

Chellaston And Shelton Lock Interim Neighbourhood Board

**Meeting held on 4th October 2007 at 6.30 in Filbert Walk Common Room,
Chellaston**

Minutes

Present:

Councillor Mark Tittley
Colin Avison

Chair
Neighbourhood Manager

Ajit Gill
Andy Lee
Arthur Hibbert

Guinness Housing Association
101 Tenants and Residents Association
Chellaston and Shelton Lock War Memorial
Committee

Councillor Harvey Jennings
Councillor Philip Ingall

Frank Blincow
Harry Margett
Ian Colder

Shelton Lock Community Centre
Chellaston and Shelton Lock Community Panel
Resident

Sgt. Ian Jackson
Jenny Veeter-Smith

Derbyshire Constabulary
Derby Homes

John Boden
John Taylor

Chellaston Residents Association
Derby City Council Youth Services

Linda Winter

Chellaston Community Association

Insp. Nick Gamblin

Derbyshire Constabulary

Paul Brookhouse

Enthusiasm

Reverend Peter Swales

St Peters Church, Chellaston

Steve Astle

Derby Homes

Zena Underwood

Chellaston and Shelton Lock Community Panel

Apologies

Ray Ruszczynski

Chellaston Foundation School and Technology
College

01 - 07 Introductions and apologies

Councillor Tittley welcomed everyone to the meeting and invited everyone to introduce themselves.

Apologies were received from Ray Ruszczynski who had sent a letter accepting a place on the Board.

Colin Avison explained that Adult Social Services had been invited to have a representative on the Board but no arrangements had been made

pending a meeting.

02 - 07 Neighbourhood Board and Forum Good Practice Guide

Colin Avison, the Neighbourhood Manager, provided copies of the draft Guide and a Key Points document (attached as Appendix 1). Colin pointed out that the guide was still being completed. He went on to highlight salient sections within the document providing explanations where appropriate.

Colin explained that while the document was still evolving, it had been agreed within Derby City Council and the Area and Neighbourhood Board of Derby City Partnership. There was an expectation that each of the 17 Neighbourhood Boards and their associated Forums across Derby would operate within the guidance provided.

Colin stated that as part of the establishment of Neighbourhood Boards it had been agreed that the Chair of each Board would be a ward councillor and the other two ward councillors would be vice chairs. This was intended to aid councillors in their role as community leaders as envisioned by the Government. At a Council meeting in September it had been decided that Councillor Tittley would be the Chair of the Neighbourhood Board in Chellaston ward. The Chair of each Neighbourhood Board would be decided each year at the Council's AGM in May.

Colin pointed out the Interim Board was 'interim' until such time as the membership had been decided in line with the procedures set out in the guidance. Processes were being developed and the Interim Board would be informed of these in due course.

Colin pointed out that with the termination of Area Panels, the funding that had been delegated to them had now been delegated to Neighbourhood Boards by Derby City Council. For Chellaston this meant that the remainder of the annual budget would be available to be allocated. This amounted to £752 for 2007/2008. A further amount was expected to be delegated for 2008/2009 but information on the amount would not be available until the new financial year.

A process for funding applications and decision-making by Neighbourhood Boards was being developed and the Interim Board would be informed of this in due course.

It was agreed that:

A 0710 (a) Derby City Partnership be invited to be represented on the Interim Board.

A 0710 (b) Derby City Primary Care Trust be invited to be represented on the Interim Board and that surgery transfer and health services within Chellaston Ward be placed on the agenda of the next Interim Board Meeting.

A 0710 (c) Derby City Council Highways and Transport be invited to be represented on the Interim Board.

03 - 07 Arrangements for Neighbourhood Board and Residents Forums

Colin Avison informed members of arrangements for a Forum meeting at Shelton Junior School, Carlton Avenue on 15th October at 6.30 pm. Posters for the meeting were distributed.

Preliminary arrangements had also been made for a Forum meeting at Chellaston Foundation School and Technology College, Swarkestone Road, on 22nd November at 6.30 pm. Posters would be distributed in due course.

It was agreed that neighbourhood board meetings would usually be held quarterly and that the Neighbourhood Forum would alternate locations between Chellaston and Shelton Lock with 4 meetings per year in Chellaston and 4 meetings per year in Shelton Lock.

Members considered that meetings should be programmed for Tuesdays or Thursdays.

A 0710 (d) A programme of meetings to be developed and information circulated to members and communicated elsewhere as appropriate.

04 - 07 Highways Priorities

Councillor Tittley explained that a prioritisation process had been undertaken last year using Area Panels and that this year an amended process was being undertaken using Neighbourhood Boards.

