

MEETING:	Penistone Area Council
DATE:	Thursday, 9 February 2017
TIME:	10.00 am
VENUE:	Council Chamber, Penistone Town Hall

AGENDA

- 1 Declarations of pecuniary and non-pecuniary interests

Minutes and notes

- 2 Minutes of the Penistone Area Council meeting held on 8th December, 2016 (PAC.09.02.2017/2) (*Pages 3 - 6*)
- 3 Minutes from the Penistone East and West Ward Alliance meetings held on 17th November, 2016 and 12th January, 2017 (PAC.09.02.2017/3) (*Pages 7 - 10*)

Performance

- 4 Report on the Use of Ward Alliance Funds (PAC.09.02.2017/4) (*Pages 11 - 16*)
- 5 Performance Report (PAC.09.02.2017/5) (*Pages 17 - 28*)

Items for decision

- 6 Clean and Tidy Team (PAC.09.02.2017/6) (*Pages 29 - 36*)

Items for discussion

- 7 Principal Towns Investment Programme (PAC.09.02.2017/7) (*Pages 37 - 60*)
- 8 Tour de Yorkshire (PAC.09.02.2017/8)

To: Chair and Members of Penistone Area Council:-

Councillors Barnard (Chair), David Griffin, Hand-Davis, Millner, Unsworth and Wilson

Area Council Support Officers:

David Shepherd, Penistone Area Council Senior Management Link Officer
Lisa Lyon, Area Council Manager
Phil Hollingsworth, Head of Service Stronger Communities
Peter Mirfin, Council Governance Officer

Please contact Peter Mirfin on 01226 773147 or email governance@barnsley.gov.uk

Wednesday, 1 February 2017

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MEETING:	Penistone Area Council
DATE:	Thursday, 8 December 2016
TIME:	10.00 am
VENUE:	Council Chamber, Penistone Town Hall

MINUTES

Present Councillors Barnard (Chair), Hand-Davis, Millner, Unsworth and Wilson.

28 Declarations of pecuniary and non-pecuniary interests

Councillor Millner declared a non-pecuniary interest in minute 31 in relation to his position as Chair of Penistone Scout Group, and his involvement with Penistone FM.

29 Minutes of the Penistone Area Council meeting held on 6th October, 2016 (PAC.08.12.2016/2)

The Area Council received the minutes of the previous meeting held on 6th October, 2016.

It was noted that the installation of Wifi in the Market Barn was ongoing.

RESOLVED that the minutes of the Penistone Area Council meeting held on 6th October, 2016 be approved as a true and correct record.

30 Notes from the Penistone East and West Ward Alliance 6th October, 2016 (PAC.08.12.2016/3)

The meeting received the notes from the Penistone East and West Ward Alliance held on 6th October, 2016.

RESOLVED that the notes from the Penistone East and West Ward Alliance held on 6th October, 2016 be received.

31 Performance Report (PAC.08.12.2016/4)

The Area Council Manager introduced the item. Attention was drawn to Part A of the report circulated, the overview of performance. Since the previous quarter, there had been two more clean and tidy activities involving businesses; a further three young people had been engaged in volunteering; two new volunteer opportunities had been created; and 28 more residents had received advice and support.

Members received feedback on the Clean and Tidy Team contract. It was noted that the next round of monitoring for the project would take place in January, 2017. Members noted 'Love Your Street' activities that had taken place at Talbot Road and Green Road, and the improvements seen. Also noted were the activities for young people held in half term school holidays, and those planned for the Christmas holidays.

With regards to the Penistone Advice Drop In service, Members noted the amount of unclaimed benefit in the past quarter was £11,287, with 91% of residents accessing

the service reporting an increase in their Health and Wellbeing. The project had reported a £63 return for £1 invested.

Members discussed the data provided by the service, noting the high proportion of those with no access to the internet. It was also felt important that the service records where users are resident.

Members heard how the first quarterly return for Penistone FM – Young People in Radio was due in January, 2017. It was noted that the project had employed two individuals to work part time on the project. Two young people had completed their NCFE training at level one and a further three were well underway with this. The project was working to engaged students at both Penistone Grammar School and Shelley High.

The meeting received feedback regarding the work being undertaken to develop Penistone Scout Activity Centre. 20 young leaders had signed up to achieve accreditation and the volunteer weekend planned had 35 volunteers already set to attend.

RESOLVED that the report be noted.

32 Report on the Use of Ward Alliance Fund (PAC.08.12.2016/5)

The Chair drew attention to the complete list of projects funded through the Ward Alliance Fund in the current financial year.

A suggestion was made for Councillors to engage, where possible, with the projects in order to gain feedback. It was noted that the projects do provide feedback as a condition to receiving a grant and it was therefore agreed to that a brief report on each project is provided at the next meeting of the Area Council.

RESOLVED:-

- (i) That the report be noted;
- (ii) That the next meeting of the Area Council receives a brief update on each of the projects funded by the Ward Alliance in the current financial year.

33 Area Council Priorities 2017/18 (PAC.08.12.2016/6)

The Area Council Manager introduced the item, referring to the Members Briefings held on the 17th and 24th November, to discuss the priorities for the area.

As part of the review of priorities, Members considered the considered the finance allocated in relation to the current priorities, and noted was the discussion about data pertaining to the area at the briefing sessions. It was agreed that the revised priorities be endorsed.

Members considered the second part of the report, which referred to the finance attributed to each of the priority areas. With regards to the Environment it was suggested that Members explore the potential to invest in additional enforcement in the area, and it was agreed to hold a Members Briefing to discuss this in more detail.

The meeting discussed the amount of dog fouling in the area, noting the inherent difficulties in catching offenders due to the times people walk their dogs, and that this was often in more remote areas. It was suggested that any activity such as enforcement could be complemented by communication and engagement activities, similar to the current borough wide campaign on fly-tipping.

With regards to the Working Together Fund, members noted the amount of finance to be carried forward to 2017/18. Members also noted that the Clean and Tidy contract would come to an end at the end of April, 2017.

The meeting also noted the work ongoing with BBIC to consider potential projects to support the local economy and tourism.

RESOLVED:-

- (i) That the following be agreed as priorities for Penistone Area Council in 2017/18:- Environment; The Local Economy Including Tourism; Helping People to Connect Better; Supporting Young People; and Health and Wellbeing;
- (ii) That the discussions at the Members Briefings regarding future commissioning be noted; and
- (iii) That a Members Briefing is held to discuss environmental enforcement in more detail.

34 Procurement and financial update (PAC.08.12.2016/7)

The Area Council Manager introduced the report. With regards to the Isolated and Vulnerable Older People Service, it was noted that AID UK had been awarded the contract, and had briefed Members prior to the meeting of the Area Council about their proposed approach.

Members discussed the Working Together Fund, noting recent applications that had been successful and that £32,038 remained for allocation. It was suggested that this be carried forward to the 2017/18 financial year, and that a further £50,000 be allocated for us in 2017/18. To allow for groups to plan applications and to improve promotion it was suggested that panel dates be set to take place in April 2017, August 2017 and January 2018.

Attention was drawn to the Clean and Tidy contract, noting that the end date was in April, 2017. As in earlier discussions, Members reinforced that the Environment was still a key priority for the Area. Members considered various options for the future of a Clean and Tidy Service, agreeing that a specification of requirements be brought to a future meeting of the Area Council for discussion.

RESOLVED:-

- (i) That the update on commissioned projects be noted;
- (ii) That £32,028 from the 2016/17 Working Together Fund budget be carried forward to 2017/18 with a further £50,000 of Area Council Finance allocated to the fund, to be allocated through previously approved mechanisms;
- (iii) That Working Together Fund grant panels be organised to take place in April 2017, August 2017 and January 2018;
- (iv) That a draft specification of requirements for a Clean and Tidy Team be brought to a future meeting of the Area Council for discussion, with a value of £75,000-£100,000 per annum, for one year with an option to extend for a further year.

Chair

NOTES OF PENISTONE EAST AND WEST WARD ALLIANCE MEETING
Held on Thursday on the 17th November 2016 at Penistone Town Hall

Present: Cllr R Barnard (Chair), Cllr J Wilson, Cllr P Hand-Davis, Cllr D Griffin, Cllr A Millner, Cllr J Unsworth, A James, B Meek, R Green, A Walker, A Pestell, G Saunders, D Edmondson.

In Attendance: J Openshaw, Community Development Officer.

1. Apologies, A Rusby, J Cutts, R Blyth, K Battye and P Reckless.

2. Declarations of Pecuniary and Non-pecuniary Interest
None declared.

3. Correspondence

The secretary reported on the receipt of a letter from the Thurgoland Village Welfare Association thanking the Ward Alliance for its support of their Community Access Defibrillator project and first aid training.

4. Notes of the Meeting Held on 6th October 2016

The notes were accepted as a true record of the meeting.

5. Matters Arising

Armed Forces Day 2017, members were informed that Penistone Town Council have registered its support of the project.

Market Barn Wi Fi Installation, the chair updated the meeting on the proposals and the hope that the installation would be completed by Christmas. The secretary reported that there are proposals to also install LED lighting in the Barn.

Langsett Air Quality Issues, Cllr Millner updated the meeting on progress.

6. To review current Ward Alliance Priorities

The Chair updated the meeting on discussions of the elected members on the current area priorities, the secretary also informed the meeting that Thurgoland Parish Council had tabled discussions on the issue and supported the current priorities with a recommendation that Pedestrian Safety in Penistone under Roads & Transport be widened to cover the whole area.

7. To consider Applications for Financial Assistance

The Community Development Officer updated the meeting on funds available, following the last meeting the Ward Alliance budget stood at £17,768.12.

