

**MISSION STATEMENT**

***To Improve the Quality of Life  
For Those Who Live and Work in the District***

**Please ask for:** Jane Stewart  
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12 March 2007

Dear Councillor

You are hereby summoned to a meeting of the Selby District Council to be held in the Civic Suite, Civic Centre, Portholme Road, Selby on **20 March 2007** commencing at **6.00 pm**.

Yours sincerely

Jonathan Lund  
Strategic Director

Opening Prayers will be offered.

## **AGENDA – PUBLIC SESSION**

### **1. Apologies for Absence**

To receive apologies for absence.

### **2. Disclosure of Interest**

To receive any disclosure of interest in matters to be considered at the meeting in accordance with Sections 94 and 117 of the Local Government Act 1972 or the National Code of Local Government Conduct.

### **3. Minutes**

To confirm as a correct record the minutes of the proceedings of the meeting of Council held on 6 February 2007 and the extraordinary meeting of Council held on 6 March 2007 (pages 6 - 16).

### **4. Communications**

To consider any communications received by the Chief Executive and to pass resolutions thereon if deemed necessary (pages 17 – 18).

### **5. Public Questions**

To consider questions, if any, notice of which has been given in accordance with rule 5.21 of the Constitution.

### **6. Councillors' Questions**

To consider questions, if any, notice of which has been given in accordance with rule 5.22 of the Constitution.

### **7. Committee and Board Minutes**

Overview and Scrutiny 8 February 2007	Salmon	Minutes 1482 - 1491 Pages 19 - 22
Economy Board 13 February 2007	Pink	Minutes 1500 - 1512 Pages 23 - 28
Social Board 20 February 2007	Yellow	Minutes 1513 - 1527 Pages 29 - 35

Environment Board 22 February 2007	Blue	Minutes 1528 - 1538 Pages 36 - 40
Planning Committee 28 February 2007	Green	Minutes 1539 - 1548 Pages 41 - 49
Grants Allocation Sub-Group 6 March 2007	White	Minutes 1 - 5 Pages 50 - 51
Policy and Resources 6 March 2007	Gold	Minutes 1549 - 1566 Pages 52 - 59
Licensing Committee – For information 12 February 2007	Cream	Minutes 1492 - 1499 Pages 60 - 62
Licensing Committee – For information 12 March 2007	To follow	

8. **Nominations for Chairman and Vice-Chairman 2007/2008**

To appoint councillors to the offices of Chairman Elect and Vice-Chairman Elect for the 2007/2008 Municipal Year.

9. **Management of Housing Land Release**

Report of the Planning Policy Manager (pages 63 – 84).

10. **Revised Local Development Scheme**

Report of the Planning Policy Manager (pages 85 – 114).

11. **Urgent Action**

The Chief Executive will report on any instances where he has acted in urgent or emergency situations under the functions delegated to him in the Constitution.

12. **Sealing of Documents**

To authorise the sealing of any documents necessary to action decisions of this Council meeting, or any of its Committees or Boards for which delegated authority is not already in existence.

13. **PRIVATE SESSION**

It will be recommended that in accordance with Section 100(4) of the Local Government Act 1972, in view of the nature of the business to be transacted, the meeting be not open to the Press and public during discussion of the following items as there will be disclosure of exempt information as defined in Section 100(1) of the Act as described in paragraph 3 of Part 1 of Schedule 12(A) of the Act.

14. **Asset Management Review**

Report of the Principal Economic Development (pages 115 – 140).

15. **Town Centre Development Working Group**

Verbal report of the Chief Executive.

16. **Tesco**

Report of the Head of Service – Legal and Democratic Services (pages 141 – 143).

