

# Public Document Pack

<b>MEETING:</b>	Penistone Area Council
<b>DATE:</b>	Thursday, 5 October 2017
<b>TIME:</b>	10.00 am
<b>VENUE:</b>	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 3rd August, 2017 (PAC.05.10.2017/2) (*Pages 3 - 6*)
- 3 Notes of the Penistone East and West Ward Alliance held on 27th July, and 7th September, 2017 (PAC.05.10.2017/3) (*Pages 7 - 10*)

### Performance

- 4 Report on the Use of Ward Alliance Funds (PAC.05.10.2017/4) (*Pages 11 - 12*)

### Items for decision

- 5 Procurement and Financial Update (PAC.05.10.2017/5) (*Pages 13 - 18*)

### Items for discussion

- 6 Affordable Housing Provision (PAC.05.10.2017/6)
- 7 Safer Neighbourhood Service (PAC.05.11.2017/7)

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, Service Director Stronger, Safer and Healthier Communities

Peter Mirfin, Council Governance Officer

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Wednesday, 27 September 2017

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<b>MEETING:</b>	Penistone Area Council
<b>DATE:</b>	Thursday, 3 August 2017
<b>TIME:</b>	10.00 am
<b>VENUE:</b>	Council Chamber, Penistone Town Hall

## MINUTES

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

### 9 Declarations of pecuniary and non-pecuniary interests

No Members declared an interest in any item on the agenda.

### 10 Minutes of the Penistone Area Council meeting held on 15th June, 2017 (PAC.03.08.2017/2)

The Area Council received the minutes of the previous meeting held on 15<sup>th</sup> June 2017.

A discussion took place regarding affordable housing provision in the area (Minute No 4). It was acknowledged that traditionally Penistone has not done well in terms of provision of affordable housing. Members felt that there is a need to understand why developers are not willing to develop affordable housing schemes in the area, as this is an issue which concerns local residents. The lack of council land and the limited affordable sites on which to develop housing association/social housing schemes may well be a factor. Sarah Cartwright (Group Leader, Housing Growth) has been invited to attend the October meeting to update Members in this respect.

It was reported that the DIAL project (Minute No 6) has been extremely successful, with people often queuing outside the door and individual appointments lasting in excess of 30 minutes. The project will need to be carefully monitored to ensure the service is not overstretched as it relies heavily on volunteers.

Both the Tour de Yorkshire and the Armed Forces Day had been very successful and well received by the community. Ambitious plans are in hand in respect of the latter for future years.

**RESOLVED** that the minutes of the Penistone Area Council meeting held on 15<sup>th</sup> June 2017 be approved as a true and correct record.

### 11 Report on the Use of Ward Alliance Funds (PAC.03.08.2017/3)

The Area Council Manager introduced this item, highlighting that £15,597.01 is still to be allocated, although there are some projects in the pipeline which will reduce this figure further. It was pointed out that the applications which are currently being submitted are of a very high quality. A discussion took place regarding the problems caused by pigeons. It seems that measures taken recently have only been partially effective and a long term solution needs to be found.

**RESOLVED** that the report be noted and that the Area Council Manager be tasked with exploring options regarding the pigeon pest control problem.

## **12 Performance Report (PAC.03.08.2017/4)**

The Area Council Manager updated Members with respect to the performance of services commissioned to deliver the outcomes and social value objectives of Penistone Area Council for the period April to June 2017. Attention was drawn to the achievements and outcomes of each service/project, including Countryside Skills and Training, the Clean and Tidy Team, Penistone Advice Drop IN, Penistone FM, Penistone Scout Activity Centre development, Isolated and Vulnerable Older People Service, Penistone Youth Project, Bumping Spaces and Sporting Penistone.

Members noted that Public Health outcomes are now included for each project where appropriate and a number of positive developments were highlighted such as the fact that 8 full time jobs have been created and recruited to, 310 adult volunteers have been engaged (67 more than previously) and that 100 community groups are supported, 9 of which are newly created.