The following applications for financial assistance were considered:-

- a. Penistone History Archive, Historical Steel Sculpture**, following discussions the meeting felt that we should celebrate the industrial heritage of Penistone and increase tourism, and recommended an allocation of £3768.00.
- b. High Hoyland, Love Where We Live**, The chair updated the meeting on the decision of High Hoyland not to seek a precept and the work of volunteers to undertake regular litter picks in the village. Members recommended support of their application, to a maximum of £500.00.

8. Clean and Tidy Service

The Community Development Officer gave an update on the project, and the teams work throughout October and November.

Members were informed of the work of the Highways Agency along the A616 and A628 in the Flouch area, cutting the road side verges and revealing lots of litter. It was agreed that a request to the clean and tidy team to undertake a litter pick in the area.

Members also requested that benches along Shrewsbury Road be refurbished concentrating on the ones in front of the Town Hall.

9. Highways Updates.

Issues covered earlier.

10. Any Other Business

Defib Training, the community development officer informed the meeting that the Stocksbridge and Penistone First Responders were holding a free training event in the use of community access defibrillators and CPR at St Andrews Church on Thursday the 8th December 6pm to 7:30pm.

It was hoped that other sessions could be arranged at Millhouse Green Institute.

11. Date and time of next meeting –

Members agreed that the next meeting would be held on the 12th January 2017, 7pm at Penistone Town Hall.

The meeting closed at 7:30pm

NOTES OF PENISTONE EAST AND WEST WARD ALLIANCE MEETING

Held on Thursday on the 12th January 2017 at Penistone Town Hall

Present: Cllr R Barnard (Chair), Cllr J Wilson, Cllr P Hand-Davis, Cllr D Griffin, Cllr A Millner, Cllr J Unsworth, A Walker, R Blyth, G Saunders, D Edmondson, R leech.

In Attendance: J Openshaw, Community Development Officer, and Mathew Mitchell Events & Logistics Manager.

1. Apologies, A James, B Meek, R Green, A Pestell, J Cutts, K Coulton and P Reckless.

2. Announcement, The Chair reported the decision of the Community Development Officer to retire as of the 31st March 2017. The chair asked that the thanks of the Ward Alliance be recorded and complemented the CDO for his Can Do Attitude and the support he had given since the inception of Neighbourhood Arrangements in 2009.

3. Introductions, The Chair welcomed Matt Mitchell the operational Lead of the event delivery for the Tour de Yorkshire in Barnsley, members also introduced themselves.

4. Tour de Yorkshire Matt gave members an overview of the planning for the event on Sunday the 30th April 2017 and the route it would cover highlighting the route through many parts of Penistone. The event will be watched by upwards of 2 million spectators and 11.7 million television viewers over the 3 days of the event. The route will be cleared of parked cars and letters will be sent to all households along the route giving alternative parking. The team in Barnsley will be engaging with the local community groups schools etc.to enhance the races impact in Penistone. The event will also see some 6000 cyclists competing in the Sportive with the option of covering 23, 50 or 70 miles of the races route starting and finishing at Fox Valley at Stocksbridge.

Information will be provided to Parish and Town Councils for inclusion within their newsletters, it will also feature on social media. Other issues also covered was the use of the Tour de Yorkshire the copyright is held by Welcome to Yorkshire and its use will need to be agreed beforehand, templates on its use will be available. Members also asked a number of questions around Transport issues, Trains & Buses, Signage along the route, Land Art close to the route etc.

Some work will be undertaken prior to the event with yellow traffic signs along the route and there will be a roadshow at Cubley Hall on the 7th February 2016 between 6pm and 8pm where all parish councils are encouraged to attend.

The chair thanked Matt for his presentation with an invitation to attend further Ward Alliance meetings to update members.

5. Declarations of Pecuniary and Non-pecuniary Interest

Cllr A Millner declared a non-pecuniary interest in the funding application by Penistone Scouts..

6. Correspondence

None to report.

7. Notes of the Meeting Held on 17th November 2016

The notes were accepted as a true record of the meeting.

8. Matters Arising

Market Barn Wi Fi Installation, the CDO updated the meeting on the installation of the Wi Fi and LED Lighting.

Langsett Air Quality Issues, Cllr Millner to progress.

9. To review current Ward Alliance Priorities

The CDO reported that an annual review of the Ward Alliance would be undertaken before the end of the financial year and agreed to prepare a report on Ward Alliance funding allocation against priorities.

10. To consider Applications for Financial Assistance

The Community Development Officer updated the meeting on funds available, following the last meeting the Ward Alliance budget stood at £13,500.12

The following applications for financial assistance were considered:-

a. Penistone Scouts, Penistone Little Library, proposals to install 5 x little free libraries at locations around Penistone, The Scout Hut, St Johns Church Yard, Oxspring Post Office, Millhouse Institute and Cubley Hall. Following discussions members felt that the installations would have a detrimental effect upon the Library and asked that the scouts consider more isolated locations. The application was deferred.

b. Hoylandswaine Village Festival, Bringing the Community Together, proposals to replace the village notice board and to produce a quarterly village magazine. Members approved the installation of the Notice Board and 50% of the printing costs of the magazine suggesting that the securing of advertising space would meet the shortfall. Members recommended an allocation of £1,925.00.

c. Barnsley Arts and Events – BMBC & Barnsley Museums Learning Team, In Gear, 2017 Tour de Yorkshire to work with local schools to explore the mechanics of cycling such as gears, cogs, bearings, chains etc. to produce artwork possibly field art which could be viewed from aerial footage or street dressing along the route of the tour. Members recommended an allocation of £2,500.00.

11. Clean and Tidy Service

The Community Development Officer gave an update on the project, and the teams work throughout November and December.

12. Any Other Business

Recycling Permits, members were updated on the rollout of residents permits for the recycling centres across Barnsley, the need to present vehicle V5 Document together with I D and proof of Address..

De Fib Training, the community development officer informed the meeting that the Stocksbridge and Penistone First Responders were holding a free training event in the use of community access defibrillators and CPR at Millhouse Green Institute on Saturday the 28th January 2017 from 1pm to 2:30pm.

13. Date and time of next meeting –

Members agreed that the next meeting would be held on the 9th February 2017, 7pm at Penistone Town Hall.

The meeting closed at 8.40pm

2016/17 WARD FUNDING ALLOCATIONS

For 2016/17 each Ward will have an allocation of £10,000 Ward Alliance Fund.

50% of the funding requires a match-funding element of volunteer time that directly relates to the project in question, or other match funding resources (such as free room hire or donations of goods and equipment). This reflects the fact that the fund is intended to support volunteering and social action in our communities.

50% can be used for initiatives that have no volunteer element – such as the purchase and installation of benches, hanging baskets or other street furniture.

Area Councils have the option to allocate up to £20,000 from the Area Council budget to their Ward Alliance. This is discretionary to each Area Council, and Area Council's may also choose not to allocate any funding to ward level.

The carry-forward of remaining balances of the 2015/16 Ward Alliance Fund will be combined and added to the 2016/17 Allocation, to be managed as a single budget with the above conditions.

All decisions on the use of this funding need to be approved through the Ward Alliance.

PENISTONE WARD ALLIANCE

For the 2016/17 financial year the Ward Alliance has the following available budget.

£20,000	base allocation
£11,000	carried forward from 2015/16
£20,000	devolved from Area Council
£51,000	total available funding

Project	Allocation	Match funding element of allocation	Non Match funding allocation remaining	Allocation Remaining
			£25,500	£51,000
Penistone Scout Group - Get Penistone Scout group camping 2016	£2,740.00	£2,740.00	£25,500.00	£48,260.00
Community Noticeboard	£750.00	£750.00	£25,500.00	£47,510.00

Project	Allocation	Match funding element of allocation	Non Match funding allocation remaining £25,500	Allocation Remaining £51,000
Thurgoland Cricket Club - Repair/ Replace elevation of clubhouse roof	£1,330.00	£1,330.00	£25,500.00	£46,180.00
Neighbourhood Pride - Summer Hanging Baskets	£2,314.50		£23,185.50	£43,865.50
Silkstone United JFC - Football Kit	£757.36	£757.36	£23,185.50	£43,108.14
Hunshelf Parish Council - Green Moor Play Area	£600.00		£22,585.50	£42,508.14
Penistone Town Council - Community Access Defibrillator	£3,000.00		£19,585.50	£39,508.14
Thurgoland Parish Council - A629 Halifax Road, Road Markings & anti skid	£1,401.98		£18,183.52	£38,106.16
Springvale Community Garden - Summer activities for children & families	£1,000.00	£1,000.00	£18,183.52	£37,106.16
Springvale Community Garden - Picnic tables	£1,591.20	£1,591.20	£18,183.52	£35,514.96

Project	Allocation	Match funding element of allocation	Non Match funding allocation remaining £25,500	Allocation Remaining £51,000
Penistone Literary Festival - 2016 festival	£1,830.00	£1830.00	£18,183.52	£33,684.96
Penistone Community Arts - No Horizon	£2,800.00	£2,800.00	£18,183.52	£30,884.96
Penistone Literary Festival - 2016 festival - facilitators	£2,230.00		£15,953.52	£28,654.96
Ellie's Entertainments - Summer facepainting & crafts	£180.00	£180.00	£15,953.52	£28,474.96
Penistone Town Council - Winter Bedding plants	£650.00	£650.00	£15,953.52	£27,824.96
VAB - Thurlstone Community Orchard	£524.90		£15,428.62	£27,300.06
Oxspring Parish Council - Sheffield Road Dry Stone Wall	£5,000.00		£10,428.62	£22,300.06
Tankersley Parish Council - Road side markings for child safety	£1,250.00		£9,178.62	£21,050.06
Penistone Line Partnership - Smile	£1,175.00	£1,175.00	£9,178.62	£19,875.06

Project	Allocation	Match funding element of allocation	Non Match funding allocation remaining £25,500	Allocation Remaining £51,000
You're in Penistone				
Thurgoland Village Welfare Association - First Aid Training	£200.00	£200.00	£9,178.62	£19,675.06
Oxspring Friends Group - Indoor Bowling Club	£870.00	£870.00	£9,178.62	£18,805.06
Thurgoland Village Welfare Association - Installation of defib	£400.00	£400.00	£9,178.62	£18,405.06
Wortley Parish Council - War Memorial	£375.00	£375.00	£9,178.62	£18,030.06
Silkstone Parish Council - A628 Crossing	£1,300.00		£7,878.62	£16,730.06
Penistone History Archives - Historical Steel Sculpture	£3,768.00	£3,768.00	£7,878.62	£12,962.06
High Hoyland Parish Council - Love where we Live	£500.00	£500.00	£7,878.62	£12,462.06
Barnsley Arts & Events Learning	£2,500.00	£2,500.00	£7,878.62	£9,962.06

Project	Allocation	Match funding element of allocation	Non Match funding allocation remaining £25,500	Allocation Remaining £51,000
Team - In Gear				
Hoylandswaine Village Festival - bringing the community together	£1,925.00	£1,925.00	£7,878.62	£8,037.06
Secretary bursary	£250.00	£250.00	£7,878.62	£7,787.06

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PENISTONE AREA COUNCIL

Performance Report

October – December 2016



INTRODUCTION

Penistone Area Council Priorities



Table 1 below shows the providers that have been appointed to deliver services that address the priorities and deliver the outcomes and social value objectives for the Penistone Area Council.