**COUNCILLORS ARE REMINDED TO UPDATE THE REGISTER OF INTERESTS AFTER ANY CHANGE IN CIRCUMSTANCES WHICH MAY AFFECT CURRENT ENTRIES**

## Descriptions of Exempt Information

1. Information relating to any individual.
2. Information which is likely to reveal the identity of an individual.
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6. Information which reveals that the authority proposes –
  - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
  - (b) to make an order or direction under any enactment.
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.
8. Qualifications for Exempt Information:

Information falling within paragraph 3 is not exempt information by virtue of that paragraph if it is required to be registered under -

- (a) the Companies Act 1985;
  - (b) the Friendly Societies Act 1974;
  - (c) the Friendly Societies Act 1992;
  - (d) the Industrial and Provident Societies Acts 1965 to 1978;
  - (e) the Building Societies Act 1986; or
  - (f) the Charities Act 1993.
9. Information falling within any of the 7 categories listed above is not exempt if it relates to proposed development for which the local planning authority may grant itself planning permission pursuant to regulation 3 of the Town and Country Planning General Regulations 1992.
  10. Information which;
    - (a) falls within any of paragraphs 1 to 7 above; and
    - (b) is not prevented from being exempt by virtue of paragraph 8 or 9 above,

is exempt information if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

## SELBY DISTRICT COUNCIL

Minutes of the proceedings of a meeting of the Council held on 6 February 2007,  
in the Civic Suite, the Civic Centre, Portholme Road, Selby,  
commencing at 6.00 pm.

1468	Chairman's Address to Council
1469	Apologies for Absence
1470	Disclosures of Interest
1471	Minutes
1472	Communications
1473	Public Questions
1474	Councillors' Questions
1475	Committee and Board Minutes
1476	Schedule of Meetings 2007 - 2008
1477	Urgent Action
1478	Sealing of Documents
1479	Private Session
1480	Affordable Housing
1481	Town Centre Development Working Group

Present: Councillor J Mackman (Chairman) in the Chair

Councillors: Mrs J Ashton, D N Bain-Mackay, Mrs E Casling, J Cattanach, I Chilvers, M Crane, J Crawford, G Croston, Ms M Davis, Mrs D Davies, Mrs S Duckett, Mrs J Dyson, P Harvey, Mrs M Hulme, W Inness, Mrs G Ivey, C Lunn, B Marshall, W N Martin, Mrs W May, J McCartney, Mrs K McSherry, D McSherry, C Metcalfe, J Meehan, Mrs W Nichols, I Nutt, R Packham, R Parker, D Peart, C Pearson, B Percival, Mrs F Ryan, R Sayner, S Shaw-Wright and R H Sweeting.

Officials: Chief Executive, Strategic Directors, Head of Service – Human Resources, Head of Service – Finance and Central Services, Head of Service – Housing Services, Head of Service – Planning and Economic Development, Head of Service – Policy and Performance, Democratic Services Officer, Committee Administrator

The Reverend S Jukes offered opening prayers.

Public: 1  
Press: 2

1468 **Chairman's Address to Council**

The Chairman thanked the Reverend S Jukes for finding the time to offer opening prayers at Council whilst in the middle of her move to Ripon.

The Chairman also informed councillors of the forthcoming events:

- 'Last Night of the Proms' at Selby Abbey – 24 February 2007
- Civic Dinner at Carlton Towers – 30 March 2007

Tickets for both events could be bought from the Chairman's secretary.

1469 **Apologies for Absence**

Apologies for absence were received from Councillor J Bedworth.

1470 **Disclosure of Interest**

None received.

1471 **Minutes**

**Resolved:**

**That the minutes of the proceedings of the meeting of Council held on 19 December 2006 and the extraordinary meeting of Council held on 9 January 2007 be confirmed as a correct record and be signed by the Chairman.**

1472 **Communications**

- (a) Derelict Properties - Letter from Yvette Cooper, Minister for Housing and Planning

Following approval by Council on 18 July 2006 of a recommendation made by the Overview and Scrutiny Committee (minute 972), the Chief Executive wrote to John Grogan MP asking him to lobby the government for more powers for local authorities to enable them to combat the problems caused by derelict property.

At the meeting of Council on 14 November 2006, the Chief Executive informed councillors that in response to his letter to John Grogan, MP, on the power of District Councils to tackle and regenerate derelict properties, Mr Grogan had written to Ruth Kelly, Secretary of State for Communities and Local Government.

