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GOVERNANCE AND RESOURCES COMMITTEE

Minutes of a Meeting held on Thursday 3 November 2016 in the Council Chamber, Town Hall, Matlock at 6.00pm

PRESENT

Councillor Jacquie Stevens - In the Chair

Councillors Jason Atkin, Sue Burfoot, Albert Catt, Tom Donnelly, Chris Furness, Alyson Hill, Susan Hobson, Neil Horton, Tony Millward BEM, Joyce Pawley, Garry Purdy, Irene Ratcliffe and Colin Swindell.

Dorcas Bunton (Chief Executive), Karen Henriksen (Head of Resources), Mike Galsworthy (Estates and Facilities Manager), Rob Wilks (Community Development & Wellbeing Officer), Dave Turvey (Active Communities Officer) and Jackie Cullen (Committee Assistant).

APOLOGIES

Apologies for absence were received from Councillors Deborah Botham, Steve Flitter, Angus Jenkins, Jean Monks, Lewis Rose OBE and John Tibenham. Councillors Jason Atkin, Sue Burfoot, Tom Donnelly and Joyce Pawley attended as Substitute Members.

Apologies were also received from Messrs Simon Lacey and John Cornett, KPMG (External Auditor).

240/16 – MINUTES

It was moved by Councillor Colin Swindell, seconded by Councillor Neil Horton and

RESOLVED
(unanimously)

That the minutes of the meeting of the Governance and Finance Committee held on 22 September 2016 be approved as a correct record.

The Minutes were signed by the Chairman.

241/16 – LAND HOLDINGS REVIEW – PHASE 5

The Committee considered a report regarding Phase 5 of the Land Holdings Review, which covered 4 sites across the District in which expressions of interest had been

received. Following detailed consideration of planning, legal and estate management factors, the results and recommendations were summarised in Appendix 1 to the report, together with plans of each site, as summarised below:

- 1 site was recommended for retention (site 1)
- 2 sites were recommended for disposal (site 2 and site 3)
- 1 site was recommended for disposal subject to POS advertising (site 4)

Where it was recommended that a site be sold, the relevant Local Council and Ward Members had been consulted. No changes were reported in respect of site 2, and it was reported that no further responses had been received in respect of site 3. With regard to site 4, a late representation had been received the day before the meeting and as such, further research and consideration would be necessary. It was therefore recommended that the decision on site 4 be deferred until the December meeting of this committee.

It was noted that in each case of disposal the purchaser would be responsible for making any necessary planning application at their cost to enable their desired use of the site. The decision at this meeting was entirely without prejudice to any future decisions on such applications by this Council as Planning Authority.

It was moved by Councillor Tony Millward BEM seconded by Councillor Tom Donnelly and

RESOLVED
(unanimously)

- 1 That the Committee notes the results of Public Open Space (POS) advertising undertaken on Site 1 and updated legal advice and that the interested party in respect of site 1 be informed that it is to be retained in the Council's ownership.
- 2 That the Committee notes the results of POS advertising undertaken on Sites 2 & 3 and, taking into consideration comments, proceeds with the disposal of these 2 sites as indicated in Appendix 1 of the report.
- 3 That a decision on site 4 be deferred until the December meeting of this committee, pending further research and consideration.

242/16 – CHANGES TO CAPITAL PROGRAMME 2016-2017

The Committee considered a report that outlined the additional capital funding required and recommended inclusion of these amounts in the revised Capital Programme proposals for 2016/17 to 2019/20 to be considered by full Council.

Arc Leisure Centre, Matlock – Boiler Room Ventilation Upgrades

Following a routine audit inspection of the Arc boiler room in April this year, a number of problems were identified, as set out in the report. The Estates and Facilities Manager had received quotes for various elements of the remedial work as follows:

Ventilation equipment: £18,690.40 plus vat;
Modification to provide independent combustion and cooling air to the CHP unit: £11,012.50 plus vat.

It was therefore recommended that an additional £30,000 be made available in the 2016/17 Capital Programme to finance these works. Following allocation of the funding, an appropriate contractor would be instructed to undertake the works.

Sparrow Park Play Area, Matlock – Drainage Works

This scheme had arisen following complaints received by the owner of a private property in Matlock (Anlic House) regarding water draining from the neighbouring District Council owned Sparrow Park Play Area/Open Space, having a detrimental effect on the appearance and amenity value of its private garden. It was reported that Engineers from Derbyshire County Council (DCC) had investigated the source of the water and were currently specifying a scheme to remedy the problems. This scheme had a budget cost of £20,000 inclusive of professional fees.

It was therefore recommended that £20,000 be made available in the 2016/17 Capital Programme to finance these works.

