

<b>MEETING:</b>	Penistone Area Council
<b>DATE:</b>	Thursday, 6 October 2016
<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 21st July, 2016 (PAC.06.10.2016/2) (*Pages 3 - 8*)
- 3 Notes from the Penistone East and West Ward Alliance 14th July, and 25th August, 2016 (PAC.06.10.2016/3) (*Pages 9 - 12*)

### Performance

- 4 Report on the use of Ward Alliance Funds (PAC.06.10.2016/4) (*Pages 13 - 16*)
- 5 Performance Report (PAC.06.10.2016/5) (*Pages 17 - 28*)

### Items for decision

- 6 Procurement and financial update (PAC.06.10.2016/6) (*Pages 29 - 34*)
- 7 Community Magazines (PAC.06.10.2016/7) (*Pages 35 - 38*)

### Items for discussion

- 8 Volunteer Car Scheme (PAC.06.10.2016/8)

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, Locality Manager  
Peter Mirfin, Council Governance Officer

Please contact Peter Mirfin on 01226 773147 or email [governance@barnsley.gov.uk](mailto:governance@barnsley.gov.uk)

Wednesday, 28 September 2016

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<b>MEETING:</b>	Penistone Area Council
<b>DATE:</b>	Thursday, 21 July 2016
<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.

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

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

### 11 Welcome and Appreciation

David Shepherd was welcomed to his first meeting of Penistone Area Council as Senior Management Link Officer.

Thanks were given to Joe Micheli for his work in supporting the Area Arrangements, noting this would be his last meeting prior to his departure to take up a position at York City Council.

### 12 Penistone Market Barn 'Check and Challenge' discussion (PAC.21.07.2016/7)

Anne Untisz, Town Centre Services Group Leader, was welcomed to the meeting to present current plans for Penistone Market Barn.

Members were made aware of the recent appointment of Maria Cotton as Business Manager within the Markets Service. Since her joining the organisation work had been underway to develop a number of different markets to be held in Penistone on a Saturday. These were themed around the following areas: - Vintage and Second Hand; Local Produce; Arts and Crafts; and Young People.

Members were aware of plans to hold key feature events at the Market Barn, noting that a 1940s Vintage Weekend had been arranged for 29<sup>th</sup>/30<sup>th</sup> April and 1<sup>st</sup> May 2017. In addition discussions were being held to make the venue available for other uses such as: - vintage vehicle events; youth sleepovers; tea dances beer festivals; and even weddings.

It was acknowledged that there were a number of issues to address with the venue in order to progress many of the ideas. Ensuring the barn was clean was paramount, and appropriate drinks and performing rights licences were required to be in place. With regards to cleaning, arrangements had already been made to clean the barn and replace any netting required.

Members noted the number of likes on Facebook for the Market Barn had increased from 349 to 610 within a month, and a communication plan was in place to ensure any notices went out prior to events.

The meeting noted work underway to explore the provision of a public address system and Wifi within the barn. Officers were also investigating signage for the venue, looking at examples from other areas.

Members heard how recruitment and induction packs had been developed for traders. It was hoped that these would not only outline relevant regulations, but would provide support with issues such as engagement through social media.

Members were encouraged by the plans in place, which were thought to be extremely positive. A question was asked about any plans for markets to be held on a Sunday and it was noted that this would be a focus in due course. The possibility of re-establishing a 'fur and feather' market was mentioned. It was noted that issues in holding such a market had been discussed with a prospective third party organiser some time ago, but this was as far as anything had progressed.

The meeting discussed the appetite for any change regarding the market, and it was noted that the Community Led Plan for Penistone provided an insight into this subject, having been produced following in-depth consultation with businesses and residents, and opinion was generally positive.

It was noted that the building was often cold, even in sunny weather, and the possibility of enclosing the building was explored. It was suggested that this would also help reduce any littering and anti-social behaviour on an evening in the area. Members were made aware of difficulties in altering the building in such a way, as there was a public right of way through the building, and that enclosing the building would increase its rateable value.

The meeting discussed the promotion of the market, and it was suggested that it could be featured on the Facebook page of the Area Team and within the next issue of the Community Magazine.

**RESOLVED: -**

- (i) That the Town Centre Services Group Leader be thanked for their attendance;
- (ii) That the Area Council supports and publicises events at the Market Barn through social media and through the Community Magazine.

**13 Minutes of the Penistone Area Council meeting held on 16th June, 2016 (PAC.21.07.2016/2)**

The Area Council received the minutes of the previous meeting held on 16<sup>th</sup> June, 2016.

The meeting discussed the ongoing issue regarding banners being displayed on the Trans Pennine Trail Bridge. It was agreed that the Senior Management Link Officer discusses the issue with colleagues in Highways, requesting a pragmatic and proportionate response.

**RESOLVED:-**

- (i) That the minutes of the Penistone Area Council meeting held on 16<sup>th</sup> June, 2016 be approved as a true and correct record;
- (ii) That the Senior Management Link Officer discusses the placement of banners on the Trans Pennine Trail bridge with colleagues in the Highways Department.

**14 Notes from the Penistone East and West Ward Alliance held on 2nd June, 2016 (PAC.21.07.2016/3)**

The meeting received the notes from the Penistone East and West Ward Alliance held on 2<sup>nd</sup> June, 2016.

Members noted that two defibrillators had now been ordered for the town centre, and were awaiting fitting.

**RESOLVED** that the notes from the Penistone East and West Ward Alliance held on 2<sup>nd</sup> June, 2016 be received.

**15 Report on the use of Ward Alliance Funds (PAC.21.07.2016/4)**

The item was introduced by the Area Council Manager. It was noted that the report stated that £13,604.96 of Ward Alliance Fund remained unallocated for the current financial year. However, the Ward Alliance had considered a number of applications since the publication of papers and therefore only £2,300.06 now remained.

Members noted that there had been a significant number of very worthy applications of late.

**RESOLVED** that the report be noted.

**16 Performance Report (PAC.21.07.2016/5)**

The item was introduced by the Area Council Manager. It was noted that the report covered the period April-June, 2016 and Members were reminded that Part A of the report provided an overview of the collective impact of the investment made by the Area Council, whilst Part B provided a narrative of the performance of each individual commission.