**RESOLVED** that Members note the update report.

## **13 Isolated and Vulnerable Older People Service - Age UK (PAC.03.08.2017/5)**

Jane Holliday, Karen Dennis and Ellen Hall from Age UK were welcomed to the meeting to deliver a presentation in respect of the Penistone Social Inclusion Service. A brief history of the commissioned service was given and included how the service was promoted, partnership, the Good Neighbours scheme, the 'Eyes on the Ground' initiative, the Community Car Scheme and the individual service. A number of individual and group case studies was provided, showing the positive impact that has been achieved in the community. It was noted that services are provided in Penistone, Millhouses and Thurlstone but that there is a need to develop it in the more isolated rural communities of the Penistone Ward.

It was highlighted that there is a huge variety of groups in Penistone and new groups are being developed all the time. One Councillor was aware of a 'Men in Sheds' project running in the Scissett/Denby Dale area and felt that this, or something similar, could be replicated in Penistone. It was also reported that 30 people have volunteered for the service in the first 6 months, 22 of whom were not previously involved with Age UK. Volunteers are mostly older people and have provided over 120 hours of time in building relationships, identifying support needs and developing skills and awareness around older people's issues.

A discussion took place around the need for a community repair service. This falls under Age UK's 'Good Neighbours' scheme and also Yorkshire Housing's 'Stay Put' service provides similar support. It was highlighted that financial advice is also provided by Age UK for those aged 50+, claiming more than £1 million for those aged 65+ across Barnsley.

It was felt that the Community Car scheme could be developed further and that this needs to be promoted widely, with an accompanying need for more volunteer drivers. Members also discussed the merits of raising the awareness of dementia, highlighting that although there are a number of services available such as memory services, day centres and carer support, they are not all in one place which makes it difficult for service users and their carers to navigate without support.

**RESOLVED** that attendees be thanked for their attendance and contribution and for the positive impact which the service is making in the community.

#### **14 Procurement and financial update (PAC.03.08.2017/6)**

The Area Council Manager introduced this item and provided members with an update on the commissioning and procurement activity around the Isolated and Vulnerable Older People Service, the Working Together Fund, the Clean and Tidy Service and the New Clean and Tidy for 2017/18, highlighting that the Penistone Area Council has allocated £171,633.50 of its total budget of £200,000 for the 2017/18 financial year.

**RESOLVED** that Members

- (i) Receive the update on the Isolated and Vulnerable Older People Service and extend the contract from 1st January 2018 for a period of 12 months at a cost of £70,000;
- (ii) Note the update of the Penistone Working Together Fund
- (iii) Note the update on the current clean and tidy commission and the update of the newly appointed service provider, and
- (iv) Note the finance update and put on hold any further discussions regarding enforcement services for Penistone.

#### **15 Principal Towns Programme (PAC.03.08.2017/7)**

Fiona O'Brien, Principal Towns Officer, was welcomed to the meeting and delivered a presentation outlining various elements of the Principal Towns Project, including Commissioning Board feedback, Penistone Registration of Interest and the next steps in the programme, to include the Business Plan, Working Group, Procurement Plan and match funding together with business and community consultation. Most of the projects have been approved by the Board and will now move on to the next phase. The business plan should be submitted to the Commissioning Board on 28<sup>th</sup> September but a request to change this date to November will be made, as more research is needed.

A discussion took place regarding road safety in Penistone and Members felt that this should be a consideration within the project as pedestrians in the town centre are faced with numerous challenges.

**RESOLVED** that Fiona O'Brien be thanked for her attendance and contribution and that Gary McNaught (Highways) be invited to attend a meeting in the second or third week in September to discuss options regarding road safety.

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Chair

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**NOTES OF PENISTONE WARD ALLIANCE MEETING**  
**Thursday 27<sup>th</sup> July 2017, Penistone Town Hall**

**Present:** Cllr Robert Barnard (Chair), Cllr Andrew Millner, Cllr John Wilson, Cllr Paul Hand-Davis, Richard Leech, Robert Blythe, Jonathan Cutts, Bob Green, Ann Rusby, Adrian James, Graham Saunders, Allen Pestell, Ann Walker

**In Attendance:** Stephen Miller

**Apologies:** Cllr David Griffin, Cllr Joe Unsworth, Richard Popplewell

**1. Declarations of Pecuniary and Non-pecuniary Interest**

None declared

**2. Correspondence**

None.