Using the process, highways-related issues would be identified at Forum meetings and the Neighbourhood Board were being asked to identify the priorities for their ward. Colin Avison showed members a document setting out the process and undertook to circulate it to members (attached as Appendix 2).

Following submission of the priorities, there would be an assessment process that considered a number of factors including 'fit' with the objectives of the Local Transport Plan', deliverability and availability of funding.

A final decision on which highways projects would be delivered during 2008/2009 would be made by the Council Cabinet in February 2008.

Following last years prioritisation process, not all the important issues identified within Chellaston Ward had gone forward for delivery during 2007/2008. Therefore there were outstanding issues/projects that should be carried forward for consideration by the Board this year.

Colin Avison read out the issues that fell into this category (See Appendix 3 – issues identified as Category B & C).

Councillor Tittley stated and it was agreed by the Board that a Highways and Transport representative of sufficient seniority should attend the next Board meeting on this and associated issues.

It was agreed that:

A 0710 (e) Forum meetings in October and November should be used to identify highways issues for consideration and that the outstanding issues/projects from 2007/2008 should be considered as the de-facto

priorities unless essential highways works were identified at the Forums.

05 - 07 From Area Panel to Neighbourhood

Councillor Tittley pointed out that with the change from Area Panels to neighbourhood working, a range of issues had remained unresolved. These were being referred to Neighbourhood Boards for them to decide how they should be dealt with.

Colin Avison distributed a list of the referred issues for Chellaston Ward (attached as Appendix 4). Each was discussed in turn.

ISS 07-01 Traffic Issues

This was being considered as part of the highways prioritisation process, therefore no further actions required at this time.

ISS 07-02 Dog Bins along cycle path, Sinfin Moor Lane

The Council would not install dog bins on non-adopted highways areas.

A 0710 (f) It was agreed that the developer be contacted and requested to pay for dog bins and their associated maintenance.

ISS 07-03 Library building at Chellaston

Awaiting news of bid for funding. It was intended that Shelton Lock residents would be able to access a proposed library building at Allenton Shopping Centre.

ISS 07-04 Bollards in the middle of the road to prevent right turning traffic into shopping areas and reduce congestion, Chellaston

This would be considered as part of the highways prioritisation process

ISS 07-05 Petition – rat running on Shelton Drive and Jubilee Road, Shelton Lock

This would be considered as part of the highways prioritisation process

ISS 07-06 Weight restrictions on A514, Alvaston and Chellaston

John Boden reported that the Highways Agency had ruled out the use of temporary signs on the bypass. It was agreed that better signage was required along Derby Road with problems of lorry driver non-compliance – particularly non-British vehicles.

A 0710 (g) Inspector Gamblin was asked to request enforcement days to deter overweight vehicles.

A 0710 (h) The issue would be raised with the Highways service representative at the next Interim Board meeting.

ISS 07-07 Congestion Charging, Chellaston

It was agreed that this issue be left for the time being.

ISS 07-08 Grass cutting on Pit Close and church yard

It was agreed that the situation at Pit Close and the church yard should continue to be monitored. Other areas mentioned were

grass verges in front of the RBL in Chellaston and at the War Memorial Village.

06 - 07 Any Other Business

Operation Relentless: Colin Avison informed members of a letter of invite to information events in Derby.

Inspector Gamblin explained about Operation Relentless Phase 2.

Youth Club and associated activities: Paul Brookhouse informed the meeting about the establishment of a youth club at Chellaston with a planned launch in the near future. The new service would be aimed at 11 – 17 year olds. Leaflets were being prepared for distribution.

John Taylor stated that the youth activities were being delivered in partnership with the City Council Youth Services.

John informed the meeting about youth provision being delivered at Shelton Lock, where weekly sessions are provided including the Merlin Club that has proven successful. In addition a Mobile Project is taking place at Snelmore Lane.

A 0710 (h) It was agreed that a Young People's Working group be established reporting back to the Board on a regular basis.

Membership of the Board would include:

- **3 ward councillors,**
- **Youth Services,**
- **Enthusiasm,**
- **Police**
- **Andy Lee,**
- **Linda Winter**
- **Chellaston Schools as appropriate,**
- **Rev'd Swales**
- **Young people**
- **Other services and groups as appropriate.**

Alcohol Free Zone: Councillor Ingall informed the meeting that an Alcohol Free Zone was being planned for Chellaston to follow the implementation of a Dispersal Order. It was intended that the Zone would be agreed by Council Cabinet in February 2008.