From Part A, it was noted that 20 community groups had been supported, with 2 of these being new groups. 73 volunteers had been engaged, with 8 of these being new volunteers. Members noted that the number of residents receiving advice and support was 44, with this increasing every time an advice session was held.

With regards to the information contained within Part B of the report, Members acknowledged that information related to the Countryside Skills commission would no longer be updated as this had now come to an end.

An update of the performance of the Clean and Tidy commission was then provided. It was noted that most of the RAG ratings which were previously 'Red' were now 'Amber', due largely to an increased number of requests for service. It was thought that this increase was largely due to more proactive promotion of the service.

The areas of underperformance were discussed, which tended to be relating to proactive work and to engaging young people, businesses and volunteers. Assurances had been given at the recent contract management meeting that activities had been planned to address these.

The meeting noted the case studies provided, and it was thought these were very positive and warranted further circulation, perhaps on the Facebook page of the Area Team.

Members went on to receive an update on the performance of the Advice Drop-in sessions. It was noted that there had been an increase in numbers accessing the service, and the impact this had on the recipient and on the amount of money being able to be spent within the local economy was acknowledged.

It was noted that officers were undertaking further research into barriers to accessing internet services, which would be considered at a future meeting. Members discussed the extent of literacy and numeracy problems in the area, and it was agreed that enquiries be made to help understand the extent of the issue.

**RESOLVED:-**

- (i) That the report be noted;
- (ii) That enquiries be made to relevant officers, to ascertain whether information on the extent of literacy and numeracy problems in the area exists.

**17 Procurement and financial update (PAC.21.07.2016/8)**

The Area Council Manager introduced the item making reference to the progress made in procuring a service for isolated and vulnerable older people. It was noted that the tender advert was due to be placed within the next few weeks.

With regards to isolation, the subject of public transport in rural areas was discussed, noting the recent consultation on the subject. Members were concerned that there may be reductions in service in some of the more rural parts of the area, which may further isolate residents.

It was suggested that contact be made with Sheffield Community Transport in order to discuss what interventions may be available, should services be withdrawn.

Members noted that four Working Together Fund applications had been approved to date, to a value of £41,967. This left a remaining budget of £78,033 to allocate as part of the fund.

Attention was drawn to the finance remaining as part of the wider Area Council funds, an amount of £55,400 remained in the current financial year. However, a number of areas had been suggested where the Area Council may wish to invest.

Members discussed the potential of providing additional enforcement in the area, noting that parking can be an issue in the Town Centre. It was suggested that strong enforcement could potential provide a negative effect, discouraging people from visiting. It was agreed that further information, including costs, would be gathered by the Area Council Manager and presented at a future meeting.

The meeting noted that, as reported earlier, only £2,300.06 remained in the Ward Alliance Fund budget. Members acknowledged that up to £20,000 per ward could be devolved from the Area Council budget to the Ward Alliance Fund in any financial year. It was suggested that £10,000 per ward be devolved at the current time, with the potential to increase this if required later in the year.

**RESOLVED:-**

- (i) That the report be noted;
- (ii) That an additional sum of £20,000 (£10,000 per ward) be devolved to the Ward Alliance Fund to be allocated as per existing fund finance.

**18 Undergraduate placement (PAC.21.07.2016/9)**

The item was introduced by the Area Council Manager, and followed discussion at the previous meeting.

The proposal was based on providing a work placement, and discussions had taken place with Leeds University to explore the possibility of a student supporting the Area Team between their second and third years at University. The support and skills this would provide for the team, and therefore the benefits to the area were stressed. It was also noted that the proposal supported corporate aims and Area Council priorities.

The proposal was for a fixed term contract for 12 months at a cost between £14,975 and £19,427. A full and frank discussion was had about the proposal. The positive benefits of supporting young people and providing additional capacity to the Area Team were noted. However, though the post had been evaluated by Human Resources at Grade 2, it was suggested that the salary offered was high in comparison with other work placement schemes.

Members noted the financial situation of the Council overall, and the reductions forecast over the next few years, with associated expected redundancies. In light of this, a decision was made not to support the proposal at this time.

**RESOLVED** that the proposal for an Undergraduate Placement not be supported at this time.

**19 Clean and Tidy Service (PAC.21.07.2016/6)**

Elaine Down, the contact manager for the Clean and Tidy Team, was welcomed to the meeting.

An overview of the work undertaken was given, noting that as much of the waste generated is recycled as possible with this either being in situ by creating habitat piles, or at Council waste recycling sites.

Members noted the variety of reactive work undertaken, including requests from the public, Councillors and the Area Council. This varied from litter and fly-tipping removal, to cutting shrubs and watering planters.

The meeting heard of the proactive work also undertaken, which included removal of detritus in Penistone Town Centre and regular litter picking in local laybys.

With regards to engaging volunteers, it was noted that 22 events had been held, with 90 new volunteers engaged and 940 hours given by volunteers. Much of the work with volunteers was undertaken along the Trans-Pennine Trail, but the team had also

worked with local groups, such as at Saunderson Gardens, and with local businesses, such as Lavender International.

Attention was drawn to the work with young people, and under the 'Love Where You Live' banner, acknowledging that both areas were currently under target. Members were made aware that 75 young people had been engaged, and 3 events held that were targeted at young people.

Plans were in place to accelerate progress in the July-September quarter and these included projects with schools, with St. Saviour's Church and around St. Mary's Well.

Members questioned whether a calendar of events was produced to highlight where the team would be operating. It was noted that one was produced fortnightly and would be circulated.

The meeting discussed the moss outside Penistone Town Hall and solutions to deal with the issue. It was agreed that this be sprayed with weed killer and swept clean, with planters moved if necessary to avoid people walking in this area.

A question was asked regarding how volunteers were engaged and how they were supported so that they could continue the work without the support of the team. It was noted that a letter had been written to all Parish Councils to make them aware of the work of the team, and a number of schools had also been engaged. Support had already been given to community groups and their volunteers in the area. This ranged from to passing on skills in such as pruning, or to just supporting by providing equipment for them to use.

**RESOLVED** that thanks be given to the Clean and Tidy Team Manager for her attendance.

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Chair



**NOTES OF PENISTONE EAST AND WEST WARD ALLIANCE MEETING**  
**Held on Thursday on the 14<sup>th</sup> July 2016 at Penistone Town Hall**

**1. Present:** Cllr R Barnard (Chair), Cllr J Wilson, Cllr J Unsworth, Cllr A Millner, R Green, R Leech, A Rusby, A Pestell, D Edmondson, J Cutts, R Blyth, and K Coulton.