	Service	Provider	Contract Value	Contract start date
The Local Economy including tourism	Countryside Skills & Training	Growforest	£100,00 + £54,600	October 2014 + Sept 2015 Contract now ended
Environment	Clean and Tidy Team	Environmental Services, BMBC	£160,000 18months	1 st November 2015
Health and Well Being	DIAL Drop in Service	DIAL	£5570	2015/16
Support for Young People	Working Together Fund	Penistone Scouts	£8050	TBC
Health and Well Being		Penistone Round Table	£11,660	
Environment		TPT Volunteers	£6630	
Helping people to connect better		Penistone FM	£15,627	
		Projects approved and in development: Bumping spaces Sporting Penistone Penistone youth project DIAL and Barnsley market wifi and led lighting		

PART A - OVERVIEW OF PERFORMANCE

The Penistone Area Council commissions and funds contribute to the Councils overall priorities of thriving vibrant economy, stronger resilient communities and citizens achieving their potential. The achievement of the combined outcomes are listed in table's below:

Thriving and Vibrant Economy

Outcome Indicators / target	Achieved to date
No. of FTE jobs created and recruited to	4.5 (+1)
No. of apprentice and placement created and recruited to	1
No of clean & tidy activities which involve businesses	10 (+3)
Local spend (average across all contracts)	85%

Strong & resilient communities







Outcome Indicators Target	Achieved to date
No. of adult volunteers engaged	121 (+58)
No. of young people engaged in volunteering	14 (+3)
No. of activities which involve young people under the age of 18	36 (+6)
No. of new volunteers	43 (+21)
No. of community groups supported	52 (+15)
No. of new community groups supported	3
Volunteer hours contributed (£ value)	£14,470 (+412)
No. of volunteer opportunities created	351 (+15)

Citizens achieving their potential

No. people achieving a qualification	31 (+2)
No. of residents receiving advice and support	915 (+28)
No. of residents referred to health advice	
No. of young people making a positive contribution to the design/ maintenance of their local environment	20 -
No of people who feel they have the opportunity to influence the design and maintenance of their local environment	39 -

PART B - SUMMARY PERFORMANCE MANAGEMENT REPORT FOR EACH SERVICE/ PROJECT

Countryside Skills and training


The Local Economy including tourism		RAG
	Satisfactory quarterly monitoring report and contract management meeting.	
	Milestones achieved	
Environment	Outcome indicator targets met	
	Social value targets met	
	Satisfactory spend and financial information	
	Overall satisfaction with delivery against contract	

This contract has now ended.

Final milestones and targets below:

Milestone/Target/Output	Target	Achieved	Comments
Learners Recruited	24	32	Not all stayed the full cohort.
Learners Achieving Stage 1 Qualification in Dry Stone Walling	24	19	
No of Learning Hours Delivered	230	182	
No of Learners Achieving 85% or higher attendance	24	19	
People perceiving traditional countryside skills as a viable enterprise	24	3	Only 3 expressed a wish,
People being happier and healthier by being connected to the natural environment.	24	24	Case studies used

The Clean & Tidy team

The Local Economy including tourism		RAG
	Satisfactory quarterly monitoring report and contract management meeting.	
Health and well being	Milestones achieved	
	Activity intervention targets	
	Outcome indicator targets met	
Environment	Social value targets met	
	Satisfactory spend and financial information	
	Overall satisfaction with delivery against contract	

A contract meeting took place on the 5th January 17 covering the period October 16 – December 2016. Further reporting information was submitted on the 16th January 17.

During the contract meeting the Penistone Area Council manager was informed that in November one of Clean and Tidy team operatives resigned and that the team had subsequently been reduced to 2 members for over half of this reporting period. The impact has been that some work requests have taken longer to complete but the clean and tidy team did not feel the impact was severe. A discussion took place regarding recruiting to this post but it wasn't felt that this would be practical as the recruitment process would mean there would only be about a month left on the contract to the end of April. The work requests will be monitored.

Since the contract meeting an alternative has been sought and an agency worker has been pulled into the team from Monday 16th January 17 in order for the contract commitments to be delivered.

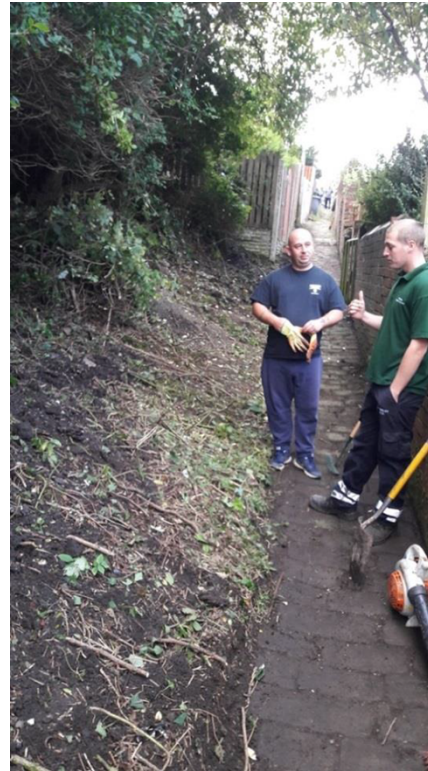
In addition to this, one of the contract project managers is on sick leave following an operation and is likely to be off work for 8 - 10 weeks. Sarah Ford will be the main contact for this period.

Reactive work targets continue to be met and exceeded. Love Where You Live events and engaging businesses continue to be challenging. The Penistone Community Development Officer has been developing the 'Love Your Street' project and the Clean and Tidy team have been actively engaged in this.

Primary schools are engaging in the project and more schools are now coming on board.

Facebook and communications regarding the project continue to be an area that needs to be developed and a more innovative and creative approach is still needed.

Extracts from Clean and Tidy reports:



No of volunteers new to community action

The number of new volunteers continues to rise thanks to the innovative and unusual volunteer projects that excite the interest of new volunteers

These include installing gates and dry stone wall repairs through to hedge laying training which was possible with the help of a small amount of Section 106 funding to pay for specialist tools and trainer. Training the C&T team and rangers in these skills meant they could then support new volunteers or volunteers learning these skills alongside the specialist.

PCV –Bullhouse 6

PCV –Oxspring 2

PCV –Ingbirchworth 9

PCV –Oxspring 4

LWYL Green Rd (5)

LWYL Talbot Rd (2)

LWYL Westfield Ave (1+ 1 junior)

Day to day management / staff update

As part of the Apprentice training and assessment – waymarking and stile training sessions took place in the Penistone Area

Waymarking assessment was carried out by the college

The team passed their spraying qualifications (3 days)

They also carried out a day specialist training in hedgelaying that would allow them to support the trainer on the volunteer days in Dec, Jan and Feb

January will see first aid and chainsaw training courses taking place

The apprentice on the team will be attending college almost every Monday from the beginning of January to beyond the end of the current contract. The agency member of the team will be in place to enable a range of tasks to be carried out on Monday's.



Case Study 1 -Upskilling volunteers

A very important priority for the project team when putting in the bid was to utilise the skills and knowledge within the PROW, neighbourhoods, highways and ranger teams to develop the interest and skills of any volunteers or young people who joined in our events. The experience of our rangers and PROW teams in running

volunteer events meant the C&T team could go well beyond the usual volunteer events such as litter picking and sweeping vegetation into varied and complex projects.

Offering this variety and creating the right social and relaxed setting to the events retains interest, attendance, encourages others by word of mouth and legacy to improvement the environment in the Penistone area and beyond, as volunteers take their skills and knowledge back to others in their schools, families, colleagues and communities.