Appendix1

Neighbourhood Board and Forum Good Practice Guide

(September 2007)

Key Points

Neighbourhood Board

Membership:

- Maximum of 20 people. One third = quorum
- 3 ward councillors
- Up to 7 partner organisations' representatives. They can include:
- Derbyshire Fire and Rescue,
- Derbyshire Police,
- Derby City Council,
- Derby City Primary Care Trust,
- Derby Homes,
- Registered Social Landlords / Housing Associations,
- Derby Community Network
- Local Businesses/Sole Trader.
- Up to 10 Resident and community group representatives. At least 50% of community group representatives must be local residents.
- Advisors may also be invited to attend to inform debate or provide advice
- Non attendance by individuals will lead to review of membership by Board

Key Tasks:

- Must agree and adopt a Code of Conduct
- Represent the views of the local neighbourhood forum
- Decide the priorities for the neighbourhood
- Main decision making body for the neighbourhood
- Involve and engage residents in improving their neighbourhood
- Receive petitions
- Decide neighbourhood funding
- Neighbourhood profile
- Neighbourhood plan
- Neighbourhood agreement
- Hold residents, public service providers and agencies accountable
- Sub Groups

Meetings

- At least 4 per year. Not necessarily public meetings.
- Chair appointed by Council each year in May
- Other two councillors are joint vice chairs

- Papers received at least 5 working days before meetings
- Agenda agreed by Chair, Vice Chair and Neighbourhood Manager
- Agenda will usually include:
- Apologies
- Declarations of interest
- Late items
- Minutes and matters arising
- Neighbourhood Forum issues raised
- Monitoring reports (Neighbourhood Agreement, Profile and Plan)
- Neighbourhood Manager's Report
- Budgets and Funding
- Meetings will be minuted and available to public as hard copy following approval
- Whenever possible, decisions of the Neighbourhood Board shall be by consensus

Facilitated by the Neighbourhood Manager

Sub Groups Purposes

- Engage with service providers for specific purposes
- Advise the Neighbourhood Board on specific themes
- Assist in the monitoring and evaluation of specific themes providing six monthly reports.
- Influence the Neighbourhood Agreement and its content
- Provide potential solutions and identify resources for activity
- Help communications

Sub Groups Membership

- Representative of the lead delivery agency for the theme.
- Key public agencies and service providers
- Representatives from local residents; the local community

Neighbourhood Forum

Membership:

- At least 4 per year within ward
- Open to all residents in the neighbourhood
- Board members should attend
- Members of the neighbourhood team
- Key local agencies

Purpose

- Discuss and raise concerns at a local level
- Help identify and agree key priorities for action.
- Enable involvement and participation of residents

Facilitated by the Neighbourhood Manager

Role of the Chair

- Meet with the Neighbourhood Manager on a regular basis to agree the work plans and agendas.
- Ensuring the Neighbourhood Board takes proper account of legal and statutory duties.
- Demonstrate support and respect for Council and other officers (Code of Conduct, Council's Constitution)
- Enable residents to feel included and empowered at meetings.
- Advise the Neighbourhood Manager of issues of concern that have been raised at ward level

Role of Resident Board Members

- Help develop a vision for their neighbourhood
- Represent the views of the neighbourhood
- Work in partnership to set neighbourhood priorities
- Raise issues at the Board and suggest solutions.
- Provide information to support applications for funding
- Act as a representative for the Board when meeting with other residents and organisations

Role of Local Councillors

- Shape the vision for their neighbourhood
- Lead on priority setting and problem solving
- Lead on developing and implementing partnership working
- Bring issues to the Neighbourhood Manager that are prominent before going in to the meeting
- Make sure they are briefed about service providers ' response(s) to issues
- Appreciate that officers are keen to develop a close working relationship with Councillors
- Voice the views of their constituents at the meeting, while having regard to their responsibility for Council policy
- Be aware of dissenting views
- Work with the Chair and Neighbourhood Manager to find an appropriate way of taking issues forward.

Role of Partner Agencies and their Officers

- Council department and partner organisation will:
- Nominate appropriate officers.
 - Identify an officer to investigate any issues that are raised, but not resolved at the meeting and inform the Neighbourhood Manager
 - Liaise with the Neighbourhood Manager to identify appropriate officers to attend Neighbourhood Board meetings to address specific issues and / or themes.
- Officers will:
 - Attend briefing meetings or tasking and co-ordination meetings where appropriate.