**In Attendance:** J Openshaw, Community Development Officer.

**2. Apologies,** Cllr P Hand-Davis, Cllr Griffin, A James, G Saunders, S Webber, and P Reckless.

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

Cllr J Unsworth, Cllr A Millner, A Rusby, J Cutts, and K Coulton, as members of Penistone Town Council all declared a non-pecuniary interest in the funding application by Penistone Town Council.

**4. Correspondence**

None to report

**5. Notes of the Meeting Held on 2<sup>nd</sup> June 2016**

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

**6. Matters Arising**

**Highways issues,** Hazelhead Crossroads, the chair offered dates for a meeting with Highways, Monday the 1<sup>st</sup> and Thursday the 4<sup>th</sup> August.

**Langsett Air Quality Management Area,** Cllr A Miller gave a short update.

**Advertising Banners,** following discussions members were informed that Penistone Round Table had already found a solution to issues raised.

**7. Applications for Financial Assistance**

The Community Development Officer updated the meeting on funds available £13,548.02.

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

- a. **Penistone Town Council,** autumn bedding plants. Members recommended an allocation of £650.00.
- b. **Voluntary Action Barnsley,** Thurlstone Community Orchard. Members recommended an allocation of £524.90.
- c. **Penistone Literary Festival,** 3<sup>rd</sup> Annual Penistone Literary Festival 2016. Members recommended an allocation of £2,230.00.
- d. **Oxspring Parish Council,** Sheffield Road Dry Stone Wall. Members recommended an allocation of £5,000.00.
- e. **Penistone Community Arts,** No Horizon. Members recommended an allocation of £2,800.00.
- f. **Ellie's Entertainment,** Summer Face Painting & Crafts. Members recommended an allocation of £180.00

## **8. Clean and Tidy Service**

The Community Development Officer gave an update on the project, and the teams work over the last few weeks and the request received.

## **9. Any Other Business**

**Grass Cutting**, Members raised concerns at the current level of service received.

The chair agreed to raise the issue with officers.

**Bridge End Benches**, Members raised concerns at the condition of the benches at Bridge End. It was agreed that the improvements to the site would be added to the Clean & Tidy team's tasks.

**Penistone Town Hall**, Members raised concerns at amount of moss and detritus outside the Town Hall. It was agreed that attempts to address the issue would be undertaken.

**Bus Service Consultations**, Members raised concerns and the current proposals for bus services in the west of the borough. The chair agreed to arrange a meeting to discuss the issue after the next Full Council meeting.

Members were informed of an additional consultation event at Penistone Library on the 21<sup>st</sup> July 9am to 12 noon.

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

Members agreed that the next meeting would be held on the 25<sup>th</sup> August 2016, 7pm at Penistone Town Hall.

**The meeting closed at 8:35pm**

**NOTES OF PENISTONE EAST AND WEST WARD ALLIANCE MEETING**  
**Held on Thursday on the 25<sup>th</sup> August 2016 at Penistone Town Hall**

1. **Present:** Cllr R Barnard (Chair), Cllr J Wilson, Cllr J Unsworth, Cllr D Griffin, Cllr A Millner, R Green, A Rusby, A Walker, A Pestell, J Cutts, R Blyth, and G Saunders.

**In Attendance:** Maria Cotton, Markets & Town Centre Business Manager, and J Openshaw, Community Development Officer.

2. **Apologies,** Cllr P Hand-Davis, R Leech, A James, B Meek, D Edmondson, and K Coulton.

3. **Penistone Market,** the Chair introduced Maria Cotton the Markets & Town Centre Business Manager, who gave an overview of proposals to improve Penistone Market, with themed Saturday markets. The market in Penistone has its own identity and is successful on Thursdays rather than Saturdays it is hoped that incremental improvements on Saturdays with monthly themed markets will improve visitors to the market. There were a number of questions and ideas put forward on improvements and uses to the Market Barn. The Chair went on to update the meeting on proposals to install Wi-Fi to the market barn for use by traders and visitors. It was also reported that Tesco's were eager to support flexible activities within the Market barn. It was accepted that the location of the market barn does have its own issues such as anti-social behaviour. Maria offered to return to the Ward Alliance later in the year to update of the initiatives undertaken and their successes. The Chair thanked Maria for her informative update.

4. **Declarations of Pecuniary and Non-pecuniary Interest**  
None to declare.

5. **Correspondence**  
The Community Development officer reported the receipt of the resignation from the Ward Alliance of Steve Webber, who is leaving the area. The chair recorded thanks to Steve for his contribution to Penistone and the Ward Alliance.

6. **Notes of the Meeting Held on 14<sup>th</sup> July 2016**  
The notes were accepted as a true record of the meeting.

7. **Matters Arising**  
**Highways issues, Hazelhead Crossroads,** members were updated on a meeting held with the head of highways and his officers. Members at the meeting were given an overview of the accidents at the junction all of which were attributed to driver error. Members felt that the design of the road layout should be investigated to reduce driver error. Members felt that the number of accidents to the number of traffic movements highlighted this junction as a priority. It was agreed at the meeting that officers would review the junction and report back.  
**Silkstone,** members were updated on the lane closure on the A628 at Silkstone due to a land slip. The works are out to tender and it is hoped that the road would be reopened before the end of the year.

## **Langsett Air Quality Management Area, No Update**

**Bus Service Consultations**, Members were updated on the removal of some services in rural areas. A revised timetable has been issued with some services reduced to a 2 hourly service. Concerns were raised that no serious attempt has been made to link with rail services. Community Transport has been offered as a solution but with no details. Discussions are taking place on a possible Volunteer Community Car Scheme.

## **8. Applications for Financial Assistance**

The Community Development Officer updated the meeting on funds available £2,163.12.

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

- a. **Thurgoland Village Welfare Association, Community Defibrillator**. Members recommended an allocation of £400.00.
- b. **Wortley Parish Council, Wortley War Memorial**. Members recommended an allocation of £375.00.
- c. **Silkstone Parish Council, A628 Crossing**. Members recommended an allocation of £1,300.00.

## **9. Clean and Tidy Service**

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

## **10. Advertising Banners**

The chair updated the meeting on discussions with officers. The matter was not resolved.

