste time.

In relation to the update provided by the Economic Development & Investment Manager regarding business information, it was suggested that comparisons with other local authorities be investigated.

(Scrutiny Officer)

### **0770. GROWTH SCRUTINY WORK PLAN 2016/17**

A quarterly Growth update was due at the next meeting and the following updates were requested;

## **GROWTH SCRUTINY COMMITTEE**

- Launch of the website
- Joint Venture Project
- HS2
- Fibre Optic Broadband – Pleasley
- Digital Derbyshire Project
- Recruitment of a Growth Director
- The Tangent (Phase 2)
- Sherwood Lodge site
- Coalite

(Scrutiny Officer)

The meeting concluded at 1150 hours.

**Growth Scrutiny Committee**

**26<sup>th</sup> April 2017**

**Quarterly Growth Update**

The Growth Scrutiny Committee has requested updates on the projects listed below;

<b>Website – business pages</b>	<p>The Communications, Marketing and Design Manager advised that the delay in launching the website has been due to waiting for the GIS information to be input into the site. A meeting has taken place with all concerned and it has been agreed that the site will go live on 1 June after planning have undertaken their annual updates to the system that will provide us with accurate and up to date information to display on the new Growth site.</p>
<b>Sherwood Lodge</b>	<p>Following the CPN warning being served on 7<sup>th</sup> February 2017, none of the agencies involved have had any contact with Morrisons. The landowners have not acknowledged the contents of the warning notice. The following conditions were sent to the landowner as part of the Community Protection Notice warning.</p> <ol style="list-style-type: none"><li>1. Erect on site notices advising that there is security on site. To be put up within 14 days and maintained thereafter.</li><li>2. Remove any flammable substances, which include the contents of all diesel and nitrogen tanks currently on the site, within 7 days.</li><li>3. Board up all external windows (at all levels) ensuring that the building is fully secure, to be done within 14 days and maintained thereafter.</li><li>4. Remove all loose glass from the building and the window frames within 14 days and maintained thereafter.</li><li>5. Removal of the dislodged coping stones from the front of the building near to the steps within 14 days.</li><li>6. Carry out hourly security inspections of the site and maintain a log of those checks which should be available for the Police to view on request.</li><li>7. Take appropriate measures to prevent individuals from gaining access to the roof of the building, to be in place within 14 days and maintained thereafter.</li><li>8. Ensure all electrical supplies going to the derelict building to be switched off or provide confirmation that the electrical supply is isolated purely for the alarm system/sensors within the building.</li></ol>

	<p>9. Carry out regular maintenance of the site including grass cutting, removal of rubbish and clearance of any debris or hazardous materials.</p> <p>An inspection of the site was undertaken and none of the conditions documented within the notice appeared to have been met, apart from the erection of signs advising security is on site.</p> <p>As a result of this it was felt that we were now at the stage to issue the Community Protection Notice to the landowner (Optimisation Developments Ltd). This will give them 28 days to complete the work detailed on the notice. If they fail to do this they will face prosecution by the Legal Department and a potential fine of up to £20,000. This was issued on 20<sup>th</sup> March 2017.</p> <p>Further information may be available at the meeting once the 28 days has passed.</p>
<b>Coalite Progress</b>	Alison Westray-Chapman will provide the update at the meeting.
<b>Tangent Phase 2</b>	Planning permission has been granted for the construction of 7 industrial units, 6 at 106m <sup>2</sup> and 1 at 120m <sup>2</sup> . This terrace of units will be sited at the rear of the current business centre. RLB have been appointed by the Council as their design team, and RLB are currently in the process of appointing a build contractor through a competitive tender process. Four companies have been invited to tender. The tender pack has been written and issued, which outlines the build requirements and the specification of each unit. Each unit will have a roller shutter access, WC, Kitchenette, and sub-metered services. The marketing of the units for letting shall start once the building contractor has been appointed. Tenants of the existing centre will also be consulted in regard to the contractor, site mobilisation, and the construction site health and safety, to ensure they can continue their operation with minimal disruption to services.
<b>Digital Derbyshire Project</b>	Four options have been put to the businesses in Shirebrook and we are awaiting feedback.
<b>Fibre Optic Broadband at Pleasley Vale</b>	With regards to Pleasley Vale Business Park, the BT Wholesaler confirms that the exchange has been upgraded and the C21 network is in. They will also confirm that across the Business Park, there is FTTC (fibre to the cabinet) and FTTP (fibre to the premises) available. The size of the green cabinet outside each Mill would indicate that they are fibre enabled cabinets. However I cannot confirm this. There is also a fibre node outside the mills (confirmed outside Mill 1) which a number of tenants have direct fibre leased lines in to their units. One of these is a point of presence, and is able to offer out fibre connections to neighbouring tenants in Mill One. BT will be required to confirm if the cabinets on site are fibre enabled, or whether they have been installed ready for an impending upgrade to be fibre enabled.