**3. Notes of the Meeting Held on 25<sup>th</sup> May 2017**

Members agreed that the notes of the meeting were an accurate record. One error was highlighted in apologies; Adrian Laurence should be Adrian James.

**4. To Consider any Matters Arising from the Notes**

None raised.

**5. Ward Alliance 2017-2018 Update**

Report received from Penistone Armed Forces Day (PAFD) committee thanking the Ward Alliance for their support. PAFD 2017 welcomed over 6000 visitors over the weekend. The Ward Alliance grant has greatly contributed to PAFD becoming a sustainable group that aim to do a bigger and better event for 2018. Plans are underway to link to the 2018 centenary of the end of the First World War. Ward Alliance members were invited to be involved in the planning of this.

Hunshelf Parish Council had a volunteer day on Monday 24<sup>th</sup> July to prepare for contractors to start drainage works on the Delf Field.

Tuesday Tykes afterschool club at Penistone Library has started and proving popular again.

The hanging baskets, planters and pigeon defences have all been completed.

Updates on the Oxspring Community Orchard, Ivy Millennium Green seating and Hoylandswaine community magazine to be sought for next meeting.

Cllr Robert Barnard confirmed the current finances of the Ward Alliance Fund. The Penistone Area Council has agreed to transfer £10,000 to the Ward Alliance, meaning a remaining allocation of £15,597.01 is available for 2017-2018.

**6. The following applications for financial assistance were considered:-**

**a) Passchendaele Remembrance- St John's Church, Penistone**

Request of £1,200 for education material to support the commemoration of the Battle of Passchendaele. Members were very supportive of the aim to support young people and schools through this educational project. Members suggested opportunities to reuse the material after September should be sought, such as in local schools, Penistone Armed Forces Day and Armistice Day. Members recommended an allocation of £1,200.

**b) Penistone Memory Café- Making Space**

Request for £1022.20 for 12 months provision of a Memory Café in Penistone for people with dementia and their carers. Members commented on the popularity of a similar group in Barnsley Town Hall and agreed it was important to have similar provision in the Penistone Area. Members asked for details of the sessions so they can promote amongst the wider community. Members recommended an allocation of £1022.20.

**7. Any other business**

Concern was raised regarding an anti-social behaviour incident at a car park in Oxspring. Cllr Barnard to follow up.

Discussions around the BMBC Community Governance review and ways of reporting feedback.

Penistone Matters community magazine was circulated and Ward Alliance members were asked to feedback if they did not receive a copy in the post.

There was interest from the Ward Alliance members in the new Safer Neighbourhood Service and their role in the Penistone area. Stephen Miller to invite them to the next meeting.

**8. Date and time of next meeting**

Members agreed that the next meeting would be held on the 7<sup>th</sup> September 2017, 7pm at Penistone Town Hall. Stephen Miller to check members' availability to ensure the meeting is quorate.



**NOTES OF PENISTONE WARD ALLIANCE MEETING**  
**Thursday 7<sup>th</sup> September 2017, Penistone Town Hall**

**1. Present:** Cllr Robert Barnard (Chair), Adrian James, Ann Walker, Jonathan Cutts, Cllr Joe Unsworth, Cllr David Griffin, Ann Rusby, Richard Leech, Robert Blythe

**In Attendance:** Stephen Miller

**Apologies:** Cllr John Wilson, Cllr Andrew Millner, Bob Green, Richard Popplewell, Bruce Meek, Graham Saunders, Cllr Paul Hand-Davis

**2. Declarations of Pecuniary and Non-pecuniary Interest**

Ann Walker declared a non-pecuniary interest in the Oxspring WW1 Plaque Ward Alliance Fund application.

**3. Correspondence**

None.