## **11. Any Other Business**

**Ward Alliance Priorities**, the community development officer distributed copies of the current priorities of the Penistone East & West ward alliance asking members to consider of the alliance and future priorities which would be an agenda item at a future meeting.

**Trans Pennine Trail**, Member's highlighted issues with the anti-social cyclists using the trail. Members noted those concerns.

The community development officer updated the meeting on projects supported by the Ward Alliance, **No Horizon**, which is currently receiving positive reviews at the Edinburgh Festival. Members visiting the festival gave their views of the performance. **Penistone Literary Festival**, Saturday the 10<sup>th</sup> and Sunday the 11<sup>th</sup> September. **Young Peoples Project** a request for empty 2 litre plastic bottles for the young people's poppy project.

**Millhouse Green Tennis Courts**. The opening was conducted by the Mayor of Penistone Cllr P Hand-Davis Members.

## **12. Date and time of next meeting –**

Members agreed that the next meeting would be held on the 6<sup>th</sup> October 2016, 7pm at Penistone Town Hall.

**The meeting closed at 8:35pm**

**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 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 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
<b>£51,000</b>	<b>total available funding</b>

<b>Project</b>	<b>Allocation</b>	<b>Match funding element of allocation</b>	<b>Non Match funding allocation remaining</b>	<b>Allocation Remaining</b>
			<b>£25,500</b>	<b>£51,000</b>
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

<b>Project</b>	<b>Allocation</b>	<b>Match funding element of allocation</b>	<b>Non Match funding allocation remaining  £25,500</b>	<b>Allocation Remaining  £51,000</b>
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

<b>Project</b>	<b>Allocation</b>	<b>Match funding element of allocation</b>	<b>Non Match funding allocation remaining  £25,500</b>	<b>Allocation Remaining  £51,000</b>
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	£5,953.52	£27,824.96
VAB - Thurlstone Community Orchard	£524.90		£15,428.62	£27,300.06
Oxspring PC - Sheffield Road Dry Stone Wall	£5,000.00		<b>£10,428.62</b>	<b>£22,300.06</b>

At the Ward Alliance meeting in August 16 three further applications were approved and are currently being processed. These total £ **2,075** and leave a balance of **£20,225.06**

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**BARNSELY METROPOLITAN BOROUGH COUNCIL**

**PENISTONE AREA COUNCIL 6<sup>th</sup> October 2016**

**Report of the  
Penistone Area Council Manager**

**Penistone Area Council Performance of Commissioned Services and projects**

**1.0 Purpose of Report**

- 1.1 This report provides Members with an update on the delivery of the Penistone Area Council commissions, services and projects.

**2.0 Recommendations**

- 2.1 That Penistone Members note the progress of the Penistone Area Council commissions, services and projects.

**3.0 Performance Management Report (attached at Appendix 1)**

- 3.1 **Part A** of the Penistone Area Council Performance report provides Penistone Area Council Members with an overview of how the commissions and projects are assisting in meeting future council and Penistone Area Council priorities.
- 3.2 **Part B** provides Members with a summary performance management report for each of the commissions and projects. The report provides RAG ratings plus updated information from commissioned services following submission of their quarterly reports and subsequent quarterly contract monitoring/management meetings. In addition to the information provided in the summary reports, more detailed information is available on request, including case studies with photographs.

**4.0 Appendices**

Appendix One: Performance report

**Officer:**

**Tel:**

**Date: 26/09/2016**

Lisa Lyon

01226 775382

Penistone Area Council Manager

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# **PENISTONE AREA COUNCIL**

## **Performance Report**

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

# 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	3.5
No. of apprentice and placement created and recruited to	1
No of clean & tidy activities which involve businesses	5
Local spend (average across all contracts)	80%

## Strong & resilient communities







Outcome Indicators Target	Achieved to date
No. of adult volunteers engaged	63
No. of young people engaged in volunteering	14
No. of activities which involve young people under the age of 18	30
No. of new volunteers	22
No. of community groups supported	37
No. of new community groups supported	3
Volunteer hours contributed (£ value)	£14,058
No. of volunteer opportunities created	36

## Citizens achieving their potential

No. people achieving a qualification	29
No. of residents receiving advice and support	887
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

<b>The Local Economy including tourism</b>		<b>RAG</b>
	Satisfactory quarterly monitoring report and contract management meeting.	
	Milestones achieved	
<b>Environment</b>	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

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

A monitoring report for July – September 2016 was submitted on time by the Clean and Tidy team for the contract meeting on the 22<sup>nd</sup> September 2016. In order to feed into the Area Council meeting deadline for papers it had previously been agreed that any figures for the last week not captured in this report would be reported in the next period and taken into consideration regarding overall performance for the quarter.

The meeting was attended by:

- Sarah Ford, Clean and Tidy Team, BMBC
- Elaine Down, Clean and Tidy Team, BMBC
- Councillor Robert Barnard, Chair of Penistone Area Council
- Lisa Lyon, Penistone Area Council Manager, BMBC
- Matt Bell, Head of Commercial and Support Services, BMBC
- Anthony Campbell, Group Manager Waste & Neighbourhood, Operations, Recycling, Neighbourhoods & Transport, BMBC

Milestones for the project have been met or are on target to being met. The team apprentice has attended his first residential training for dry stone walling which enabled him to use and share his skills at a subsequent volunteer event.

## **Activity intervention targets:**

Recycling target met

No. of reactive clean and tidy activities, target 51, achieved 104

No. of proactive clean and tidy activities, target 18, achieved 45

Clean and tidy activities involving volunteers, target 33, achieved 31

No. of activities involving young people, target 15 achieved 10

No. of activities involving businesses, target 9, achieved 5

No. of perception surveys completed, target 40, achieved 17

No. of hours contributed to clean and tidy volunteer activity, target \*3000, achieved 1293.5 \*(The 3000 figure is being reviewed)

Local spend target 80%, achieved 81%

No of apprenticeship opportunities create and filled target 1, achieved 1 (over lifetime of project)

No of new FTE jobs created and recruited to, target 2, achieved 2 (2 over lifetime of project)

The target figures above demonstrate that the Clean and Tidy team are exceeding the targets for reactive and proactive activities for quarter 2 and have exceeded the target over the total contract period (end of April 2017). The targets for recycling, apprenticeships and jobs created are also being met. Promotional work and encouragement of groups has resulted in the increase of one off work requests.