	<p>However, carrying out a brief online search on the PVBP postcode indicates Fibre is available to order through BT at Pleasley <a href="https://www.uswitch.com/broadband/postcode_checker/results/?postcode=ng19+8rl">https://www.uswitch.com/broadband/postcode_checker/results/?postcode=ng19+8rl</a> which would suggest there is sufficient fibre coverage across the business park for tenants to be able to access.</p> <p>Given the close proximity of the units to the cabinet, it would not really matter if the connection to the cabinet was fibre or copper – with the distance travelled over copper there would not be much degradation of speed.</p>
<b>Joint Venture</b>	<p>The JV is working on three schemes which will be delivered in order of development:-</p> <ul style="list-style-type: none"> <li>• 10 properties at Meadow Lane South Normanton, Planning submitted April 2017, start on site June 2017 and complete Jan 2018</li> <li>• 10 Properties at Park Lane Pinxton, Planning submitted April 2017, start on site August 2017 and complete March 2018.</li> <li>• 49 Properties at Rood Lane Clowne, Planning submitted Jun 2017, start on site September 2017 complete March 2020.</li> </ul>
<b>Recruitment of Growth Director</b>	<p>A review of the Strategic Alliance Management Team (SAMT) has commenced. As members will recall the report that proposed the interim post for the director of growth indicated that if an internal secondment wasn't possible, following a recruitment process then the wider review would be undertaken. If the question is about how to ensure sufficient support for delivery of the growth agenda then this will form part of the wider review which will look at how the SAMT is structured and aligned. Further details of the process will be reported to the Executive in due course as the review progresses.</p>
<b>HS2</b>	<p>Consultation response submitted that all members have had a copy of. Dialogue ongoing with HS2 to manage and help mitigate impact on communities and businesses and HS2 regional liaison to visit new business sites affected. Both Leaders have also requested a further meeting with Sir David Higgins to discuss our concerns further.</p>

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

<b>Date of Meeting</b>	<b>Items</b>	<b>Lead Officer</b>	<b>Notes</b>
<b>25<sup>th</sup> May 2016, 10.00 am</b>	<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>	
<b>29<sup>th</sup> June 2016, 2.00 pm</b>	<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>	

<b>27<sup>th</sup> July 2016, 10.00 am</b>	<ul style="list-style-type: none"> <li>• Quarter 1 – Performance Monitoring</li> <li>• Empty Properties Scheme Update</li> <li>• Demonstration of the new Business web pages</li> </ul>	<p>Allison Westray-Chapman, Assistant Director – Economic Growth</p> <p>Scott Chambers – Communications, Marketing and Design Manager.</p>	
<b>23<sup>rd</sup> August 2016 10.00am</b>  <b>Special Meeting</b>	<ul style="list-style-type: none"> <li>• Consultation on 100% Business Rates retention.</li> </ul>	<p>Bryan Mason – Director of Operations</p> <p>Dawn Clarke – JAD, Finance and Revenues &amp; Benefits.</p>	
<b>21<sup>st</sup> September 2016, 10.00 am</b>	<ul style="list-style-type: none"> <li>• Growth Strategy – progress update against the actions/targets within the Strategy</li> <li>• Town Centre Regeneration Plans.</li> </ul>	<p>Allison Westray-Chapman, Assistant Director – Economic Growth.</p> <p>Allison Westray-Chapman, Assistant Director – Economic Growth.</p>	
<b>19<sup>th</sup> October 2016, 10.00 am</b>	<ul style="list-style-type: none"> <li>• Growth Update</li> </ul>	Dan Swaine, Chief Executive Officer	
<b>16<sup>th</sup> November 2016, 10.00 am</b>	<ul style="list-style-type: none"> <li>• Quarter 2 – Performance Monitoring</li> <li>• Growth Performance Indicators</li> </ul>	Kath Drury, Information, Engagement and Performance Manager.	

<b>14<sup>th</sup> December 2016, 10.00 am</b>	<ul style="list-style-type: none"> <li>• The Authority's approach to debt recovery.</li> </ul>	Bryan Mason, Director of Resources	
<b>18<sup>th</sup> January 2017, 10.00 am</b>	<ul style="list-style-type: none"> <li>• One Public Estate Presentation</li> <li>• Growth Update</li> </ul>	Matthew Scarborough, Programme Manager, One Public Estate.  Dan Swaine, Chief Executive Officer	
<b>15<sup>th</sup> February 2017, 10.00 am</b>	<ul style="list-style-type: none"> <li>• Quarter 3 – Performance Monitoring</li> </ul>		
<b>15<sup>th</sup> March 2017, 10.00 am</b>	<ul style="list-style-type: none"> <li>• Marketing and how the Authority attracts Businesses</li> </ul>	Sonia Coleman, Senior Economic Development Manager	
<b>26<sup>th</sup> April 2017, 2.00 pm</b>	<ul style="list-style-type: none"> <li>• Regeneration Frameworks</li> <li>• Quarterly Growth Update</li> <li>• Shirebrook Promotional Video</li> <li>• Examples of how other authorities are promoting themselves and attracting businesses</li> </ul>	Allison Westray-Chapman, Assistant Director, Economic Growth.  Dan Swaine, Chief Executive Officer	

<b>17<sup>th</sup> May 2017, 10.00 am</b>	<ul style="list-style-type: none"> <li>• Quarter 4 – Performance Monitoring</li> <li>• Growth Performance Indicators</li> </ul>	Kath Drury, Information, Engagement and Performance Manager.	
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Growth Scrutiny Committee Membership –

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