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PARTNERSHIP & REGENERATION COMMITTEE  
3RD JULY 2008

Report of Head of Planning Services

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## **CONSERVATION AREA CHARACTER APPRAISAL – MATLOCK BRIDGE EXTENSION**

### **SUMMARY**

The report summarises the representations received in respect of the Draft Matlock Bridge Extension Conservation Area Character Appraisal and seeks approval to proceed with its adoption.

### **RECOMMENDATION**

1. That the Character Appraisal for an extension to the Matlock Bridge Conservation Area be adopted in accordance with the recommendations as set out in the Schedule at Appendix 1.
2. That authority is delegated to the Head of Planning Services to implement the statutory procedures necessary to amend the boundary of the Conservation Area as shown in Appendix 2.

### **WARDS AFFECTED**

Matlock All Saints  
Matlock St. Giles

### **STRATEGIC LINK**

Conservation Area Character Appraisals are to be carried out for designated and proposed Conservation Areas and these will assist in delivering the Council's aims of protecting and enhancing the environment as well as stimulating economic, community and environmental regeneration.

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## **1. BACKGROUND**

- 1.1 At the meeting of this Committee held on 31st January 2008 it was resolved that the Draft Appraisal for an extension to the Matlock Bridge Conservation Area be approved for a six-week period of public consultation. It was further resolved that the results of the public consultation exercise would be reported to this Committee, outlining the responses received during that consultation period (Minute 536/07 refers).
- 1.2 The Department for Communities and Local Government has indicated that Conservation Area Appraisals should not be used as Supplementary Planning Documents but rather as background documents and which should be published in support of the relevant Development Plan Document.

- 1.3 The Draft Appraisal which was undertaken by Consultants employed on the Matlock Masterplan, was subject to public consultation between 6th March 2008 and 17th April 2008. Copies of the draft document were distributed to key stakeholders such as Matlock Town Council; Matlock Civic Association; Ward members for Matlock All Saints and Matlock St. Giles; Derbyshire County Council (Conservation and Highways Departments) and local residents.
- 1.4 Residents/owners directly affected by the proposals to include land/buildings within the proposed boundary of the extension were sent individual letters of notification along with a relevant map indicating the existing Matlock Bridge Conservation Area and the extent of the proposed boundary. Posters advertising the consultation period and the public advisory meeting were distributed around Matlock (Matlock TIC, Matlock Town Hall, Matlock Town Council) and to Ashbourne Leisure Centre and Bakewell ABC. A formal public notice was published in the local press. The Appraisal document was also available on the District Council's website and a copy of the document was available at the First Stop Shop in Ashbourne Leisure Centre and at the Town Hall at Matlock. A public advisory session was held at Matlock Town Hall on Wednesday 19th March 2008 which was attended by six local residents.

## **2. REPORT**

- 2.1 A total of three written submissions were received during the consultation period (Matlock Civic Association and two local residents), which encapsulated five representations. These are set out in the Schedule at Appendix 1, along with Officer comments and recommendations.
- 2.2 Matlock Civic Association sought to include land and buildings beyond the extent of the current proposal. The comments received from one resident were in relation to an objection to the proposed extension based on wider issues around the locality. Comments received from a further resident related to the costs of operating a Conservation Area. Each of the three representatives received a written response outlining that their comments had been duly considered and were to be reported to Committee in July. A small number of factual and typographic errors have also been identified during the consultation period. These are also outlined in the Schedule.
- 2.3 With the exception of the factual and typographical errors, no changes are proposed to the draft Appraisal or to the extent of the revised boundary. It is, therefore, recommended that the Draft Character Appraisal for Matlock Bridge Conservation Area be approved in accordance with the recommendations set out in Appendix 1.
- 2.3 In order to amend the Matlock Bridge Conservation Area boundary as shown in Appendix 2, it is recommended that the Head of Planning Services be delegated authority to implement the necessary statutory procedures.

## **3. RISK ASSESSMENT**

### **3.1 Legal**

The report proposes actions which fall within the Town and Country Planning Act 1990 and PPG15. The legal risk is, therefore, low.

### **3.2 Financial**

There are no financial risks arising from this report.