The amber rating for this quarter on activity interventions has remained as the targets underlined above (5 out of the 11 targets) are currently not being fully met although significant progress has been made against some in the last quarter.

### **Outcome indicators:**

Increased no. of Love Where you Live activities, target 24, achieved 7

No. of young people making a positive contribution, target 75, achieved 157

No. of people showing recognition of work, target 40, achieved 75

Pounds of cost savings through volunteering, target \*£38,000, actual £14,059.11

\*(The £38,000 figure is being reviewed)

Due to a significantly lower number of Love Where you Live events in the first part of the year numbers against the overall total to date is significantly low. However the quarter 2 target has been met. Any future events need to be promoted through the LWYL website and through social media.

Three schools have taken up projects on offer and a further 200+ young people have been involved in activities including making bird feeders, bug houses, litter picking and planting projects. This is reflected in the positive contribution figure above.

### **Social Value objectives:**

No of Parish Councils/ community groups taking initiative with regard to their local environment, target 19, achieved 19 \*

No of people involved in environmental improvement / maintenance who had not previously been involved in social action, target 75, achieved 104

No of people who feel they have the opportunity to influence the design and maintenance of their local environment, target 50, achieved 39

No of young people who feel they have the opportunity to contribute to the design and maintenance of their local environment, target 60, actual 20

The team continue to engage new volunteers through their volunteer programme including Employee Supported Volunteering, clean up days and Trans Pennine Trail volunteer days. The aim is to encourage people to continue volunteering once they have had a taster.

\*some targets reported were taken out as they did not meet the definition of social value objectives and were considered more one off reactive / proactive requests.

Overall satisfaction with delivery of contract remains amber due to the areas for improvement identified below and due to the clean and tidy team still working towards meeting the targets / interventions on 9 out of the 19 targets / interventions.



Day to day management and communication with the Penistone Area Team has been unsatisfactory over the last quarter. Operational meetings have not taken place regularly and there has been a lack of information regarding promoting events and activities and provision of content for social media which has been requested on numerous occasions. The clean and tidy team reported that for five weeks there was only one officer not two managing the contract.

### **Case studies:**

The case studies this quarter are from a Love Where You Live event at Ingbirchworth Sandbeds and Hartcliffe bridleway project

#### Love Where You Live event – Ingbirchworth Sand beds 4 August

The Chair of Ingbirchworth Parish Council met with John and Sarah to look at the project. After biodiversity checks and agreements on what could be removed and how the project was scheduled in for the summer holidays. Facebook messages in Penistone and Barnsley and local notices around the village promoted the event. 9 new volunteers took part including three generations of the same family. We received a delightful email and photograph from the family as shown below, and the stream is now clear enough for a few local residents/parish council to keep on top of in future.



We went to help clean out a stream to stop us getting bored in the school holidays, we went with our Grandma and Grandad, my Grandma had seen a notice about it when she was out walking.

We had to wear our hi vis jackets and our wellingtons.

The best bit was finding golf balls in the bottom of the stream.

We pulled out some weeds and we had to put them onto the side of the stream so that any creatures in the weeds could crawl back into the stream. When we had finished the water in the stream was cleaner. We enjoyed having our photographs taken, and we were given some 'love where you live' pens, badges and beanies.

On the way home in the car we all sang '*what have you done today to make you feel proud*'. We had learned that it was very important to wash our hands when you went home after going in the stream.

We had a lovely morning!

Dylan Harness age 6

Zara Harding age 5

### Case study 2. Hartcliffe Bridleway Project

Some of the Penistone Riders group and local livery stables approached the Clean and Tidy Team about having a volunteer event for local riders on Penistone bridleway routes. In their words '*to encourage them to get involved and make a difference rather than just moaning*'. Hartcliffe Hill was chosen as a popular although challenging route that many local riders used.

The C&T team involved local business and landowner of part of the bridleway JG Pears in supporting the event helping to transport new improved bridleway gates across the fields where there is no public access and supplementing the work they had already done on repairing the water eroded track that continued towards Thurlstone. The section the volunteers wanted to work on was contouring round the hillside in an area of Open Access Land and native moorland with heather and bilberries further restricting the width of the route to around 2 feet in places. Checking biodiversity requirements prior to the work we scheduled in the volunteer day they suggested.

The first attempt at a volunteer day to upgrade the gates and start on the vegetation was somewhat soggy, with high winds and torrential rain arriving within 5 minutes of the event starting. Although offered the choice to reschedule the 7 volunteers worked hard for a couple of hours before getting very cold and wet and finally decided they ought to go home. The Clean and Tidy Team continued to work with the rangers on replacing the gates as they had been removed and they were required for livestock purposes.



Working in all weathers as the rain pours down

Horse lay bys PIC

# Penistone Advice Drop In

<b>Health and Well Being</b>		<b>RAG</b>
	Satisfactory quarterly monitoring report	●
	Milestones achieved	●
	Satisfactory spend and financial information	●
	Overall satisfaction with delivery against contract	●







Penistone Drop-In, Period: 1<sup>st</sup> June- 31<sup>st</sup> August 2016

## Project Highlights

- 13 sessions have been held
- 44 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 £41,318
- The total **projected** amount of unclaimed benefits generated through the sessions in the last quarter is £54,990 (these are claims waiting for a decision)
- For every £1 invested from the Ward Devolved Budget the project has brought £38 into the area
- 89% of residents attending the sessions reported feeling less anxious as a result of speaking to our advisor
- 65% of residents attending the sessions reported feeling more able to deal with their own affairs
- 98% of residents reported feeling their health and wellbeing had improved 3 months after receiving support from our advisor
- 59% of residents attending the sessions did not have access to the internet
- 83% of residence with access to the internet did not feel confident to manage their affairs online

## Penistone FM – Young People in radio

<b>The Local Economy including tourism</b>		<b>RAG</b>
	Satisfactory quarterly monitoring report	
<b>Activities for Young People</b>	Milestones achieved	
	Satisfactory spend and financial information	
	Overall satisfaction with delivery against contract	

Project started 1<sup>st</sup> September 16. A part time training co-ordinator has been appointed to the project and a part time training support & admin officer. This position has been filled by a young person who was previously unemployed. Work has started to design the programme and materials to support, promote and launch late September.