**4. Notes of the Meeting Held on 27<sup>th</sup> July 2017.**

Members agreed that the notes of the meeting were an accurate record. Stephen Miller to invite Safer Neighbourhood Team to next meeting.

**5. To Consider any Matters Arising from the Notes**

None raised.

**6. Ward Alliance 2017-2018 Update**

Updates provided on Oxspring Community Orchard, Ivy Millennium Green Seating, Hoylandswaine Community Magazine, Passchendaale event and Penistone Memory Café.

Issue raised regarding project to deter pigeons from the alley between Clarks Chemist and Cinnamon Spice. Report has been received that these are ineffective, Stephen Miller to investigate further.

Cllr Robert Barnard confirmed the current finances of the Ward Alliance Fund. A remaining allocation of £13,374.81 is available for 2017-2018.

**7. Crowdfund Barnsley**

Stephen Miller gave a presentation about Crowdfund Barnsley, a new scheme to allow community groups and organisations to raise funding via crowdfunding. Members were encouraged to promote the opportunity and attend a launch event on 22<sup>nd</sup> September, 2pm, at Barnsley Football Club.

Questions were raised around clarity of geographic coverage. The name 'Crowdfund Barnsley' could be off-putting for groups outside of Barnsley town centre. It was also asked whether Parish Councils could apply.

**8. The following applications for financial assistance were considered:-**

**a) Penistone History Archive Group- Modernisation Project**

Request of £2,650 to modernise IT equipment in the archive. Members were very supportive of the work the group do for the history of the Penistone area. It was suggested the group look at outputs such as a website for their digitisation projects and possibility of a joint press release. Members recommended an allocation of £2,650.

**b) Hoylandswaine Bowling Club**

Request for £1,500 for repair work to walls surrounding the green. Members supported the work bowling clubs do in the local area. Members recommended an allocation of £1,500.

**c) Oxspring Parish Council- WW1 Plaque**

Request of £1,180 for the installation of a plaque listing the men from Oxspring who died in WW1. Members supported this worthwhile project, especially with the 100 year anniversary of the end of WW1 next year. Members recommended an allocation of £1,180.

**9. Any other business**

Information provided about the status of the Penistone Clean and Tidy Team. Stephen Miller was available to take requests for work but no major projects were being started.

Members were encouraged to consider making nominations to for the Pride of Barnsley Awards.

Discussions around traffic and road safety across the Penistone area. Stephen Miller to contact South Yorkshire Safety Camera Partnership for more information and to invite to a Ward Alliance meeting.

**10. Date and time of next meeting**

Members agreed that the next meeting would be held on the 19<sup>th</sup> October 2017, 7pm at Penistone Town Hall.

**2017/18 WARD FUNDING ALLOCATIONS**

For 2017/18 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 each of their Ward Alliances. 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 2016/17 Ward Alliance Fund will be combined and added to the 2017/18 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 2017/18 financial year the Ward Alliance have the following available budget.

£20,000	base allocation
£0	carried forward from 2016/17
£10,000	devolved from Area Council 2017/18
<b>£30,000.00</b>	<b>total available funding</b>

<b>Project</b>	<b>Allocation</b>	<b>Match funding element of allocation  £15,000</b>	<b>Non Match funding allocation remaining  £15,000</b>	<b>Allocation Remaining  £30,000</b>
Summer Hanging Baskets	£2,314.50	-	£13,685.50	£27,685.50
Penistone Pigeon defences	£237.49	-	£13,210.52	£27,448.01
Bedding Plants	£1,300.00	£1,300.00	£13,210.52	£26,148.01
Tuesday Tykes	£1,701.00	£1,701.00	£13,210.52	£24,447.01