#### 4. OTHER CONSIDERATIONS

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

#### 5. CONTACT INFORMATION

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#### 6. BACKGROUND PAPERS

<b>Description</b>	<b>Date</b>
Reports to Partnership and Regeneration Committee	31st January 2008 27th October 2005 11th November 2004 16th September 2004 14th April 2003 19th December 2002 26th September 2002 1st April 2001
Planning Policy Guidance Note 15 : Planning and the Historic Environment - DoE & DNH	1994
Guidance on Conservation Area Character Appraisals - English Heritage	1997 and 2006
<i>Letters received</i>	
Matlock Civic Association	18 <sup>th</sup> April 2008 (2)
Resident (Mrs. I. Stone)	27 <sup>th</sup> March 2008
Resident (Mr. R. Lumb) – e-mail	20 <sup>th</sup> March 2008
<i>Letters in response</i>	
Matlock Civic Association	13 <sup>th</sup> June 2008
Resident (Mrs. I. Stone)	13 <sup>th</sup> June 2008
Resident (Mr. R. Lumb) – e-mail	13 <sup>th</sup> June 2008



This information is available free of charge in electronic, audio, Braille and large print versions on request.

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## **PARTNERSHIP AND REGENERATION COMMITTEE**

**Minutes of a Meeting held on Thursday, 3<sup>rd</sup> July 2008 in the Council Chamber, Town Hall, Matlock at 6.00pm**

**PRESENT** Councillor Simon Spencer - In the Chair

Councillors David Barker, Ian Bates, Mrs. Shirley Buckingham, Ken Bull, Steve Bull, Mrs. Sue Burfoot, David Chapman, Mrs. Tracy Critchlow, David Fearn, Mrs. Janet Goodison and Tony Millward

Councillors Mrs. Cate Hunt and David Hoskin attended in their capacity as Chairman and Vice Chairman of the former Partnership and Regeneration Overview Committee.

Dave Brooks (Director of Planning and Development Services), Peter Foley (Director of Community Services), Tim Braund (Head of Environmental Health), Peter Bartle (Head of Property Services), Mike Galsworthy (Estates Manager), Tanya Shaw (Design & Conservation Officer), Steve Capes (Head of Organisational Development), Ken Crow (Registrations and Elections Manager), Rob Brittan (Emergency Planning Officer), Ros Hession (Overview and Community Engagement Officer) and Christine Laver (Committee Administrator).

### **APOLOGIES**

Apologies for absence were received from Councillors James Bentley, Andrew McCloy, Lewis Rose, OBE, Tony Rosser and Geoff Stevens. Councillors Ian Bates, Mrs. Shirley Buckingham and Mrs. Sue Burfoot attended as substitute Members.

### **82/08 - MINUTES**

It was moved by Councillor Mrs. Janet Goodison, seconded by Councillor Mrs. Tracy Critchlow and

**RESOLVED** That the Minutes of the Partnership & Regeneration Committee meeting held on 1<sup>st</sup> May, 2008 be approved as a correct record.

Voting	In Favour	9
	Against	0
	Abstentions	3

The Minutes were signed by the Chairman.

## 82/08 - INTERESTS

Agenda Item 6 – Emergency Planning – Councillor Mrs. Tracy Critchlow declared a personal interest as a Member of Derbyshire County Council, as the District Council had a service level agreement with that authority for provision of emergency planning services. Councillor Mrs. Critchlow was present during discussion and voting on this item.

Agenda Item 10 – Conservation Area Character Appraisal – Matlock Bridge Extension – Councillors David Barker and Mrs. Sue Burfoot declared a personal interest in this item as Members of Matlock Town Council, which was a consultee. Councillor Barker declared an additional personal interest as a Member of Matlock Civic Association which had submitted comments during the consultation process. Councillors Barker and Burfoot were present during discussion and voting on this item.

Agenda Item 11 – Proposed Variation of Lease and Transfer of Land for Affordable Housing – Land off Hurst Rise, Matlock – Councillor Mrs. Janet Goodison declared a personal and prejudicial interest in this item as a Director of Dales Housing, which was a potential beneficiary of the variation of the lease and transfer of land. Councillor Mrs. Goodison was not present during discussion and voting on this item.