A reply had now been received from Yvette Cooper, Minister for Housing and Planning who had ministerial responsibility for this matter.

**Resolved:**

**That the letter from the Minister for Housing and Planning be noted.**

- (b) Request for a Waste Bring Facility at Sherburn-in-Elmet - Email from Councillors B Percival and R Packham

The Chief Executive informed councillors that he had received a joint email from Councillors B Percival and R Packham, requesting that North Yorkshire County Council be informed of the urgent need for a Waste Bring Facility at Sherburn-in-Elmet.

**Resolved:**

**That the Chief Executive write to North Yorkshire County Council advocating a Waste Bring Facility be provided at Sherburn-in-Elmet.**

- (c) Post Office Network Consultation - Letter from Postwatch

The Chief Executive informed councillors that he had received details of a post office network consultation on the future funding and structure arrangements of the post office network.

**Resolved:**

**That the Chief Executive draft a formal response to the consultation on behalf of Selby District Council and the other North Yorkshire district councils and that the response be circulated to councillors for their approval.**

- (d) Disposal of Council Assets - Letter from Councillor N Martin on behalf of the Labour Party

The Chief Executive informed councillors that he had received a letter from Councillor N Martin requesting confirmation that assets would not be commercially disposed of at a figure less than that recommended by the District Valuer.



The Chief Executive informed councillors that the District Valuer did not stipulate a recommended sum at which to sell an asset. Instead, the District Valuer would consider a number of issues, including what would be a fair price for the asset as well as whether there would be a public benefit to selling the asset. Therefore, it would be possible to sell an asset at a lower figure if there was a public benefit and that public benefit was approved by the District Valuer.

**Resolved:**

**That the letter be noted.**

1473 **Public Questions**

None received.

1474 **Councillors' Questions**

None received.

1475 **Committee and Board Minutes**

Planning Committee – 3 January 2007

**Resolved that:**

- (i) **The minutes be noted; and**
- (ii) **The recommendations at minutes 1376 and 1377 be considered during the budget debate.**

Planning Committee – 31 January 2007

**Resolved:**

**That the minutes be noted.**

Economy Board – 9 January 2007

**Resolved that:**

- (i) **The minutes be noted; and**
- (ii) **The recommendations at minutes 1383 and 1384 be considered during the budget debate.**

Environment Board – 11 January 2007

Councillor R Packham informed councillors that he had been present at the meeting, but this had not been recorded.

**Resolved that:**

- (i) The minutes be noted, subject to the amendment above; and**
- (ii) The recommendations at minutes 1402 and 1403 be considered during the budget debate.**

Extraordinary Meeting of Environment Board – 1 February 2007

Councillor C Pearson informed councillors that he had substituted for Councillor Mrs G Ivey and not Councillor R Packham, as stated in the minutes.

**Resolved:**

**That the minutes be noted, subject to the amendment above.**

Social Board – 16 January 2007

**Resolved that:**

- (i) The minutes be noted; and**
- (ii) The recommendations at minutes 1423, 1424 and 1425 be considered during the budget debate.**

Policy and Resources 23 January 2007

**Resolved that:**

- (i) The minutes be noted**
- (ii) The following minutes be approved:**
  - a. 1435 – IT Provisions for Councillors**
  - b. 1439 – Regulation of Investigatory Powers Act (RIPA) 2000**
  - c. 1442 – Referrals from Other Boards and Committees; and**
- (iii) The recommendations at minutes 1432, 1433 and 1434 be considered during the budget debate.**

## Budget Presentation

In presenting his Budget, the Leader of the Conservative Group outlined his main objectives for the next financial year and distributed papers showing his proposals, including a list of bids recommended for approval.

A discussion ensued, including a response from the Leader of the Labour Group to the budget proposals.