So in no particular order some of the tasks volunteers have been involved in since the start of the project, the knowledge they are acquiring and skills they are practicing. Where the volunteers have experience they help train others, freeing up the C&T/Rangers to carry out more specialist work with chainsaws etc on the same site that volunteers can't help with.

task	knowledge	skills
Litter picking	Recycling Instant impact	Health and safety in collecting Lifting and handling heavy items
Dry stone walling	theory and regional differences  Volunteer David training other volunteers	How to build a wall to last Experience in repairs and rebuilds including gaps, wildlife/livestock holes  Wildlife hole when repairing walls to enable access
Specialist habitat maintenance and creation	seasonal ponds – how & why Heather moorland maintenance – sourcing or harvesting seed, time of year, ground prep	Practical skills re-establishing ponds as silt up and grass over including basking stones and banks Stripping out old woody heather and reseedling
Tree thinning and maintenance	Ecological succession and need to manage woodland. Habitats and food chains Options to deal with debris	Safe use of hand tools in thinning trees and maintaining routes Building dead hedging and habitat piles
Hedge laying	Historical significance of this countryside craft and variety across UK Tree species	Specialist tool maintenance and skills to fell trees to create a fabulous, stock proof hedge. Start with a qualified hedgelaying trainer in small groups and further opportunities to develop skills
Bird and bat boxes, and nesting sites	Value of the different species, including special requirements for key species Law relating to different species	Making and siting boxes for maximum benefit How to create specific nesting sites for fussy rare birds as part of wider woodland maintenance
Bug houses and hotels	Needs of different insects/wildlife Suitable sites depending on exposure, sunlight etc Value of even small projects	Making up the kits Identifying and collecting suitable materials to go into it. Building and Installing
Waymarking	History of rights of way Law relating to signing and waymarking	Map reading Use of hand tools & appropriate siting for public use and minimum interference with farmers activities
Stiles and gates	Accessibility issues - mobility impairment isn't just wheelchair users, and with off road scooters they can go just about anywhere Livestock control and countryside Legal responsibilities and local support	Use of tools Planning ahead to layout site Practical aspects re livestock containment Making key components fit properly
Bridge building	Different materials Different designs and needs of users	Preparing sites Safe movement of heavy materials Building different elements
Planting and sowing - trees, wildflower meadows and bulbs	Needs of specialist wildflowers – soil type and depth, woodland or open grassland	Preparing ground for different species eg. removing top soil for wildflowers on TPT as need poor soil, whilst 'formal' plants need more nutrients.

Case study 2. – Volunteer day

We received a complaint from users about a poor stile and electric fence on footpath 32 Penistone near Bullhouse Bridge.

"The stile is too high on the Ecklands side where as suggested to me, an extra step would be much appreciated. Several of our members found it difficult and one member received a nasty shock from the fencing which she found most distressing. There is one post to grab, but still it is difficult for most of our members to get enough spring to mount the stile on the Ecklands side"

A site inspection revealed more issues on the same path that hadn't been mentioned including a missing bridge handrail and badly overgrown steps up a very steep hillside.

With a range of tasks in a small area it was ideal for Employee Supported Volunteers (via VAB) and an opportunity to upskill our Penistone countryside volunteers whilst helping out the adjacent landowner.

Volunteer day was scheduled in for 12 October and getting agreement from adjacent landowners to switch off electric fence (although not quite as early as hoped for) So with 11 ESV from Barnsley Council asset management team and 1 regular volunteer the day started with instructions on crossing fields safely with a bull and cows in it to get to the site.

Splitting into 3 teams – stile, handrail and steps the group made a big difference. The team stayed really positive all day despite the rain.



overgrown steps before



and almost finished



Rightly proud of the new stile. As the ground falls away steeply on the other side of the field an additional lower step was added to make it easier coming the other way. Two posts give the stile structure and help with balance/pulling up steps



Getting on with building the new handrail for the old stone bridge. The stile team can be seen in the background at the top of the slope.

7 of the volunteers were completely new to volunteering

90% of the group said they would volunteer with us again and 10% said they may volunteer with us again

Common responses on the feedback forms were they had fun and loved the relaxed social environment

Comments from volunteers

"We all thoroughly enjoyed our day near the TPT "in the rain" and look forward to another day with you when there is another round of volunteering. Not often we get out as a team and do something a bit different!" Head of Asset Management

"It's like informal (and free) team building. We got to learn more about colleagues in a few hours than we would in months or years in the office environment. Where personalities sometimes clash in the office everyone is more flexible and relaxed in this social environment. Most people are learning new skills and we found it easier to talk to each other about a whole range of issues and understand each other more, which can only help back in the office."

Finally comments from the original complainant

"All eight present of our eleven member walking group were able to enjoy our Penistone - Hartcliffe - Ecklands- Penistone circular walk yesterday. We are all highly delighted with all the work that has been carried out; It was so good to be able to walk that stretch of the walk in safety again. So good to actually be able to see those steps again too!"

We all send a big thank you to yourself and your team of dedicated volunteers who did an excellent job."

Penistone Advice Drop In

(The report was updated for the Area Council meeting on the 8th December 16, next update for the meeting on the 9th April 17)

Health and Well Being

	RAG
Satisfactory quarterly monitoring report	●
Milestones achieved	●
Satisfactory spend and financial information	●
Overall satisfaction with delivery against contract	●



Passionate
about
possibilities.

Penistone Drop-In

Period: 1st September – 17 November 2016

Project Highlights





- 10 sessions have been held
- 28 residents have received face-to-face advice
- The average number of residents attending a session is 3
- The highest number of residents attending a session is 5
- The total **actual** amount of unclaimed benefit income generated through the sessions in the last quarter is £11,287
- The total **projected** amount of unclaimed benefits generated through the sessions in the last quarter is £52,700 (these are claims waiting for a decision)
- For every £1 invested from the Ward Devolved Budget the project has brought £63 into the area
- 100% of residents attending the sessions reported feeling less anxious as a result of speaking to our advisor
- 68% of residents attending the sessions reported feeling more able to deal with their own affairs
- 91% of residents reported feeling their health and wellbeing had improved 3 months after receiving support from our advisor
- 75% of residents attending the sessions did not have access to the internet
- 86% of residence with access to the internet did not feel confident to manage their affairs online

Penistone FM – Young People in radio

(The report was updated for the Area Council meeting on the 8th December 16, next update for the meeting on the 9th April 17)

**The Local
Economy
including
tourism**

**Activities for
Young
People**

	RAG
Satisfactory quarterly monitoring report	
Milestones achieved	
Satisfactory spend and financial information	
Overall satisfaction with delivery against contract	

New jobs

Two people have been recruited to work part time on the project.

Training

Two students have completed NCFE level one at over 60 hours learning and are waiting for final external assessment in December. Three other students are also well underway on the course and expected to complete it during December.

Another four young people have also just started on the taster sessions or waiting to come in for their start date.

Community Volunteering

Two community groups have been approached and agreed to provide some volunteering experience with a chance for students to record interviews with a couple of people on subjects like volunteer motivation. Three students are volunteering as reporters or co presenters so boosting the stations output and content. Two students are looking at Level 2 Radio skills now or part of this as a progression into radio.

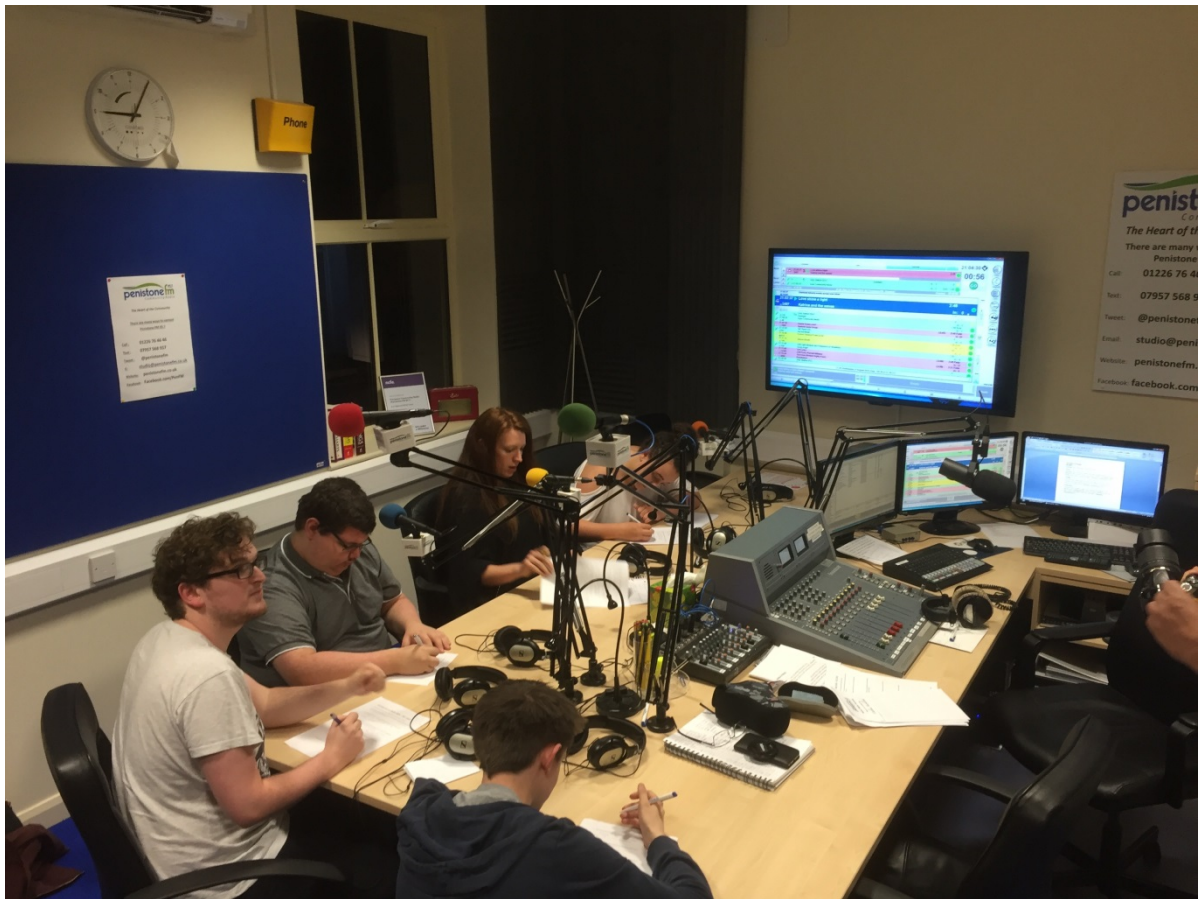
Experience

Penistone FM have engaged with a local newspaper and media training company to look at work experience for students providing an opportunity for people to gain experience in radio advertising by shadowing someone selling and creating commercial adverts.