Relocation of Matlock Town Council Store Building from Hurds Hollow Nursery Site

Matlock Town Council (MTC) had a storage container on the Dimple Nursery site which was currently under offer to Westleigh for a Waterloo Homes Affordable Housing scheme providing 11 affordable homes. MTC wished to find other accommodation in Matlock, and consequently staff from Estates & Facilities had been working with MTC and a suitable space had been found on the DDDC owned Dimple Garage site to accommodate a new (container based) store (subject to planning consent). The potential costs involved were set out in the report.

In order to secure vacant possession of the Nursery Site so that the affordable housing scheme was not delayed, it was therefore recommended that £15,500 be made available in the 2016/17 Capital Programme to finance these works. On completion of the works, the actual cost of the works and planning fees or £15,500 (whichever was least) would be recharged to MTC. The costs of specifying and project managing the works would be borne by the District Council as its contribution to the scheme.

White Peak Cycle Loop Multi User Trail – Underpass link to A6, Matlock/Darley Dale

Most of the construction work on the section of the White Peak Cycle Loop between Rowsley and Matlock would be completed by early November. However DCC had encountered unforeseen problems with the Office of the Rail Regulator (ORR) changing their advice during the planning process, resulting in there being no current legal way to allow cyclists to leave the section of the trail between Old Road, Darley Dale and Matlock (Opposite Arc Leisure Centre), resulting in a significant delay in being able to promote and formally open the whole route (to cyclists).

The favoured solution at the moment was to construct a new purpose built underpass alongside the existing level crossing. A feasibility study had been carried out and a drawing which showed how the proposal could work was attached at Appendix 1 to the report. The estimated cost for the design and build of this scheme was in the region of £200,000, as outlined in the report.

It was recommended that £20,000 be made available in the 2016/17 Capital Programme as the District Council’s contribution towards the cost of these works, which would be procured and project managed by DCC.

It was moved by Councillor Albert Catt, seconded by Councillor Chris Furness and

RESOLVED That the business cases outlined in the report be referred to Council (unanimously) in November 2016, to be considered for funding alongside other capital scheme business cases and, if approved, capital works identified in Paragraphs 1.2.1 – 1.2.4 of this report be implemented.

243/16 – PROCUREMENT OF FITNESS EQUIPMENT

The Committee considered a report that sought approval for the purchase or lease of new fitness equipment and approval for the conversion of the Community Room at Ashbourne Leisure Centre into a Group Exercise Studio.

The current contract for the lease of fitness equipment at Ashbourne Leisure Centre was due to end in February next year. With this in mind, and considering that current contract terms were extremely unfavourable, Officers had conducted a tendering process in order to identify potential savings, as set out in the report. The maximum costs associated with both options are tabled below:

- o Option 1: Replace equipment at Ashbourne Leisure Centre, provide 30 indoor cycles and convert the Community Room into a Group Exercise Studio.
- o Option 2: Replace gym equipment at Ashbourne and Arc, relocate equipment from these to facilities to Bakewell and Wirksworth and convert the Community Room into a Group Exercise Studio and provide 30 indoor cycles.

Bid	Value (Option 1)	Value (Option 2)
Tender 1	£119,360	£289,782
Tender 2	£112,687	£269,372
Tender 3	£92,421	£245,644

Based on the information provided by the Leisure Database Company and the current membership sales and retention rates, the Leisure Management team had estimated a revenue growth of approximately £20,000 per annum.

The Community Room at Ashbourne Leisure Centre was currently used to host occasional meetings and some group activities such as the Healthy Hearts Club; however this space could be better used to generate more income and it was proposed that it be converted into a group Exercise Studio, enabling all classes to transfer from the Sports Hall into this space. Costs to complete the conversion were being estimated and were likely to be in the region of between £15,000 and £25,000, with the proposed works being financed through a combination of the sale of existing old fitness equipment and external funding.

Given the termination date of the contract in February 2017, and supporting information to improve the current health and fitness offer across the leisure centres, it was recommended that Members approve the purchase of equipment as outlined in Option Two.

It was also recommend that the equipment be purchased outright in order to gain the most economical advantageous offer, which would provide a saving of £346,184 over the next five years, when compared with current costs. Details of the savings for both options were set out in Appendix 1 to the report.

It was moved by Councillor Chris Furness, seconded by Councillor Colin Swindell and

RESOLVED
(unanimously)

1. That the business case outlined in this report be referred to Council in November 2016, to be considered for funding alongside other capital scheme business cases.
2. That subject to (1) above,
 - approval is given to procure equipment as specified in Option Two of the report
 - approval is also given to convert the Community Room at Ashbourne Leisure Centre into a group exercise studio

244/16 –PRIORITISATION OF CAPITAL PROGRAMME BIDS FOR USE OF THE CAPITAL PROGRAMME RESERVE

The Committee considered a report that asked Members to prioritise any capital projects approved at this meeting, which might require financing from the Capital Programme Reserve. This would be taken into account at the Council meeting on 24th November, when requests for funding would be considered.