### **Resolved that:**

- (i) The proposed average rent increase of £2.39 per week be adopted**
- (ii) A net revenue budget of £10.552m be set for 2007/2008 which equals a gross band D council tax of £145.97**
- (iii) A sum be transferred from the collection fund so as to reduce the council tax for a band D property by £1.70 and, therefore, to levy a net council tax of £144.27 per band D property for District purposes**
- (iv) £458,000 of bids be met**
- (v) the use of balances and reserves be accepted**
- (vi) borrowing of £75,000 to meet capital expenditure be approved**
- (vii) the Council's authorised borrowing limit for 2007/2008 be £16m and its operational boundary for borrowing be £12m**
- (viii) short-term borrowing not exceed 50% of the operational boundary and not more than 30% of the operational boundary be subject to variable rate interest**
- (ix) the Head of Service – Finance and Central Services be authorised to determine the final level of contribution to or from reserves upon the closure of accounts**
- (x) the LABGI funding be used in support of the budget to a maximum of £427,000**
- (xi) the balance of LPSA funding (£161,000) be used in support of the budget**

- (xii) **the planning delivery grant be used in support of the budget to a maximum of £75,000**
- (xiii) **an extraordinary meeting of Council be held on Tuesday 6 March at 6.00pm to formally set the council tax for next year, inclusive of all precepts from North Yorkshire County Council, the Police Authority, the Fire Service and parish councils.**

Licensing Committee – 15 January 2007

**Resolved:**

**That the minutes be noted.**

Standards Committee – 29 January 2007

**Resolved:**

**That the minutes be noted.**

1476

**Schedule of Meetings 2007 – 2008**

The Chief Executive introduced the proposed schedule of meetings for 2007/08 for councillors' approval.

**Resolved:**

**That the proposed schedule of meetings 2007/2008 be approved.**

1477

**Urgent Action**

The Chief Executive informed councillors that it had been necessary to use emergency powers once, after consultation with the Town Centre Development Working Group, in order extend the long-stop date between the Council and Tesco by three months.

1478

### **Sealing of Documents**

To authorise the sealing of any documents necessary to action decisions of this Council Meeting, or any of its Committees and Boards for which delegated authority is not already in existence.

#### **Resolved:**

**That authority be granted for the signing of, or the Common Seal of the Council being affixed to, any documents necessary to give effect to any resolutions hereby approved.**

1479

### **PRIVATE SESSION**

#### **Resolved:**

**That in accordance with Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business, as there will be a disclosure of exempt information as defined in paragraph 3 of Section 12(A) of the Act, as amended by the Local Government (Access to Information) (Variation) Order 2006.**

1480

### **Affordable Housing**

The Chief Executive presented councillors with a report on affordable housing.

Councillors considered a request from Persimmon Homes in relation to an agreement entered into by Persimmon, the Council and others pursuant to Section 106 of the Town and Country Planning Act 1990.

#### **Resolved that:**

- (i) The report be noted**
- (ii) A working group of councillors be established, chaired by the Champion for Affordable Housing, to consider the request from Persimmon further and to determine a response; and**
- (iii) The working group report back to the Policy and Resources Committee to enable recommendations to be made to Council.**

## **Town Centre Development Working Group**

The Chief Executive updated councillors on the two meetings of the Town Centre Development Working Group held on 8 and 25 January 2007.

Councillors were informed that the working group considered that a more detailed concept plan for the centre of Selby Town was required in order to ensure any future development was carried out in the most appropriate manner.

In addition, the Town Centre Development Working Group had been consulted by the Chief Executive over the extension of the long-stop date between the Council and Tesco by three months and the temporary use of reserves to fund the Customer Services Centre in advance of capital receipt, and had given their approval.

### **Resolved that:**

- (i) the three-month extension of the long-stop date between the Council and Tesco be approved;**
- (ii) that approval be given to the temporary use of reserves to fund the Customer Services Centre in advance of capital receipt; and**
- (iii) a sum of up to £15,000 to develop a detailed concept plan for the centre of Selby Town be approved.**

The meeting closed at 8:15pm.