Overall

The project is doing really well, on target and the students are enjoying the course. The station now have more people taking part in volunteering. A new promotional leaflet is in production.

Some of the students took part in the recent Penistone Youth Poppy Memorial opening where they interviewed the young people that helped create it, their youth mentor and the community development worker from Tesco who helped collect the bottles made into the poppies.



Penistone Scout Activity Centre Development

**(The report was updated for the Area Council meeting on the 8th December 16,
next update for the meeting on the 9th April 17)**

Health and Well being		RAG
	Satisfactory quarterly monitoring report	●
Activities for Young People	Milestones achieved	●
	Satisfactory spend and financial information	●
	Overall satisfaction with delivery against contract	●

All hardware specified as part of the grant has been ordered which included the tables and chairs. These have been in full use and have enabled us to open up the centre to larger events. A quiz night fundraiser was hosted in November with over 90 people attended which was possible due to the new equipment.

The mattresses will be used for the first time when 60 beaver scouts have a sleepover on the weekend of the 10th & 11th December and then again at a Christmas sleepover on December 23rd for Scouts.

Courses for young leaders have been identified for Hillwalking, Archery, Rifle Shooting, Climbing, Watersports and caving and over 20 young leaders have signed up to take part and achieve accreditation. The volunteer development weekend is also booked at Walesby Forest outdoor centre in Worksop on the first weekend in March with over 35 adult volunteers attending.



BARNSELY METROPOLITAN BOROUGH COUNCIL

**Penistone Area Council
9th February 2017**

**Report of the:
Penistone Area Council Manager**

Penistone Area Council Procurement report – Clean & Tidy Team

1.0 Purpose of Report

- 1.1 This report provides members with an update on the clean and tidy commissioning activity.
- 1.2 Appendix 1 outlines the guiding principles and lessons learnt for consideration in the draft specification of requirements.
- 1.3 The report outlines a proposed timescale for procurement.

2.0 Recommendations

- 2.1 **That members receive the update on the clean and tidy commissioning activity noting the timescales, lessons learnt and guiding principles in Appendix 1.**
- 2.2 **That members agree to allocate £75,000 - £100,000 per annum for a Clean and Tidy Team, initially for a year with an option to extend for a further year.**
- 2.3 **That authorisation be given to the Executive Director of Communities to agree all necessary documentation, following consultation with the Chair of the Penistone Area Council and the Penistone Area Council Manager, in order to ensure timely procurement.**

3.0 Background - 2017 /2018 commissioning

- 3.1 At the Penistone Area Council meeting on the 8th December 2016 Members agreed the following new priorities for 2017 /2018:
 - Environment
 - The Local Economy including Tourism
 - Helping people to connect better
 - Supporting young people
 - Health and Well being
- 3.2 As reflected in the new priorities, the environment remains a key priority for the area and the Members.
- 3.3 The Penistone Clean and Tidy contract started on the 1st November 2015 and

runs for 18 months until 30th April 2017. At the December 16 meeting Members were asked to agree a way forward for clean and tidy activity from May 2017.

- 3.4 Members agreed that supporting community groups and maintaining the environment is still a key priority for the Penistone Area Council and as such would like to see a service commissioned for 2017/18. As the present contract has been in place for 18 months and ends on 30th April 17 it will be necessary to go out to the market for any future service requirements.
- 3.5 Members agreed a value of £75,000 - £100,000 per annum, for a one year contract with an option to extend for a further year.
- 3.6 It is proposed that the draft specification for requirements be circulated initially for comment and amendments to all Penistone Area Council members and that authorisation be given to the Executive Director for Communities in consultation with the Chair of the Penistone Area Council and the Penistone Area Council Manager to approve all necessary procurement documentation. This will allow the procurement process to start prior to the next Area Council meeting on the 6th April and ultimately minimise any gaps in provision from the 1st May 2017.
- 3.7 Appendix 1 outlines the business case for a new clean and tidy commission

4. **Proposed Timescale**

Activity	Timescale
Agree specification	Mid-February 17
Advertisement for Expressions of Interest via Yortender and Contracts Finder	Beginning of March 17
Deadline for Tender Queries	Beginning of April 17
Tender Return	Beginning of April 17
Tender Evaluation	Beginning of April 17
Tender Presentations	Mid April 17
Tender Report and Approval to Award	Mid April 17
Issue of Letter Intent and Contract	Mid April
Stand still period and contract Lead in Period	Beginning of May 17
Contract Start Date	May / June 17

Contact Officer:
Lisa Lyon
Penistone Area Council Manager

Contact No:
01226 775382

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APPENDIX 1

Penistone Area Council

Business Case for a Clean and Tidy Team in Penistone

Background:

- The Environment is a key priority for the Penistone Area Council. The priority was reconfirmed and agreed during a series of Members' workshops looking at statistical data, anecdotal evidence and feedback.
- BMBC currently run a Clean and Tidy Service , £160,000 over 18months, the contract comes to an end on the 30th April 2017
- Members have agreed to commission clean and tidy activities from the 2017/18 commissioning budget and have allocated between £75,000 - £100,000

Table 1 below shows the providers that have been appointed to deliver services that address the priorities and deliver the outcomes and social value objectives for the Penistone Area Council.

	Service	Provider	Contract Value	Contract start date
The Local Economy including tourism Environment	Countryside Skills & Training	Growforest	£100,00 + £54,600	October 2014 + Sept 2015 Contract now ended
Health and Well Being	Clean and Tidy Team	Environmental Services, BMBC	£160,000 18months	1 st November 2015
Activities for Young People Health and Well Being Environment	DIAL Drop in Service	DIAL	£5570	2015/16
	Working Together Fund	Penistone Scouts Penistone Round Table TPT Volunteers Penistone FM	£8050 £11,660 £6630 £15,627	TBC

Guiding principles:

To ensure that the Penistone Area Council procures a Clean and Tidy service that meets identified need it is important that the new specification is mindful of any lessons learnt from the existing BMBC Clean and Tidy contract and the guiding principles agreed by the Penistone Area Council at the meeting on the 8th December 2017. The following were agreed as **guiding principles** across all of the Penistone Area Council priorities and commissioning work:

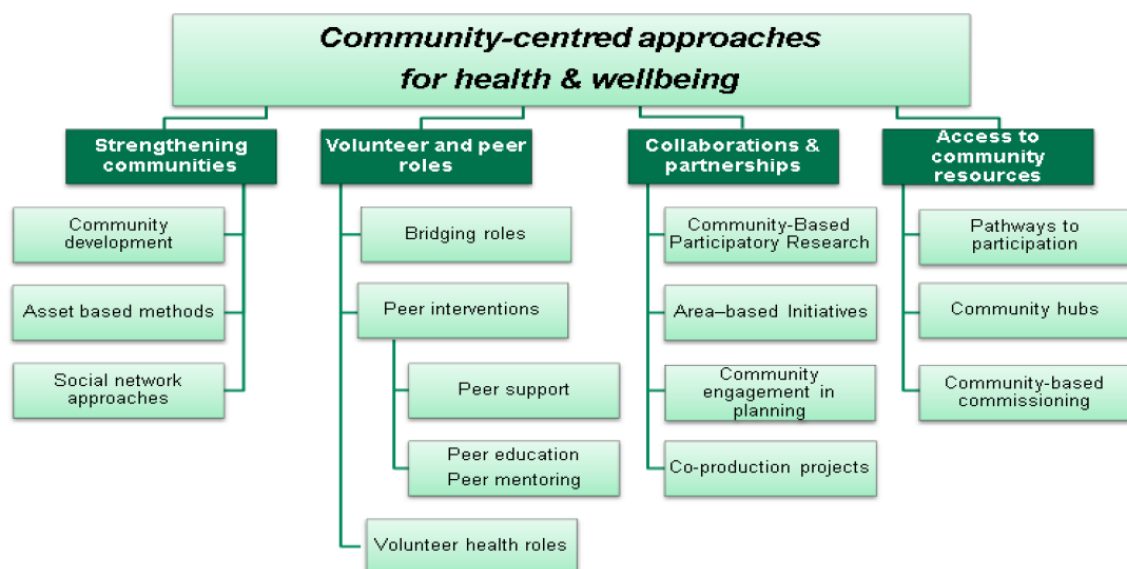
- Consider the specific needs of young people when developing services and projects, acknowledge the challenges they may face and addressing any equality and access issues.
- Providing opportunities for groups and residents to come together support each other, build skills and knowledge

APPENDIX 1

- Ensuring our work and partners reflects the rural nature of the area and are fit for purpose
- Maximise resources by working with partners on delivering priorities in particular health and well being
- Involve service users, officers and residents in the development of projects
- Make better use of neighbourhood networks in promoting our work and its value and communicating in a variety of formats that meet differing needs
- Supporting volunteering opportunities and social action

The guiding principles will need to underpin the specification for a clean and tidy team. In particular the need to capture the value and impact of the activities in meeting health and well-being outcomes will be a priority. Whilst there have been clear benefits to people's health and well being this hasn't always been captured. The NHS England 'Guide to Community Centred approaches to Health and Well Being' can be used as a model to explore how to capture the impact and ensure better aligned our outcomes:

Figure 2. The family of community-centred approaches for health and wellbeing¹



¹ The family of community-centred approaches for health and wellbeing (South, 2014)

Lessons Learnt:

The BMBC contract doesn't end until 30th April 17 so a complete evaluation and lessons learnt report has not been produced yet. The following have been pulled together from the contract delivery to date:

- Primary schools have been slow to engage, this has not been due to a lack of interest but the fact that they plan their lessons and activities months in

APPENDIX 1

advance. A long lead in time is needed to work effectively with the schools and consideration for seasonal work requires planning months in advance.