The capital projects submitted for approval at this meeting were tabled in the report, as shown below:

Capital Project	Amount	CLT score (see Appendix 1)	Committee priority*
Arc Leisure Matlock - Boiler room ventilation project	£30,000	85%	
Drainage works – Sparrow Park, Matlock	£20,000	42%	
Replacement of Fitness Equipment at Leisure Centres	£250,000	78%	
Capital contribution to White Peak Cycle Loop	£20,000	59%	

The suggested score set by the Corporate Leadership Team (CLT), reflected the criteria listed in the report, and were detailed in Appendix 1 to the report.

A motion was proposed by Councillor Albert Catt and seconded by Councillor Garry Purdy as follows:

That Members prioritise the bids for the capital programme in respect of any new capital projects approved at this meeting that might require financing from the capital programme reserve as follows:

Capital Project	Amount	CLT score (see	Committee priority*
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		Appendix 1)	
Arc Leisure Matlock - Boiler room ventilation project	£30,000	85%	1
Drainage works – Sparrow Park, Matlock	£20,000	42%	4
Replacement of Fitness Equipment at Leisure Centres	£250,000	78%	2
Capital contribution to White Peak Cycle Loop	£20,000	59%	3

An amendment was then proposed by Councillor Chris Furness and seconded by Councillor Jason Atkin as follows:

That Members prioritise the bids for the capital programme in respect of any new capital projects approved at this meeting that might require financing from the capital programme reserve as follows:

Capital Project	Amount	CLT score (see Appendix 1)	Committee priority*
Arc Leisure Matlock - Boiler room ventilation project	£30,000	85%	2
Drainage works – Sparrow Park, Matlock	£20,000	42%	4
Replacement of Fitness Equipment at Leisure Centres	£250,000	78%	1
Capital contribution to White Peak Cycle Loop	£20,000	59%	3

It was then moved by Councillor Chris Furness, seconded by Councillor Jason Atkin

That Members prioritise the bids for the capital programme in respect of any new capital projects approved at this meeting that might require financing from the capital programme reserve as follows:

Capital Project	Amount	CLT score (see Appendix 1)	Committee priority*
Arc Leisure Matlock - Boiler room ventilation project	£30,000	85%	2
Drainage works – Sparrow Park, Matlock	£20,000	42%	4
Replacement of Fitness Equipment at Leisure Centres	£250,000	78%	1
Capital contribution to	£20,000	59%	3

VOTING:	White Peak Cycle Loop			
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For 2
Against 11
Abstentions 1

The Chairman declared the motion defeated.

The substantive motion was then moved by Councillor Albert Catt and seconded by Councillor Garry Purdy and it was:

RESOLVED That Members prioritise the bids for the capital programme in respect of any new capital projects approved at this meeting that might require financing from the capital programme reserve as follows:

Capital Project	Amount	CLT score (see Appendix 1)	Committee priority*
Arc Leisure Matlock - Boiler room ventilation project	£30,000	85%	1
Drainage works – Sparrow Park, Matlock	£20,000	42%	4
Replacement of Fitness Equipment at Leisure Centres	£250,000	78%	2
Capital contribution to White Peak Cycle Loop	£20,000	59%	3

Voting:
For 10
Against 3
Abstentions 1

The Chairman declared the motion carried.

245/16 – REFERRED ITEM

The Committee was asked to consider a recommendation from the Joint Consultative Committee meeting held on 13 October 2016 that a revised Sickness Absence Management Policy be adopted.

The relevant minute of the Joint Consultative Committee was reproduced in the report to assist Members’ understanding of the issues involved, together with the recommendation to be approved, as follows:

‘That the improved Sickness Absence statistics for 2015/16 are noted and that the Governance and Resources Committee be recommended to adopt an update to the Sickness Absence Management Policy.’

It was moved by Councillor Garry Purdy, seconded by Councillor Albert Catt and

RESOLVED That the updated Sickness Absence Management Policy be adopted.
(unanimously)

246/16 – JOINT CONSULTATIVE GROUP: MINUTES OF 13 OCTOBER 2016

Members were advised that the final sentence in the second paragraph on page 34 of the report should read *'With an average salary of £70 per day this equates to a saving of around £36,220 in sick pay. At 7.28 days the District Council is now in the lower quartile of days lost by Derbyshire Authorities with a mean average of 9.53 days across the county.'*

It was moved by Councillor Garry Purdy, seconded by Councillor Albert Catt and

RESOLVED That the minutes of the Joint Consultative Group meeting held on 13
(unanimously) October 2016 be received as amended above.

MEETING CLOSED – 7.25PM

CHAIRMAN