## SELBY DISTRICT COUNCIL

Minutes of the proceedings of an extraordinary meeting of the Council held on 6 March 2007, in the Civic Suite, the Civic Centre, Portholme Road, Selby, commencing at 6:00 pm.

1569	The Budget, Reserves and Balances
1570	Council Tax 2007/2008

Present: Councillor J Mackman (Chairman) in the Chair

Councillors: Mrs J Ashton, D N Bain-Mackay, J Cattanach, M Crane, G Croston, Ms M Davis, Mrs D Davies, Mrs S Duckett, Mrs J Dyson, P Harvey, Mrs M Hulme, Mrs G Ivey, C Lunn, B Marshall, W N Martin, Mrs W May, J McCartney, Mrs K McSherry, D McSherry, J Meehan, C Metcalfe, I Nutt, R Packham, R Parker, C Pearson, D Peart, B Percival, Mrs F Ryan, R Sayner, S Shaw-Wright, R H Sweeting and R Wilson.

Officials: Chief Executive, Strategic Directors, Head of Service – Policy and Performance, Head of Service – Human Resources, Head of Service – Legal and Democratic Services, Accountancy Services Manager, Democratic Services Officer, Assistant Democratic Services Officer

The Reverend S Jukes offered opening prayers.

Public: 0

Press: 0

### 1567 **Apologies for Absence**

Apologies for absence were received from Councillors J Crawford, W Inness, Mrs E Casling and Mrs W Nichols.

### 1568 **Disclosure of Interest**

None received.

1569

## **The Budget, Reserves and Balances**

Councillors received the report of the Head of Service - Finance and Central Services on the robustness of the budget and the adequacy of the Council's reserves and balances.

### **Resolved:**

**That the report, and in particular, the statements in paragraphs 4.1 and 4.7 of the report be taken into account when setting the Council Tax (see minute 1570 below).**

1570

## **Council Tax 2007/2008**

Councillors received the report of the Head of Service – Finance and Central Services which set out the information necessary to enable the 2007/2008 Council Tax to be formally agreed.

### **Resolved that:**

- (i) The information contained in Appendix F of the report in relation to the Council Tax for 2007/08 be noted**
- (ii) The values contained in Appendices A to E and Schedule C of the report in relation to the Council Tax for 2007/08 be approved.**
- (iii) Having calculated the aggregate in each case of the amounts at Schedule B and Appendix F of the report, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992 hereby sets the amounts shown in Schedule C of the report as the amounts of Council Tax for the year 2007/2008 for each of the categories of dwellings shown at Schedule C of the report.**

The meeting closed at 6:10pm





North

Yorkshire County Council

Business and Environmental Services

Your ref:

Our ref: GSG/LW

1 March 2007

Mr M Connor  
Chief Executive  
Selby District Council  
Civic Centre  
Partholme Road  
Selby  
YO8 54SB



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Dear Martin,

**Provision of Waste Bring Facilities in Sherburn**

I have been asked to respond to your letter to John Marsden dated 21 February relating to the provision of waste disposal facilities in Sherburn-in-Elmet.

The provision and operation of household waste recycling centres (HWRCs) by North Yorkshire County Council is carried out in accordance with a suite of policies adopted by the County Council in 2005. The two main policies for the provision of sites are:-

- 95% of residents of the County will lie within a 20 minute drive-time of a household waste recycling centre.
- The catchment of a household waste recycling centre will not exceed 60,000 residents.

The 20 minute drive time was arrived at through a public consultation exercise, when parish councils and members of the public were asked for their guidance on reasonable travel times. The 20 minute drive time was considered reasonable by over of 90% of respondents. I would like to place this in context – many people consider that a trip to the household waste recycling centre is similar to a trip to a DIY store and are prepared to travel that extra distance for low frequency journeys.



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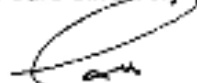
**keep north yorkshire moving**

Sherburn-in-Elmet falls within the 20 minute drive time catchments of Selby, Tadcaster and Ferrybridge HWRCs, the latter being accessible to North Yorkshire residents under the terms of an agreement between the County Council and Wakefield MBC.