- Potential to broaden out the Initial work with schools on planting, bird boxes etc with a much more focused educational agenda and projects.
- The contract has exceeded the targets around reactive and clean and tidy activities which the clean and tidy team can carry out independently. The number of these requests have shown that there is a demand for clean and tidy activities and has been useful as gap fillers (when a project finishes early or cancelled due to weather).
- Whilst the impact of this work has been clearly beneficial and visible, the new specification would seek to reduce this target and increase the targets which aim to carry out the work alongside and supporting the community; better meeting the guiding principles of building knowledge / skills. There would be an emphasis in the specification on working with and supporting and not doing for.
- Sustainability important – need to build in problem solving and solutions to ensure longer term impact of work carried out – i.e. addressing area of fly tipping.
- It has been difficult to engage businesses – the specification would still want to look at targets for working with businesses – links with local businesses will be key as well as innovative approaches.
- Employee supported volunteering has been successful at involving volunteers who haven't previously volunteered
- The profile of the clean and tidy team remained low throughout the project – facebook posts and use of the neighbourhood network (Penistone FM) was underutilised. Before and after photos not posted etc. Specific targets required within the specification
- Love Where You Live events target not reached – The specification would need to build on the Love Your Street concept developed by the Community Development Officer.
- Number of perception surveys completed were low – need to think about how to better capture and encourage feedback
- Supporting social action and volunteering - positive messages about the value
- Work needs to be programmed in throughout the contract to take into account appropriate seasonal work.
- Many groups have requested weekend work which is not currently within the contract
- Dog Fouling and flytipping not within the contract however there is scope to focus on educational and prevention work
- Use of a Social return on investment model would help quantify the investment return

APPENDIX 1

Social Value Objectives

Under a new specification the successful provider will be required to actively contribute to the achievement of social value objectives. These include:

- Provision of local skills development, work experience placements and Apprenticeship opportunities which strengthen the community's skill base
- Employment and training opportunities within the locality
- Use of local Voluntary Community Organisations and community groups
- Recruitment, training, support and deployment of volunteers
- Development of strong community networks, community self-help and resilience
- Engaging with local residents to initiate social action and to Love Where They Live
- Use of local supply chains
- Provide a strong Social Return on Investment

**Report submitted to Cabinet on 11th January, 2017
BARNSELY METROPOLITAN BOROUGH COUNCIL**

This matter is a Key Decision within the Council's definition and has been included in the relevant Forward Plan.

Report of the Executive Director of PLACE
and the Executive Director of COMMUNITIES

Principal Towns Investment Programme

1. Purpose of Report
 - 1.1. To brief Cabinet on the proposal to create a framework to support economic regeneration in Barnsley's principal towns and local centres. The commissioning approach is to encourage asset based community development as a catalyst to stimulate stronger and resilient communities.
2. Recommendations
 - 2.1 **Cabinet agrees to the concept of developing a principal town's programme and the commissioning approach.**
 - 2.2 **Cabinet approve the full business case, in accordance with Capital Programme requirements.**
 - 2.3 **That Cabinet approve the release of £5M from the 2020 Capital Investment Fund to establish the Principal Towns programme.**
 - 2.4 **That cabinet receives further reports with recommendations for funding allocations resulting from the Principal Towns programme commissioning process.**
 - 2.5 **That the commissioning of works and services under the programme follow the arrangements for Area Council procurement.**
3. Introduction
 - 3.1 Due to the large amount of investment which is taking place within Barnsley Town Centre, it has been highlighted that in order to ensure the benefits of economic regeneration are felt across the borough, a dedicated investment programme be put in place to support community led projects.
 - 3.2. In line with previously recognised planning definitions for principal towns and local centres, it is proposed that the new framework will focus upon:

Principal Towns:

Cudworth
Hoyland
Wombwell

Goldthorpe
Penistone
Royston

Local Centres:

Athersley
Bolton on Dearne
Darfield
Darton
Dodworth
Grimethorpe
Hoyland Common
Lundwood
Mapplewell
Stairfoot
Thurnscoe

- 3.3. This report sets out the approach to developing the investment framework, working with Area Councils and local community groups.

4. Consideration of Alternative Approaches

Option 1: Do Nothing

- 4.1 If the principal towns investment programme was not taken forward, this would mean that there is no dedicated way of supporting economic regeneration away from the town centre. Although the Jobs and Business Plan is delivering a number of key strategic projects across the borough, these are not focussed on community led projects which can directly support regeneration in those areas.

Option 2: Delegated Budgets

- 4.2 Allocate a budget to each individual Area Council instead of going through a borough wide commissioning framework. This would mean the proposed total capital allocation is split rather than centrally allocated. This is unlikely to result in meaningful and economically beneficial projects coming forward.

5. Proposal and Justification

- 5.1 The proposal is to create a principal towns commissioning framework which can be used to form the basis for community led economic regeneration projects coming forward for funding by focusing on projects that ensure our principal town centres remain vibrant and attractive. Projects are expected to deliver the interventions that best deliver a thriving high street. These may be different in each of the principal towns but are likely to include a mix of the following:

- Quality Public Realm
- Shopfront Schemes
- Business Security
- Business Incentives

- Low maintenance public realm i.e. curbs, bollards
 - Transport improvements
 - Car parking improvements
 - Signage & branding
 - Acquisition of key buildings/ land to deliver the plan
 - Demolition where appropriate
- 5.2 This list is not exhaustive but is intended to give a focus to the type of bids the Principal towns programme expects to support.
- 5.3 The commissioning framework will be run on a competitive basis, thereby encouraging the best and most economically advantageous projects to receive funding. In order to ensure initiatives are to an appropriate scale to ensure meaningful impact, an indicative minimum threshold for submissions is proposed at £100k for Principal Towns and £50k for Local Centres.
- 5.4 A Principal Towns Project Board has been established consisting of officers from Place, Communities, and Finance. A review of existing work is already being undertaken, identifying the issues, opportunities and challenges in each area, along with the role they play in servicing their wider catchment. This will be used to develop a commissioning framework which could enable the community and wider stakeholders to come forward with innovative solutions to the opportunities and challenges identified.
- 5.5 Further work is still required to investigate how the commissioning framework will be implemented but it will be essential that Area Councils and local community groups are part of the solution. A commissioning approach would be more flexible than an action prescriptive strategy as well as enabling a wider spectrum of delivery partners to come on board and potentially leverage of other funding streams.
- 5.6 The Project Board is required to complete a full business case, setting out the formal arrangements for establishing the investment programme including governance. This will include the proposed commissioning framework, which can be used by communities in preparing their response and timescales for the bidding process. It is proposed to bring this business case back to Cabinet before the end of the financial year.
- 5.7 The intention is that proposals will be commissioned in line with local priorities that fall within the remit of the Principal Towns Programme. Commissioning will therefore follow the philosophy within the Area Council Procurement arrangements, with the aim of developing the local economy. This will seek to prioritise the use of local small businesses and the voluntary and community sector, wherever possible, rather than in-house Council services.

6. The Corporate Plan and the Council's Performance Management Framework

6.1 The proposals in this report are consistent with Council's Corporate Plan as it directly contributes towards the Future Council ambitions of:

- Strong and resilient communities
- Create more businesses
- Create more jobs
- Deliver economic infrastructure

7. Governance and Programme Management

7.1 In order to support this new programme management structure, an aligned governance model will be adopted. The strategy will need robust; action focused governance comprising key stakeholders who are able to drive the forward actions, support and challenge project sponsors.

7.2 Stronger Barnsley as well as Area Councils are aware of the undelivered pipeline projects which could be submitted as part of the programme.

7.3 Communities department will maximise internal capacity to support the programme particularly in relation to project management, procurement and commissioning whilst recognizing that 2 posts to be established will be addressed via a delegated report.

7.4 Two Project Managers will be recruited via a delegated report to work closely with the Ward Alliance and Communities directorate (see appendix 2), to work up projects using the relevant forms and the Capital Programme Oversight Board criteria which proposals are ranked based on an initial assessment against 4 scoring and 3 non scoring criteria as described below:

7.5 Programme Oversight Board Criteria

1. *Does the proposal deliver efficiency (financial and non-financial) and / or clear return on investment? (30%);*
2. *Will the proposal lever in other funding sources and investment? E.g. voluntary sector, private sector, SCR (30%);*
3. *What are the measurable outputs / outcomes? (20%); and*
4. *Is there a clear and robust evidence base for doing the scheme? (20%).*

Non Scored Criteria

5. *Impact on corporate priorities;*
6. *Timing of return on investment;*
7. *Sustainability*
8. *Community involvement*

7.6 The Principal Towns Project Team will use the recently approved Area Based Procurement Policy.

- 7.7 Following the above process will ensure that only appropriate projects are approved and that they are sourced within budget to ensure that the total budget allocation isn't exceeded.
- 7.8 Over and above this specific scenario, there will be a dedicated Category Manager and Procurement Officer available to both business units 4 and 5.
- 7.9 A strategic approach needs to be aligned to other strategic programmes with other internal and external funding programmes e.g. Section 106, Dearne Valley Partnership, Housing Growth, HCA, Network Rail infrastructure funds and Area Chairs are aware of these expectations.
8. Implications for Local People/Service Users
- 8.1 As outlined earlier there are significant positive implications for residents of the impacted Principal Towns and Local Centres if the Principal Towns Programme.
9. Financial Implications
- 9.1 Building on the Better Barnsley Regeneration scheme for Barnsley Town Centre, the Principal Towns Programme has identified a number of Town and Local sites across the borough where investment could be made to kick start regeneration.
- 9.2 A full business case has recently been completed and is now recommended by the Capital Oversight Board to Cabinet for final approval (Appendix B).
- 9.3 A total budget of £5M has been earmarked for the 2020 Capital Investment Fund and will be released subject to Cabinet approval. It is proposed to introduce an approved framework in order to commit the resources against specific projects with final approval being recommended to Cabinet via further reports.
- 9.4 The full financial implications are detailed in the Appendix A to this report.
- 10 Employee Implications
- 10.1 There are no immediate employee implications arising directly from this report however there will be the recruitment of two project managers via a delegated report.
- 11 Communications Implications
- 11.1 The Principal Towns Programme will be promoted effectively to the interest groups associated with the Principal Towns and Local Centres to engage them with in the programme. Developments will be promoted to the general public to ensure the improvements are understood and recognised.