<b>Project</b>	<b>Allocation</b>	<b>Match funding element of allocation  £15,000</b>	<b>Non Match funding allocation remaining  £15,000</b>	<b>Allocation Remaining  £30,000</b>
Parish Council Titivators - Oxspring Community Orchard	£700.00	£700.00	£13,210.52	£23,747.01
Hoylandswaine Village Festival - Bringing the Community Together	£350	£350	£13,210.52	£23,397.01
Ivy Millennium Green Sub Committee - Replacement seating	£1,800.00	£425	£11,835.52	£21,597.01
Hunshelf PC - Green Moor Delf Field refurb	£2,500.00	£44.56	£9,380.08	£19,097.01
Penistone Community Raisers - Armed forces day	£3,500.00	£3500	£9,380.08	£15,597.01
St Johns Church - Remembrance of the battle of Paschendale	£1,200.00	£1,200.00	£9,380.08	£14,397.01
Penistone Memory Café	£1,022.20	£1,022.20	£9,380.08	<b>£13,374.81</b>

**BARNSELY METROPOLITAN BOROUGH COUNCIL**

**Penistone Area Council  
5<sup>th</sup> October 2017**

**Report of the  
Penistone Area Council Manager**

**Penistone Area Council Procurement and Financial update report**

**1.0 Purpose of Report**

1.1 This report provides members with an update on the following commissioning and procurement activity:

- Isolated and Vulnerable Older People Service
- Working Together Fund
- Clean & Tidy Service

1.2 The report outlines the current financial position.

**2.0 Recommendations**

2.1 **That members receive the update on the procurement activity.**

2.2 **That members approve the recommendation at 4.5 to transfer £10,000 from the Penistone Working Together Fund to the Penistone East and West Ward Alliance**

2.3 **That members note the update on clean and tidy contracts and the costs for the extension of the BMBC Clean and Tidy team at 5.6**

2.4 **That Members note the financial update at 6.1.and 6.2**

**3.0 Isolated and Vulnerable Older People Service**

3.1 At the Penistone Area Council meeting held on the 14<sup>th</sup> April 2016 Members agreed the draft specification of requirements to procure a service to address the needs of isolated and vulnerable older people in the Penistone East and West area.

3.2 Age UK were selected as the preferred provider and a 12 month contract with a value of £70,000 started in January 17. The contract was agreed initially for one year with the option to extend the project for a further year at the discretion of the Penistone Area Council. The decision to extend would be subject to funding being available, satisfactory performance of the provider and continued need for the service.

3.3 At the Penistone Area Council meeting on the 3<sup>rd</sup> August 17 Members considered a six month performance report and presentation from Age UK Barnsley. The presentation covered performance to date, case studies to demonstrate impact and

future direction of the project.

- 3.4 Age UK Barnsley had met all their milestones and outcomes to date which were outlined in the performance report. Members agreed that the contract is performing very well, that there is a continued need for this work and recommended a one year extension to run from 1<sup>st</sup> January 2018 to 31<sup>st</sup> December 2018, subject to funding.
- 3.5 A contract extension letter will be issued in October 2017. Two social inclusion posts will continue to be funded as part of the Penistone Area Council funding.
- 3.6 The contract will continue to be monitored through quarterly contract meetings.
- 3.7 The costs for the contract extension is £70,000 for 12 months. It is recommended that this is funded £17,500 from 2017/2018 budget to cover the period January – March 2018 and £52,500 from 2018/2019 Area Council budget subject to funding.

#### 4.0 **Penistone Area Council Working Together Fund**

- 4.1 At a Penistone Area Council meeting in June 2015 Members agreed £120,000 over an 18-month period to establish a Penistone Working Together Fund. Successful applications meeting BMBC and Penistone Area Council priorities would be awarded between £5000 and £20,000.
- 4.2 Further to this decision, at the Member Briefing meetings on the 17<sup>th</sup> and 24<sup>th</sup> November 16 the Penistone Area Council Members considered their priorities for the 17/18 financial year and following a review of the projects funded to date agreed to support the continuation of the Penistone Working Together Fund. It was recommended that the remaining £32,038 of the Penistone Area Council 2016/17 commissioning budget be allocated to the Penistone Working Together fund and that £50,000 from the 2017/18 commissioning budget be allocated to continue the fund for 2017 /18. This gives a total budget of £202,038
- 4.3 To date the following applications have been approved:
  - Penistone roundtable: £11,660
  - Penistone Scout Group: £8050
  - Trans Pennine Trail conservation volunteers: £6630
  - Penistone FM, young people in radio: £15,627
  - Penistone Bumping spaces: £19,836
  - Sporting Penistone: £16,230
  - Penistone Youth Activities: £8730
  - DIAL Barnsley : £4275
  - Penistone Wi-Fi Project: £5545 (£2365 Installation, £1800 Wifi costs, £1380 LED lighting)
  - Bumping Spaces: £19,836
  - South Pennine Community Transport, CIC: £5000
  - Penistone FM, Community radio and training project: £19,840
  - Cycle Penistone, CIC: £ 5990
- 4.4 Total applications = £147,249 which leaves a remaining balance of £54,789.