The County Council currently has no plans to provide a household waste recycling centre in the Sherburn-in-Elmet area. I accept that the town is growing rapidly, but in terms of the current policy framework there is no justification for an additional site in the area. I can assure you, however, that the situation in the area will be regularly reviewed, and I will let you know of any changes to our position.

If I can be of any further assistance, please do not hesitate to contact me.

Yours sincerely,



Gordon Gresty

## SELBY DISTRICT COUNCIL

Minutes of the proceedings of a meeting of the Overview and Scrutiny Committee held on Thursday 8 February 2007, in Committee Room 2, The Civic Centre, Portholme Road, Selby, commencing at 5.00 pm.

1484	Minutes
1485	Chair's Address to the Overview and Scrutiny Committee and forthcoming meetings
1486	Six Monthly Review of the State of the Area Address
1487	Internal Drainage Boards
1488	Human Resources Service Plan 2006/2007
1489	Overview and Scrutiny Committee 2006/2007 Performance Indicator Report: April 2006 – December 2006
1490	Overview and Scrutiny Work Programme 2007/2008
1491	Questions to the Chief Executive

Present: Councillor J McCartney in the Chair

Councillors: I Chilvers, Mrs S Duckett, Mrs J Dyson, Mrs M Hulme, B Marshall and Mrs F Ryan.

Officials: Chief Executive, Head of Service – Legal and Democratic Services and Committee Administrator

Also in Attendance: Leader of the Council – Councillor M Crane  
Mr D Fullwood – North/South Wharfe Drainage Board  
Mr N Everard – Selby Area Internal Drainage Board  
Mrs J Barlow – Head of Service – Human Resources

Public: 0

Press: 0

### 1482 **Apologies for Absence**

Apologies were received from Councillors J Bedworth, J Cattanach, Mrs K McSherry and J Meehan.

### 1483 **Disclosure of Interest**

None.

1484

## **Minutes**

### **RESOLVED:**

**That the minutes of the proceedings of the meeting of the Overview and Scrutiny Committee held on 7 December 2006 be confirmed as a correct record and be signed by the Chair.**

1485

## **Chair's Address to the Overview and Scrutiny Committee and Work Programme**

The Chair informed councillors of the following:

- The Parish Forum that had taken place at North Duffield Village Hall on Tuesday 6 February 2007 had been a great success.
- Representatives from Yorkshire Water, Highways and the Environment Agency as well as the Principal Planning Officer from Selby District Council were in attendance.
- The aim of the Forum was to explain how the above representatives operate as consultees in the planning process.
- North Yorkshire Scrutiny of Health Meeting was taking place at the Civic Centre, Selby on Friday 9 February 2007. Councillors were welcome to attend.
- The proposed work programme for 2007/2008 was in draft form and open for discussion. If councillors wished to make any amendments or include any issues they felt relevant, then could they please forward these to the Committee Administrator in the Democratic Services Unit.

## **Public Session**

1486

## **Six Monthly Review of the State of the Area Address**

The Leader of Selby District Council, Councillor Mark Crane, responded to questions from councillors concerning the State of the Area Address.

The questions covered the following issues:

- Local Government Reorganisation
- Recycling – roll-out of garden greens
- Customer Services Centre
- Town Centre Working Group

**Resolved:**

**That the Leader be thanked for his attendance and for responding to councillors' questions.**

1487

**Internal Drainage Boards (IDBs)**

The Chair welcomed Mr David Fullwood from North/South Wharfe Internal Drainage Board and Mr Nigel Everard from Selby Area Internal Drainage Board to the meeting.

Discussion and questions from councillors took place on the following items:

- What are the major responsibilities of the IDBs?
- Respective roles of the IDBs and the Environment Agency
- How the Boards are elected and how many sit on the Boards
- Funding from precepts on the local authority
- Critical Ordinary Watercourses
- The future of the IDBs

The Chair thanked the representatives for their attendance.