The project has some young people interested in the course already and discussions are ongoing with Penistone Youth Centre and the Explorer scouts to encourage new students.

Penistone FM are now an accredited NCFE training centre and partner having passed the audit and criteria and are the only one in the area offering this radio qualification.

**BARNSELY METROPOLITAN BOROUGH COUNCIL**

**Penistone Area Council  
6<sup>th</sup> October 2016**

**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 also asks members to consider the proposed way forward for considering priorities and commissioning from April 2017 onwards.

1.3 The report outlines the current financial position for 2016/ 2017.

**2.0 Recommendations**

**2.1 That members receive the update on commissioned projects**

**2.2 That members consider the proposed way forward and associated timescales as outlined in Section 7 of the report.**

**2.3 That members note the current financial position of the Area Council Commissioning Budget for 2016/17 and consider allocation of the remaining budget**

**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. Members agreed a value of £70,000 for the commission to 31 March 2017 with the option to extend the project for a further year at the discretion of the Area Council. The option to extend the contract for a further year would be subject to funding being available, satisfactory performance of the provider and need for the service to be provided.

As a result of delays in agreeing the specification documentation and the migration of YORtender to an upgraded version the timescales have been amended in order to minimise the impact on potential providers submitting contracts. The timescale for the advert for expressions of interest via YOR tender is 26<sup>th</sup> September 2016 with the following timescales for the rest of the

process:

- Place Tender Advert: 26<sup>th</sup> September 2016
- Deadline for tender queries: 10<sup>th</sup> October 2016
- Tender Return: 17<sup>th</sup> October 2016
- Tender Evaluation: 17<sup>th</sup> Oct – 18<sup>th</sup> Nov 2016
- Tender Report and Approval to Award: W/c 14<sup>th</sup> November 16
- Issue Letter of Intent/Contract: 21<sup>st</sup> November 2016
- Contract Lead in period 22<sup>nd</sup> Nov 16 – 31<sup>st</sup> Dec 16
- Contract start date 1<sup>st</sup> January 2017

- 3.2 Councillors David Griffin and John Wilson were nominated to take part in the Tender Evaluation Panel. Dates need to be agreed.

#### 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 12 groups/ organisations applied to the fund and were considered at the Working Together Fund Panel meetings on the 17<sup>th</sup> May 2016 and 24<sup>th</sup> May 2016. The panel consisted of Robert Blythe, Councillor Hand-Davis, Councillor Unsworth and Lisa Lyon, Area Council Manager.
- 4.3 The panel recommended the following applications:
- Penistone roundtable: £11,660 (Full amount applied for £15,520)
  - Penistone Scout Group: £8050 (Applied for £18,550)
  - Trans Pennine Trail conservation volunteers: £6630 (£10,849 applied for)
- 4.4 Penistone Scout Group and the Trans Pennine Trail conservation volunteers have yet to start their projects.
- 4.5 In addition to the above applications Penistone FM was recommended at the first panel meeting £15,627. An update on this project is included in the performance report.
- 4.6 Total Applications recommended = £41,967, this leaves a remaining budget of £78,033 from the total allocation of £120,000. A number of projects are being supported and developed with the intention of applying to the Working together fund.
- 4.7 Following discussions at the Penistone Area Council Meeting on the 16<sup>th</sup> June 2016, the Area Council Manager amended the Working Together Fund scoring sheets to reflect the comments from the panel and the team will continue to promote the funding.



## 5.0 Clean and Tidy Service

5.1 A contract meeting took place on the 22<sup>nd</sup> September 2016 to review Quarter 2 (July – September 16) performance monitoring information. In attendance:

- Sarah Ford, Clean and Tidy Team
- Elaine Down, Clean and Tidy Team
- Councillor Robert Barnard, Chair of Penistone Area Council
- Lisa Lyon, Penistone Area Council Manager
- Matt Bell, Head of Commercial and Support Services, Commercial and Support Services
- Anthony Campbell, Group Manager Waste & Neighbourhood, Operations, Recycling, Neighbourhoods & Transport

5.2 The Clean and Tidy Team presented the targets and outcomes for quarter 2. The information provided forms part of a separate performance management report produced for the Penistone Area Council meeting. The quarterly reports submitted by the Clean and Tidy team are held by the Area Team and can be requested by Members.

5.3 The Service Level Agreement started 1<sup>st</sup> November 2015 and runs for 18 months until 30<sup>th</sup> April 2017. A 12 month review will be completed at the end of November 2016.

5.4 Members are encouraged to feed in works requests and projects to the Penistone Area team.

## 6.0 Finance Update

6.1 The current financial position illustrated in the table below shows that the Penistone Area Council has allocated £566,281 of its total budget of £600,000 over the three financial years. The remaining budget to allocate is £33,719.

	<b>2014/15 £200,000</b>	<b>2015/16 £200,000</b>	<b>2016/17 £200,000</b>	<b>Total £600,000</b>
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	£160,000
Working Together Fund		£60,000	£60,000	£120,000
Allocation to Ward Alliance		£40,000	£20,000	£60,000
Vulnerable and Older People Commission			£70,000	£70,000
Community magazine – Penistone Matters			£1681	£1681
<b>Total spend allocation</b>				<b>£566,281</b>
<b>Remaining allocation</b>				<b>£33,719</b>

6.2 The Penistone East and West Ward Alliance currently have a remaining budget of **£20,225**. 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. At the August meeting an additional £20,000 was agreed (East and West Ward Alliance are two merged Alliances so this is £10,000 per ward). It is possible to allocate a further £20,000.

6.3 For consideration:

- Penistone matters, community magazine - £1681(Winter edition)
- Additional Ward Alliance funding - £20,000
- Environment enforcement project (Penistone data – Appendix 1)

6.4 Previously Members have requested information regarding environmental enforcement data. The Research and Business Intelligence team have provided data for the Penistone Area Council boundary at Appendix 1. This is top level demand data for consideration.

7.0 **Planning Ahead- A proposed approach**

7.1 In 2015 the Penistone Area Council agreed the following priorities which were identified following workshops at which members considered a range of statistical and consultation data:

- The environment
- The local economy including tourism
- Roads and road safety
- Health and well-being
- Activities for young people

7.2 As a result of an evaluation of data, local intelligence and review of projects the 'Access to Healthcare' priority was amended to Health and Well-being to better reflect the need of the area.