- 4.5 It is recommended to transfer £10,000 from the remaining £54,789 underspend to top up the Penistone East and West Ward Alliance budget.

5.0 **BMBC Clean and Tidy Service and new service provider**

- 5.1 BMBC Neighbourhood Services have been delivering a Clean and Tidy service across Penistone since the 1<sup>st</sup> November 2015. The original contract was for 18 months. The contract was extended for one month to the end of May 17 and was funded within the original budget as a result of a vacancy arising.
- 5.2 At its meetings on the 8<sup>th</sup> December 16 and 9<sup>th</sup> February 17, the Penistone Area Council agreed to tender a new Clean, Green and Tidy contract. Under a new procurement policy BMBC would not be tendering for the service.
- 5.3 Twiggs Ground Maintenance Ltd were successful in being appointed as the preferred provider. Pre contract discussions have been ongoing regarding the transfer of staff who are protected under the Transfer of Undertakings (Protections of employment) Regulations 2006 (TUPE) as they were working 100% on this contract and as such were to be transferred to this new Clean, Green and Tidy service provider.
- 5.4 As a result of the member of staff securing another post and the apprentice coming to the end of their contract period there are no longer staff in place to be transferred to the new provider. As such Twiggs Ground Maintenance Ltd will be recruiting to the posts. In order to allow sufficient time for the recruitment a contract start date has been agreed for the 1<sup>st</sup> November 2017.
- 5.5 In order to ensure no gap in service the BMBC Clean and Tidy team have been working three days per week on Clean and Tidy activity for the Penistone Area Council and two days a week with the Rangers and Public Rights of Way. This service ceased on the 15<sup>th</sup> September 17.
- 5.6 Total cost for the extension period (June 17 - 15<sup>th</sup> September 2017), is £15,974. The cost falls within a 10% contract value variance. Members are asked to note the costs and that the costs fall within the 10% contract value.

6.0 **Finance Update**

- 6.1 The current financial position illustrated in the table at 6.2 shows that the Penistone Area Council has allocated £194,843 of its total budget of £200,000 for the 2017/2018 financial year with previous years budgets fully committed. The remaining budget for 2017 /2018 is £5157.

## 6.2 Current financial position:

	2014/15 £200,000	2015/16 £200,000	2016/17 £200,000	2017/2018 £200,000	2018/2019 £200,000	Total £600,000
Countryside Skills and Training	£100,000					£100,000
Countryside Skills and Training extension		£54,600				£54,600
Clean and Tidy Team		£35,555	£124,445	£15,974		£175,973.44
New Clean and Tidy Team 17/18				£98,007		£98,007
Working Together Fund		£60,000	£60,000 + £32,038	£50,000		£202, 038
Allocation to Ward Alliance		£40,000	£20,000	£10,000		£70,000
Vulnerable and Older People Commission			£70,000	£17,500	£52,000	£140,000
Community magazine – Penistone Matters			£3362	£3362		£6724
<b>Total spend allocation</b>	<b>£100,000</b>	<b>£190,155</b>	<b>£309,845</b>	<b>£194,843</b>	<b>£52,000</b>	<b>£846,843</b>
<b>Remaining allocation</b>	<b>£100,000</b>	<b>£9845</b>	<b>£0</b>	<b>£5157</b>		
<b>Carry forward</b>		<b>£109,845</b>				

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