- Work with the Neighbourhood Manager to provide responses to issues.
- Make sure that information provided is focused on the needs of the customer.
- Work closely with the Neighbourhood Manager to resolve issues raised.
- Support the Neighbourhood Manager to gather information relevant for the Neighbourhood Board meeting
- Provide support and practical advice to the Neighbourhood manager on current service initiatives, plans for future service developments and joint working arrangements

Role of the Neighbourhood Manager

- Facilitate the Neighbourhood Board, Sub Group and Forum meetings and other meetings of community representatives or residents.
- Lead on the resolution of issues raised.
- Develop and maintain links
- Facilitate the gathering of views and ideas of residents
- Facilitate communication and information sharing.
- Facilitate input from partners, public agencies and service providers
- Monitor and manage actions agreed.
- Co-ordinate consultation events, information days and other related activities.
- Facilitate the production, publication and dissemination of the Neighbourhood Agreement, Plan and Profile.
- Provide a link between the Neighbourhood Board, the Neighbourhood Project Board and Derby City Partnership's Cities.
- Facilitate tasking and co-ordination meetings.
- Report issues from Tasking and Co-ordination where necessary to the Neighbourhood Board.

Neighbourhood Budget

- Access to a set amount of funding known as the Community Budget which will be devolved each year to the Neighbourhood Board to support activity and projects that meet the agreed priorities for the neighbourhood.
- A process will be developed for deciding and distributing the funding in due course.

Appendix 2

HIGHWAYS AND TRANSPORT WORK PROGRAMME CONSULTATION AND APPROVALS PROCESS FOR MAJOR PROJECTS



If you have any queries on the Highways and Transport Work Programme, please contact:

Miss Kully Reju
Transportation Engineer (Policy)
Transport Planning Group

Tel: 01332 716092
e-mail: kully.raj@derby.gov.uk

Appendix 3

Officer recommendations for Chellaston Ward Priorities in 2007/08

Status

- A** to be delivered, investigated/consulted or designed in 2007/08
- B** would be considered, but no funds available in 2007/08 to progress
- C** not considered a priority in 2007/08

Chellaston						
No.	Location	Description	Status	Comments	£'000	
1	Parkway	Suitable traffic calming (not road humps) and monitoring traffic speed	A	Investigation in 2007/08		S106 developer contribution
2	High Street, School Lane and Snelsmoor Lane	Design and implement measures to reduce speeding	C	Previous consultation has occurred and safer routes to schools improvements carried out	0	
3	Derby Road	Consider relocating inbound bus stop outside shops within a bus lay-by nearer to Parkway to reduce congestion	C	Awaiting development proposals that would fund and implement measures	0	
4	Swarkestone Road	Consider a lay-by outside the fish and chip shop on Swarkestone Road to accommodate shop customers and buses	C	Will be developed as part of SITS for Osmaston Road	0	
5	Derby Road/High Street	Consider relocating the existing outbound bus stop near High Street junction nearer to Maple Drive to reduce walking distances for elderly passengers	A	Will be completed in 2007/08, although better enhancement proposed as part of SITS for Osmaston Road		Revenue
6	Junction of Derby Road/Station Road/High Street	Consider options for better management of parking and rationalisation of access to and from off street facilities in front of Derby Road shops	B	Not enough funds available to be investigated in 2007/08	0	
7	Derby Road	Introduce a peak hour loading and waiting restriction on both sides of Derby Road to prevent obstructive parking and loading at busy traffic times	A	Will liaise with retailers in first instance, and carry out restriction if necessary		Revenue

Appendix 4: List of issues referred from Area Panel 2.

Note:

Ref: numbers refer to Area Panel 2,
Received Dates refer to the date the issue was raised at Area Panel 2,
ISS numbers refer to the Neighbourhood Board minutes.

Issues

- ISS 07-1.** Ref: 206061 – Traffic issues, Chellaston – received 09.11.05
- ISS 07-2.** Ref: 206018 – Dog bins, Chellaston – received 15.03.06 / Petition - Dog waste bins along new cycle path, Sinfin Moor Lane, Chellaston received 06.09.06
- ISS 07-3.** Ref: 206038 – Library building at Chellaston, Chellaston Ward– received 14 06.06
- ISS 07-4.** Ref: 207012 – Bollards in the middle of the road, Chellaston- received 13.06.07
- ISS 07-5.** Ref: 207015 – Petition - Rat running on Shelton Drive and Jubilee Road, Chellaston- received 13.06.07
- ISS 07-6.** Ref: 206007 – Weight restriction signs, A514, Alvaston and Chellaston – received 11.01.06
- ISS 07-7.** Ref: 207005 – Congestion Charging, Chellaston- received 13.03.07
- ISS 07-8.** Ref: 207007 – Grass cutting on Pit Close, Chellaston- received 13.03.07