## 83/08 – EMERGENCY PLANNING

Councillor Mrs. Cate Hunt, Chairman of the former Partnership and Regeneration Overview Committee, presented that Committee's report on its Scrutiny Key Challenge of 'Emergency Planning'.

The Key Challenge focussed on the District Council's current arrangements for responding to emergencies and considered

- the role of the District Council,
- the role of elected Members,
- the role of other partners,
- and promotion and awareness

with the aims of identifying potential improvements to current provision and identifying possible efficiency savings.

It was moved by Councillor Ian Bates, seconded by Councillor Mrs. Janet Goodison and

**RESOLVED**  
(Unanimously)

### **1 Elected Members' Emergency Plan**

- 1.1 That the Draft Elected Members' Emergency Plan be approved subject to an amendment to include reference to Members personally involved in an emergency situation.

### **2 Training and Awareness**

- 2.1 That the Member Briefing on Emergency Planning (as included in the Member Development Training Plan) be accompanied by a visit from the emergency control vehicle.
- 2.2 That the Member Development Working Group be asked to consider an option for a follow up of more in-depth training in emergency planning following the Briefing and that the media training covers the scenario of a Member involved in an emergency situation.

2.3 That all opportunities to raise awareness of Emergency Planning are pursued with Town and Parish Councils and they be encouraged to devise their own community response plan.

2.4 That all opportunities to raise awareness of Emergency Planning be pursued with the public for example through the media, special events and Area Community Forums.

### **3. Information**

3.1 That all Members are provided with a list of emergency contact numbers and appropriate guidance and / or training on their usage.

### **4 Post-Emergency Monitoring**

4.1 That where a Member / Members has / have been involved in an emergency incident and / or their Ward has been affected, that Member should be invited to participate in the debriefing exercise post event.

4.2 That consideration is given to a questionnaire to residents after an emergency, to assess the effectiveness of the response and ideas for future improvements.

### **5 Partnership and Inter-agency Working**

5.1 That regional and national mutual aid is continuously developed.

5.2 That all opportunities to enhance partnership working with Town and Parish Councils and the voluntary sector be pursued.

5.3 That all opportunities to enhance working with the media are explored.

### **6 Review**

6.1 That an updating progress report is included in the Overview and Scrutiny Committee's 2009/10 work plan.

## **84/08 – REVIEW OF THE COUNCIL'S PARTNERSHIP WORKING ARRANGEMENTS**

Councillor Mrs. Cate Hunt, Chairman of the former Partnership and Regeneration Overview Committee, presented that Committee's report that detailed progress, to date, on the implementation of its Review of the Council's Partnership Working Arrangements and recommended the adoption of a 'Partnership Protocol' developed as a result of the Review.

It was moved by Councillor David Fearn, seconded by Councillor David Chapman and

**RESOLVED** That the Partnership Protocol, appended to the report, be adopted.  
(Unanimously)

## **85/08 – HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLE LICENSING**

The Committee considered a report that outlined the important role of Hackney Carriages (Taxis) and Private Hire Vehicles (PHVs) in a rural area such as Derbyshire Dales and the legislative framework within which the Council has responsibility to issue licences for vehicles and drivers.

The District Council's current practices and procedures for discharge of these functions had developed over a period of time and, consequently, a 'root and branch' review was considered timely to enable the Council to maintain an up to date, forward looking and vibrant service.

It was proposed that the Overview and Scrutiny Committee be requested to undertake the Review, which was likely to take up to six months to complete.

It was moved by Councillor David Fearn, seconded by Councillor Mrs. Janet Goodison and

- RESOLVED**  
(Unanimously)
1. That the Council's Licensing Policy for Hackney Carriage and Private Hire Vehicles be reviewed.
  2. That the Overview and Scrutiny Committee be requested to:
    - a. undertake an in-depth review of the Council's Licensing Policy for Hackney Carriage and Private Hire Vehicles, including appropriate consultation,
    - b. formulate proposals for a new Licensing Policy for Hackney Carriage and Private Hire Vehicles, including appropriate conditions
  3. That, subject to the Overview and Scrutiny Committee's agreement to undertake the review, a report on its findings be presented to a future meeting of the Committee

## **86/08 – MEASURED TERM CONTRACT FOR BUILDING REPAIRS, MAINTENANCE AND MINOR WORKS**

The Committee considered a recommended approach for the future re-tendering of the District Council's *Measured Term Contract for Building Repairs, Maintenance and Minor Works*, generally known as the *Schedule of Rates Contract (SOR)*, prior to the expiry of the current contract on 31<sup>st</sup> March 2009.