12. Consultations

- 12.1 Consultation has taken place internally with initial discussion with the Leader, Place Cabinet Spokesperson; the Communities and Place Directorates; the Area Council Members; the Section 106 Officer as well as the Dearne Valley Partnership Manager. Consultation has included potential pipeline projects, structure and process of the Principal Towns Commissioning Framework as well as the governance.

13. Risk Management Issues

- 13.1 Marketing material and a set of workshops are planned to promote the programme to ensure it targets the relevant target market to ensure the panel receives sufficient project applications. Due to the funding being a finite budget, the projects will be funded through a first come first serve policy to ensure there aren't competitive funding rounds pitting project against one another but measured against the programme criteria.
- 13.2 Following approval of the scheme in principle, more detailed risk identification activities will take place, resulting in the development of a project / scheme risk register which will contribute towards the broader governance arrangements for the programme as a whole.

14. Health, Safety and Emergency Resilience Issues

- 14.1 There are no immediate implications arising directly from this report.

15. Compatibility with the European Convention on Human Rights

- 15.1 The proposal is fully compliant with the European Convention on Human Rights.

16. Promoting Equality, Diversity and Social Inclusion

- 16.1 Town centre regeneration will ensure that the needs of all groups are fully incorporated. The programme will consider the needs of:

- Disabled people
- People with long term health conditions
- People recovering from mental health
- BME people, including refugees and new arrivals to the Borough (e.g. from Eastern Europe)
- Young people leaving care

17. Reduction of Crime and Disorder

- 17.1 The scheme has the potential to impact positively on perceptions of crime and disorder if proposals come forward that improve the feelings of safety in our principal town centres.

18. List of Appendices

Appendix A – Financial implications

Appendix B – Full Business Case

Appendix C – Plan of Principal Towns

Appendix D – Principal Towns Commissioning Framework and Governance
Flowchart

19. Background Papers

England & Lyle – Smaller Centres Study – November 2011

Officer Contact [David Shepherd] Telephone No [772621] Date [08/12/2016]

Financial Implications /

Consultation

*(To be signed by senior Financial Services officer where no
financial implications)*

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Report of the Executive Director - Place

FINANCIAL IMPLICATIONS

Principal Towns Programme

i) Capital Expenditure	<u>2016/17</u>	<u>2017/18</u>	<u>2018/19</u>	<u>2019/20</u>	<u>Total</u>
	£	£	£	£	
Principal Towns Programme	25,000	975,000	2,000,000	2,000,000	5,000,000
	25,000	975,000	2,000,000	2,000,000	5,000,000
To be financed from:					
2020 Capital Investment Fund	-25,000	-975,000	-2,000,000	-2,000,000	-5,000,000
	0	0	0	0	0


Funding for the scheme has been earmarked from the 2020 Capital Investment Fund and will be released on an individual project by project basis

ii) Revenue Effects	<u>2016/17</u>	<u>2017/18</u>	<u>2018/19</u>	<u>Later Years</u>
	£	£	£	£
	0	0	0	0
To be financed from:				
	0	0	0	0

Impact on Medium Term Financial Strategy

This report has no impact on the Authority's Medium Term Financial Strategy.

	<u>2016/17</u>	<u>2017/18</u>	<u>2018/19</u>	<u>2019/20</u>
	£m	£m	£m	£m
Current forecast budget gap	0.000	0.529	2.658	1.950
Requested approval	0.000	0.000	0.000	0.000
Revised forecast budget gap	0.000	0.529	2.658	1.950

Agreed by: 08/12/2016.....On behalf of the Director-Finance, Property & IS

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Full Project Business Case Principal Towns Programme

Document Information

Version: 0.4
Last Updated: 07/12/16
Owner: Paul Hussey

Document History

Version	Details	Date	Reviewed By
0.1	Initial draft		S. Whittaker
0.2	Second draft		S. Whittaker
0.3	Third draft	07/12/16	P. Hollingsworth
0.4	Fourth draft	07/12/16	S. Loach

Project Name:	Principal Towns
Lead Contact/Project Manager:	Philip Hollingsworth
Directorate:	Communities
Contact Details:	774955 (4955)
Senior Responsible Officer:	Paul Hussey

1. PROJECT OVERVIEW

Scope

What is in and out of scope?

To create a framework to support economic regeneration in Barnsley's defined principal towns and local centres. The commissioning approach is to encourage asset based community development as a catalyst to stimulate stronger and resilient communities.

Principal Towns:

Cudworth
 Hoyland
 Wombwell
 Goldthorpe
 Penistone
 Royston

Local Centres:

Athersley
 Bolton on Dearne
 Darfield
 Darton
 Dodworth
 Grimethorpe
 Hoyland Common
 Lundwood
 Mapplewell
 Stairfoot
 Thurnscoe

Context & Rationale

Provide detail on what the project is seeking to achieve or what problem is it trying to solve?

Due to the large amount of investment which is taking place within Barnsley Town

Centre, it has been highlighted that in order to ensure the benefits of economic regeneration are felt across the borough, a dedicated investment programme be put in place to support community led projects. At present there is no such investment programme specifically targeting our district town centres.

This would help to directly contribute towards our Corporate Economic priority for the Borough and will complement the various priorities set by the Area Councils.

Alternative Approaches

Include summary information on alternative approaches and/or solutions that have been considered and the reasons that these are not being considered further.

Do Nothing

If the principle towns investment programme was not taken forward, this would mean that there is no dedicated way of supporting economic regeneration away from the town centre. Although the Jobs and Business Plan is delivering a number of key strategic projects across the borough, these are not focussed on community led projects which can directly support regeneration in those areas.

Delegated Budgets

4.2 Allocate a budget to each individual Area Council instead of going through a borough wide commissioning framework. This would mean the proposed total capital allocation is split rather than centrally allocated. This is unlikely to result in meaningful and economically beneficial projects coming forward.

Links to Corporate Priorities

Provide detail about how this project will specifically support the delivery of the Council's corporate priorities and/or outcomes

- Strong and resilient communities
- Create more businesses
- Create more jobs
- Deliver economic infrastructure

2. BENEFITS

List the anticipated benefits (financial and non financial) and how these will be measured

Benefit	Measurement	Timescale
The proposal is to create a principle towns commissioning framework which can be used to form the basis for community led economic regeneration projects coming forward for funding by	<ul style="list-style-type: none"> • Quality Public Realm • Shopfront Schemes • Business 	Post October 2017

focusing on projects that ensure our principal town centres remain vibrant and attractive. Projects are expected to deliver the interventions that best deliver a thriving high street. These may be different in each of the principal towns but are likely to include a mix of the measurements:	Security <ul style="list-style-type: none"> • Business Incentives • Low maintenance public realm i.e. curbs, bollards • Transport improvements • Car parking improvements • Signage & branding • Acquisition of key buildings/ land to deliver the plan • Demolition where appropriate 	
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3. DEPENDENCIES

Provide details of any identified dependencies

Internal Resources	Why Required	When Required
Area Councils	To assist with project development	February 2017
Ward Alliance	To assist with project development	February 2017

External Resources	Why Required	When Required
Local businesses	Submit project plans	September 2017
Community groups	Submit project plans	September 2017
Other organisations	Submit project plans	September 2017

4. COSTS & FUNDING

Details of any funding available (e.g. voluntary sector, private sector, SCR) and provide details of any constraints or timescales on funding stream

2016/17	2017/18	2018/19	2019/20	2020/21
				£
Notes It is expected that the private sector will contribute to any approved projects though it is difficult to estimate the value of this at this stage				

Details of any funding required and where this will need to be sourced from

2016/17	2017/18	2018/19	2019/20	2020/21
£25,000	£975,000	£2,000,000	£2,000,000	£
Notes Approval for the above will be sought via a separate cabinet report which sets out the principles of the scheme				

5. IMPACT ASSESSMENT

What is the impact of implementing the project? Equality & Inclusion Business Partners can provide advice and guidance in this area with regards to completing initial Community Impact Assessment (CIA) and full Equality Impact Assessment (EIA) if required.

	Significant Impact? (✓)	Next Steps (✓)
Impact Assessment Undertaken	At this stage in the process there is not enough detail to understand the potential impacts. It will be necessary to undertake a CIA/Full EIA on each of the proposals for the principal towns as the plans are developed and prior to submission to the commissioning board.	
Details of Impact		
Next Steps		

RESOURCES

Details of resources required, such as office space, IT equipment, project team members, specific skills etc.

Resource	Details	Cost	Date Required
Project Managers x2 (existing grade 9 job profile). 3 year contracts.	To undertake all investigation, submission of proposals and delivery of each approved plan	£86k/year	February 2017
Marketing promotion	To promote the scheme to get community groups interested e.g. workshops	Minimal – to be contained	Spring 2017
Surface Pro x2	To enable flexible mobile working	Standard cost	February 2017
Office equipment	Utilise existing office accommodation of Stronger Communities Area Teams	No additional charges	February 2017

6. PROJECT SCHEDULE

What are the key project milestones for the on-going development and implementation of the project?