7.3 A number of commissioned services have come to an end or will be in December 16 and April 2017.

Priority	Service	Provider	Contract value	Contract end date
The Local Economy including tourism Environment	Countryside Skills & Training	Growforest	£100,00 + £54,600	Sept 2015
Environment	Clean and Tidy Team	Environmental Services, BMBC	£160,000	April 2016
Health and Well Being	DIAL Drop in Service	DIAL	£5570	Dec 2016
Activities for Young People Health and Well Being Environment	Working Together Fund	Penistone Scouts Penistone Round Table TPT Volunteers Penistone FM	£8050 £11,660 £6630 £15,627	Various end dates



7.4 It is proposed that a number of workshops are run in order to provide members with the following information:

- Review of Penistone Area Council contracts and performance information
- Progress against Penistone Area Council priorities (including Ward Alliance applications)
- Local intelligence / emerging issues relating to services/ provision/gaps in the Penistone Council area for members views/insights
- Local data/information relating to current contracts and projects
- National and local data/ trends

7.5 The intention of the workshops would be to provide members with the above information to consider if the existing areas of work remain a priority in order to start the process of commissioning of services from the 2017/ 2018 budget (subject to available funding)

7.6 Suggested timescale:

- Performance management, achievements to date and data review meeting – October 2016 (Members briefing)
- Developing individual workshop priorities (Members, service users, Ward Alliance members) – November 2016
- Feedback to Penistone Area Council – reaffirm priorities, decisions taken on existing areas of work, areas for development and progression – 8<sup>th</sup> December 2016
- Further areas for consideration – Penistone Area Council meeting – 9<sup>th</sup> February 2017

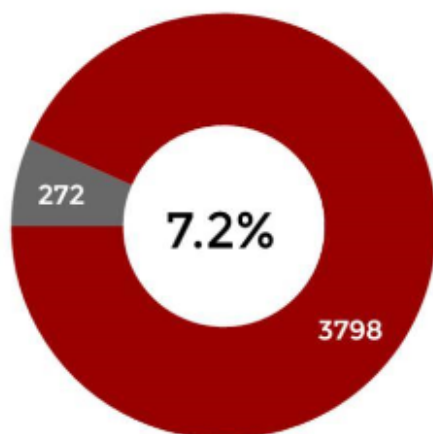
**Contact Officer:**  
**Lisa Lyon**  
**Penistone Area Council Manager**

**Contact No:**  
**01226 775382**

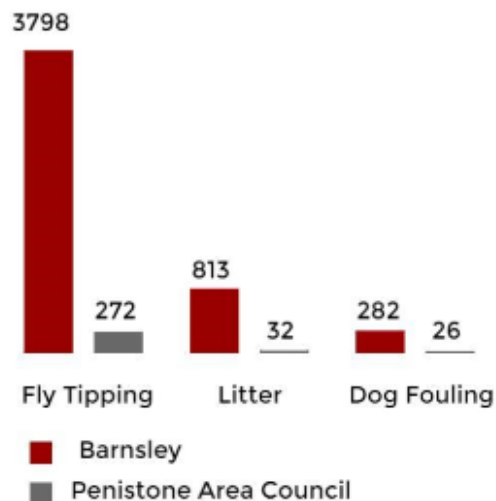
## Appendix 1

# Penistone Area Council Environmental Crime Demand Profile 2015/16

Proportion of total Fly Tipping incidents attended by Neighbourhood Services that were in Penistone 2015/16

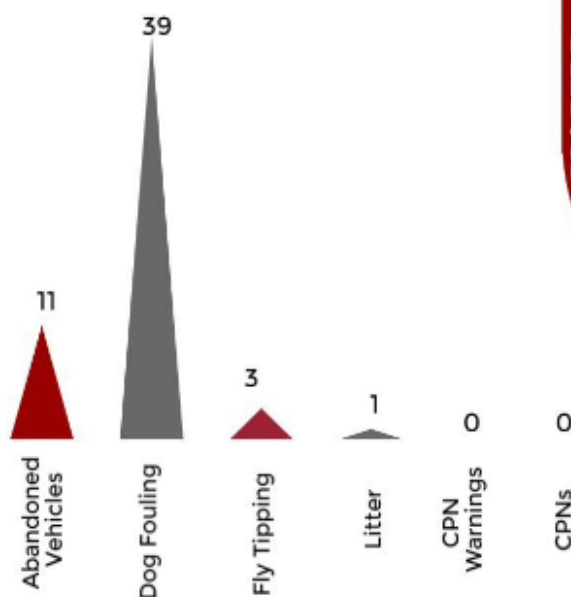


12 Month demand profile for Dog Fouling, Fly Tipping and Litter 2015/16



Neighbourhood Services 01/04/2015 to 31/03/2016

The number of environmental crime incidents received the by Community Safety and Enforcement Service and the number of Community Protection Notices (CPNs)



The largest proportional contributions that Penistone Area Council makes to environmental demand are in Dog Fouling and Fly Tipping but these remain low in relative terms.

Penistone Area Council accounts for a low proportion of Dog Fouling; 9.2% of Neighbourhood services incidents attended for Dog Fouling were in Penistone. However, for enforcement 34.2% of Dog Fouling Incidents reported to the Community Safety and Enforcement Service were from Penistone.

Penistone Area Council also contributes a low proportion of Fly Tipping incidents, 7.2% of those cleared by Neighbourhood Services and 5.8% of those investigated by the Community Safety and enforcement service.

19.5%

of Barnsley population lives in Penistone Area Council



6.7%

of Environmental Crime demand is from Penistone Area Council



Community Safety & Enforcement Service 01/04/2015 to 31/03/2016

Produced by the Research and Business Intelligence Team: [Research&BusinessIntelligenceTeam@barnsley.gov.uk](mailto:Research&BusinessIntelligenceTeam@barnsley.gov.uk)

**BARNSELY METROPOLITAN BOROUGH COUNCIL**

**Date: 6<sup>th</sup> October 2016**

**Community Magazine – Penistone Matters**

**1. Purpose of Report**

To seek support for the continuation of a twice-yearly community magazine for the Penistone Area Council.