It was moved by Councillor David Fearn, seconded by Councillor Tony Millward and

- RESOLVED**  
(Unanimously)
- That the approach to tendering the District Council's Measured Term Contract for Building Repairs, Maintenance and Minor Works, as detailed in the report, be approved.

## **87/08 – CONSERVATION AREA CHARACTER APPRAISAL – MATLOCK BRIDGE EXTENSION**

On 31<sup>st</sup> January, 2008 the Committee approved a Draft Appraisal for the extension of the Matlock Bridge Conservation Area, subject to a six-week period of consultation, the responses to which would be reported to the Committee.

The current report noted that three submissions were received during the consultation period (from Matlock Civic Association and two local residents) and these encapsulated a total of five representations. These representations were detailed at appendix 1 to the report together with officer comments and recommendations.

It was moved by Councillor David Fearn, seconded by Councillor David Barker and

- RESOLVED**  
(unanimously)
1. That the Character Appraisal for an extension to the Matlock Bridge Conservation Area be adopted in accordance with the recommendations set out in appendix 1 to the report.
  2. That authority be delegated to the Head of Planning Services to implement the statutory procedures necessary to amend the boundary of the Conservation Area as shown in Appendix 2 to the report.

### **88/08 – HOUSING RENEWAL POLICY 2006 - 2009**

The Committee adopted the District Council's current Housing Renewal Policy in March 2006 and amendments were approved at meetings in November 2006 and July 2007. The Policy detailed the ways in which the Council could use its powers to intervene in the private housing sector, including the provision of housing renewal grants.

The currently proposed amendments to the Policy were the inclusion of incentives to encourage landlords to join an accreditation scheme, developed in partnership with High Peak Borough Council and Adullam Homes Housing Association, and the extension of the Handyperson scheme to include dedicated provision within Derbyshire Dales. It was also proposed that the District Council's subscription to the House Proud Affordable Loans scheme be discontinued, as take up to date had been nil.

It was moved by Councillor Mrs. Janet Goodison, seconded by Councillor David Fearn and

- RESOLVED**  
(Unanimously)
- That the amended Housing Renewal Policy, appended to the report, be adopted

### **89/08 – PROPOSED VARIATION OF LEASE AND TRANSFER OF LAND FOR AFFORDABLE HOUSING – LAND OFF HURST RISE, MATLOCK**

The Committee considered the variation of a lease to Hurst Farm Social Club to exclude an access roadway and the subsequent transfer of the roadway, at nil consideration, to Dales Housing Limited (a Registered Social Landlord) to enable the development of four affordable homes for rent on the adjacent site.

Further to the report it was noted that the Trustees of Hurst Farm Social Club had agreed to the proposals and no adverse comments had been received from the Ward Members or Matlock Town Council.

It was moved by Councillor Ian Bates, seconded by Councillor David Chapman and

- RESOLVED**  
(Unanimously)
1. That the lease dated 14<sup>th</sup> June 1965, between the District Council and The Trustees of the Hurst Farm Social Club be varied to exclude the access road, shown cross hatched on the plan at Appendix 1 to the report, and to substitute a pedestrian and vehicular right of way over the road in its place.

2. That the roadway, subject to pedestrian and vehicular rights of way in favour of the District Council and Hurst Farm Social Club, be transferred at nil consideration to the Registered Social Landlord, Dales Housing Limited, to enable the development of 4 affordable homes on the adjacent site, with future maintenance of the roadway to be the responsibility of Dales Housing Limited.
3. That a clause is included in the transfer agreement, which allows the land to revert back to the District Council's ownership should the development not have commenced within 3 years of the transfer date.

**MEETING CLOSED 6.25 PM**

**CHAIRMAN**