Milestone	Start Date	Completion Date
Cabinet approval	January 2017	
Full business case	December / January 2017	
Capital Programme funding approval	February 2017	
Recruitment of project officers	January / February 2017	
Meetings with Members and Area Councils	February / March 2017	
Workshops with community groups and Area Councils	April / May 2017	
Principal Towns Panel	September 2017	
Cabinet approval of projects	October 2017	
Projects implemented	From October 2017	
Thereafter the programme will continue with meetings of the Panel x3/year		

7. ROLES & RESPONSIBILITIES

Provide details of the project team and their roles and responsibilities linked to this project. Indicate the status of each role i.e. is this role part time, full time, temporary current post

Role	Responsibilities	Name	Status
Project Managers x2 (existing grade 9 job profile). 3 year contracts.	To undertake all investigation, submission of proposals and delivery of each approved plan	?	February 2017 for 3 years
Area Managers (South and North-East)	Day-to-day line management of the Project Managers.	Kate Faulkes Caroline Donovan	Existing, Permanent
Head of Stronger Communities	To ensure the programme continues to progress and deliver	Phil Hollingsworth	Existing, Permanent
Other Area Managers/Area Teams	To provide support advice and facilitation to enable the programme to work	Various	Existing, Permanent

8. PROJECT GOVERNANCE

Provide details around governance, sign off and reporting arrangements

Standalone project or part of a wider programme?	<i>Standalone</i>
Governance Arrangements	<p><i>Is there already an appropriate board in existence to oversee this project or will a new one need to be created?</i></p> <p><i>A project board is already in place and a commissioning panel will be implemented for the initial approval of projects.</i></p>
Meeting Arrangements	<p><i>What is / will be the frequency of board meetings?</i></p> <p><i>Currently every 4 weeks.</i></p>
Reporting	<p><i>What reports will be received by the board and at what times (monthly, gateways etc.)</i></p> <p><i>Progress and monitoring reports for the commissioning panel and project boards.</i></p>
Gateway Processes	<p><i>At which points in the project is sign off required and by whom?</i></p> <p><i>Commissioning panel and cabinet.</i></p>

9. RISKS

What are the anticipated risks of undertaking this project and how could these be mitigated?

Risk Detail	Probability and Impact	Mitigation
Too much demand	Escalating risk as the programme progresses and the amount of remaining funding decreases.	We'll work with the Principal Towns throughout the lifetime of the programme to ensure that proposals only progress where there is a realistic chance of funding.
Not enough demand	Low probability, the interest in this should be significant	Workshops and briefings will be held to generate interest
Too many small initiatives	Medium probability	Minimum thresholds have been set to prevent this.

What are the anticipated risk of NOT undertaking this project and how could these be mitigated?

Risk Detail	Probability and Impact	Mitigation
Footfall decreases	Medium	The proposed investment programme
More business close as a result of not investing	Medium	The proposed investment programme
Areas enter a 'spiral of decline'	Medium	The proposed investment programme

10. ISSUES

What are the anticipated issues linked with undertaking this project and how could these be controlled?

Issue Detail	Probability and Impact	Control
Possible political fall-out if areas are not perceived as getting a fair allocation from the programme	Low	Members roles on the panel and project sign-off by Cabinet

11. STAKEHOLDERS

Who are the key stakeholders and how will they be consulted on?

Stakeholder	Internal or External	Type of Consultation	When
Public	External	Workshops / press releases	Project promotion implementation and as and when projects commence
Members	Internal	All Member Briefing	Prior to panel
Key Officers	Internal	Updates	Prior to panel

12. COMMUNICATION & ENGAGEMENT

When will communication take place, how, why and with whom?

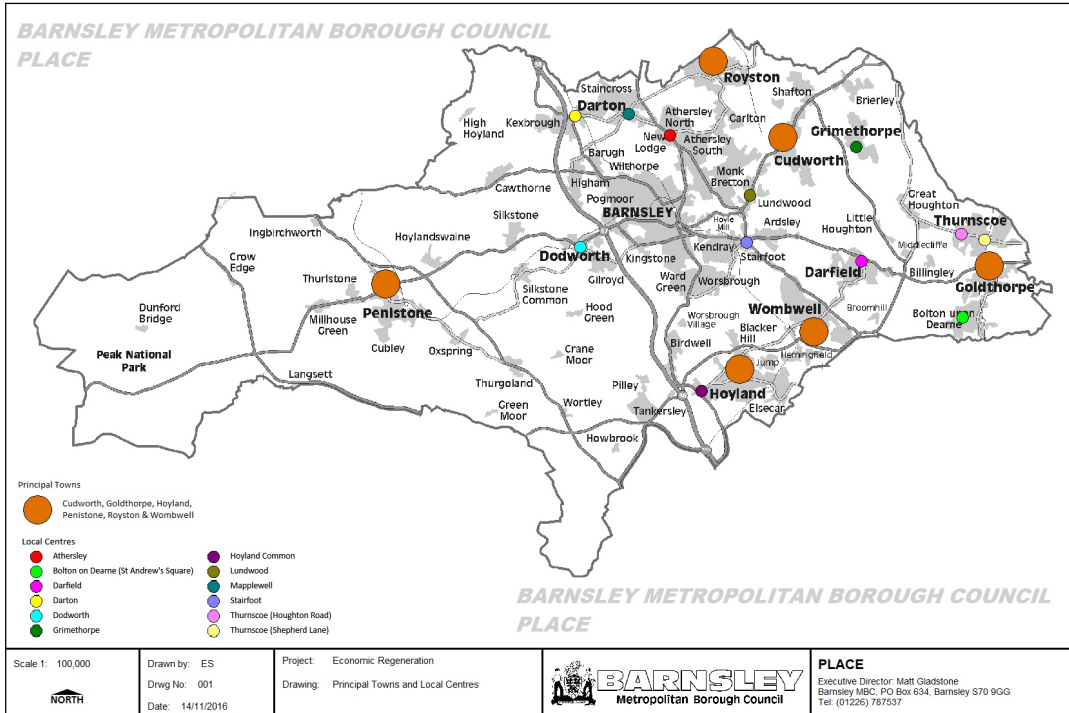
Communication Method	Date	With Whom	Purpose
Press releases	Milestones	Communities / public	Update and to inform
Workshops	Spring	Community Groups / Area Councils	Update and to inform
Social Media	Ongoing	Communities /	Update and to inform

		public	
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13.APPROVAL

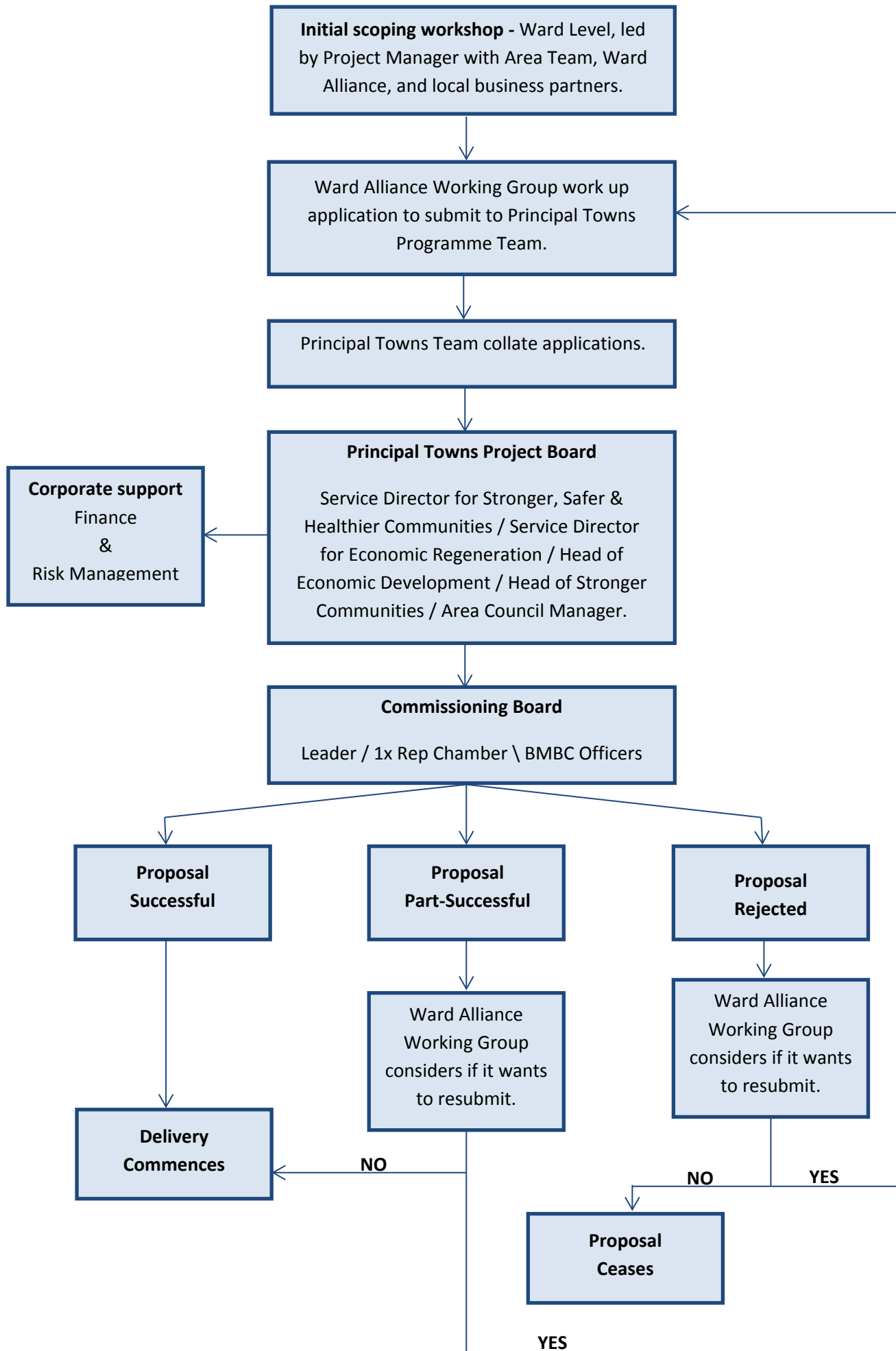
Approval	Approved / Not Approved		
Assigned Project Board			
Comments			
Communication	Outcome Reported to Project Manager	Yes / No	Date:

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Principal Towns – Commissioning Programme Flow Chart



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