**2. Recommendations**

**It is recommended that:**

**2.1 The Penistone Area Council approve the production of two further community magazines for the Penistone area as outlined in this report.**

**2.2 The Penistone Area Council notes the human and financial resource requirements linked to this approach, including officer/member time and distribution costs of approximately £1,681.22 for a further edition**

**2.3 The Penistone Area Council notes the process for signing off future publications.**

**3. Background**

3.1 The Area Councils (excluding Central) have so far produced two community magazines which have been distributed to resident's homes in December 2015 and July 2016. We are currently out of contract for future editions.

3.2 The community magazine is designed and printed at no cost to the Area Councils as this is subsidised by 12 pages of advertising. However, the production of the magazine takes significant time and resource from the Area Council, Members and communications and marketing team. This resource is used to write and proof copy, source distribution and liaise with the designers.

3.3 Due to the large areas and mixed postcodes, the distribution of the magazines has been difficult to organise. Some households across the Borough have received the wrong copies of the community magazines, which has been inevitable when distributing copies from first four parts of postcode data. Communications and marketing have outlined recommendations to improve this process in section 6 of the paper.

#### **4. Feedback**

- 4.1 Residents were asked to complete a survey to give their feedback on the magazines. The survey had 25 responses. 65 per cent found the information useful. Comments about the magazines were mixed, many asked for more up to date information about local events and activities that community members could get involved in. 90 per cent of those that answered the survey said they would like to see more information about their local area.
- 4.2 It is suggested that evaluation of each community magazine edition continues to keep up to date with the feedback from residents. Area councils are encouraged to ask for feedback via their social media channels and face to face.

#### **5. Distribution costs**

The December 2015 magazine was solely delivered by Royal Mail. The July 2016 edition was part delivered by Royal Mail and part delivered by a local distribution company.

	<b>Households</b>	<b>Cost of distribution by Royal Mail</b>
Penistone	13,343	£1,681.22
Dearne	10,582	£1,333.33
North	22,169	£2,793.30
South	24,517	£3,089.15
North East	20,820	£2,452.57

The approximate cost for two further editions of Penistone Matters will be £3362.44.

#### **6. Future editions**

To improve the way in which the magazines are collated and distributed in the future, communications and marketing recommend the following:

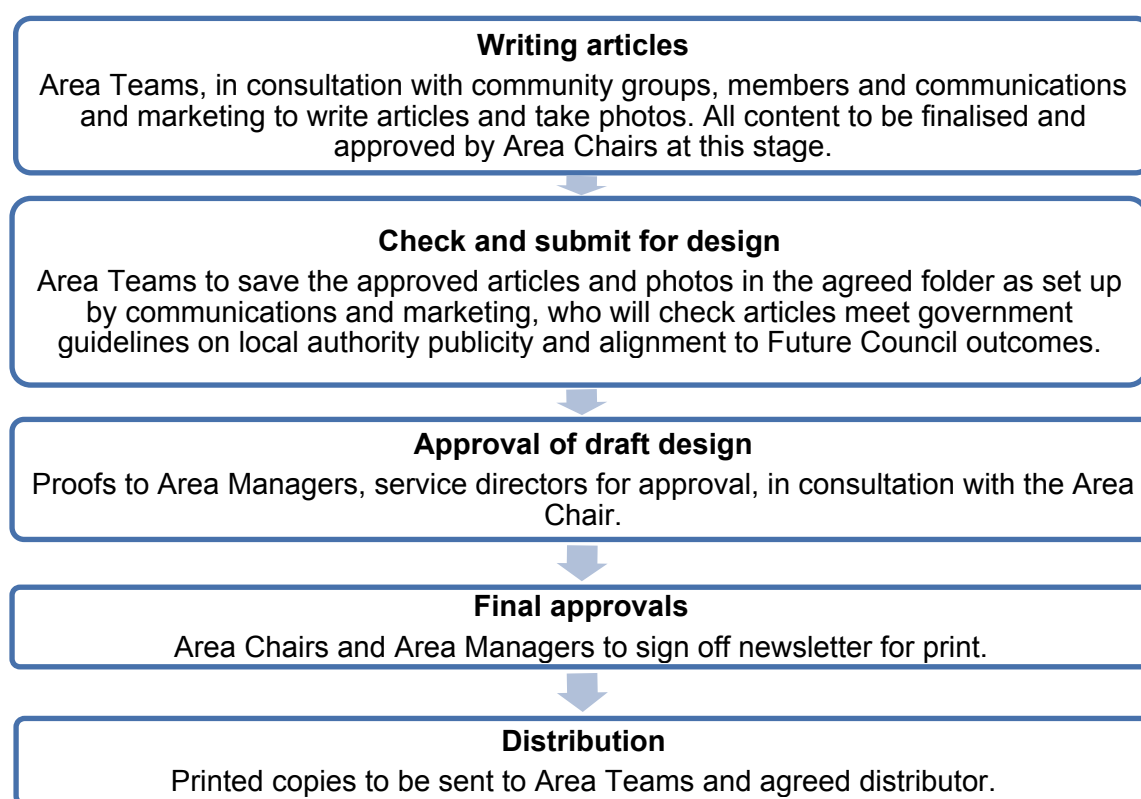
- 6.1 The production of the magazines will be staggered. This will allow Area Councils to have more up to date content and a shorter timescale for turnaround. This process will be trialled and monitored to review if it works better than one deadline for all Area Councils.
- 6.2 To improve distribution of the magazines, communications have two proposed methods:
- Tender for a distributor for all of the Area Council magazines.
  - Each Area Council responsible for sourcing a distributor for their area magazine.

The responsibility for the distribution will be with the Stronger Communities service.

- 6.3 Communications and marketing will produce a template which will guide Area Councils on the type of information which may be useful to include in the

magazines. This will allow for a mix of content including health information, future council messages, up to date information about local events and activities for residents.

- 6.4 Features focusing on other council services that apply to all areas such as waste, school admissions, and cultural events may be included if it is viewed to be relevant and considered appropriate by Area Managers and Elected Members. The communications and marketing team will provide this content.
- 6.5 If the continuation of the magazines is approved. The next issue will be published winter 2016 (through a staggered approach) and again summer 2017.
- 6.6 The roles and responsibilities are outlined in the flow chart below;



## 7 Next steps

- 7.1 If recommendations are agreed, communications and marketing with liaise with designers to sign new contract for future magazines.

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