**Resolved:**

**That Mr Fullwood and Mr Everard be thanked for their attendance and for responding to councillors' questions.**

1488

**Human Resources Service Plan 2006/2007**

The Head of Service – Human Resources introduced the 2006/07 Service Plan for the Human Resources Unit and explained the process behind the plan.

The Head of Service – Human Resources gave councillors a brief overview of the role of the Human Resources team and the work they carried out which included the following:

- Recruitment and Retention
- Training and Development
- Employment Relations
- Introduction of new policies
- Absence management
- Staff Welfare
- Working with partner authorities

**Resolved:**

**That the Head of Service – Human Resources be thanked for her attendance and the Service Plan for the Human Resources Unit be noted.**

1489

**Overview and Scrutiny Committee 2006/2007 Performance Indicator Report: April 2006 – December 2006**

Councillors received the report of the Head of Service – Policy and Performance on priority areas and managing the performance of the Council by updating the Overview and Scrutiny Committee on the progress that was made in 2006/2007 for the corporate and statutory Best Value Performance Indicators (BVPIs).

Councillors were pleased to see improvements in various services and asked that thanks be passed on.

**Resolved:**

**That the report be noted.**

1490

**Overview and Scrutiny Work Programme 2007/2008**

Councillors were informed that if they had any comments with regard to additions or deletions to the work programme, these were to be forwarded to the Committee Administrator in the Democratic Services Unit as soon as possible.

**Resolved:**

**That any additions or deletions be forwarded to the Committee Administrator in the Democratic Services Unit.**

1491

**Questions to the Chief Executive**

None received.

The meeting closed at 7:10 pm.

## Selby District Council

Minutes of the proceedings of a meeting of the Economy Board held on 13 February 2007, in Committee Room 2, The Civic Centre, Portholme Road, Selby, commencing at 3:00 pm.

1502	Minutes
1503	Work Programme 2007/2008
1504	Budget Monitoring to 31 December 2006
1505	Performance Indicators 2006/07
1506	Draft Community Economic Development Strategy
1507	Sub-Regional Investment Plan
1508	European Spallation Plan
1509	Private Session
1510	Selby District Urban Renaissance Programme
1511	Selby District LEADER + Programme
1512	Asset Management review

Present: Councillor B Percival in the Chair

Councillors: D Bain-Mackay, W N Martin, R Packham, C Pearson, R Sayner, R Sweeting and R Wilson.

Officials: Head of Service-Planning and Economic Development, Principal Economic Development Officer, Accountancy Services Manager, External Funding Manager and Democratic Services Support Officer

Public: 0

Press: 0

### 1500 **Apologies for Absence and Substitution**

Apologies were received from Councillor Mrs W May.

### 1501 **Disclosure of Interest**

None received.

1502

## **Minutes**

### **Resolved:**

**That the minutes of the proceedings of the meeting of the Economy Board held on 9 January 2007 be confirmed as a correct record and be signed by the Chair.**

1503

## **Work Programme 2007/2008**

Councillors considered a report by the Head of Service – Planning and Economic Development setting out the progress made against the programme for 2006/07 and giving details of a proposed programme for 2007/08.

Councillors discussed the programme and considered issues relating to Tadcaster, Sherburn and inter-modal transport. It was reported that the meeting originally scheduled for 1 May 2007 had been cancelled and that items programmed for that meeting could be rescheduled for the meeting on 10 April 2007.

### **Resolved that:**

- (i) the work programme, with the inclusion of Tadcaster, Sherburn and inter-modal transport, be approved; and**
- (ii) the items programmed for the May 2007 meeting be brought forward to 10 April 2007.**

### **Recommended:**

**That the Economy Board work programme be approved by Council.**

1504

## **Budget Monitoring to 31 December 2006**

The Head of Service - Finance and Central Services submitted a report giving details of major variations between budgeted and actual expenditure for the first nine months of the 2006/07 financial year.

Reasons for major variances on schemes were set out in the report.

### **Resolved that:**

- (i) the report be noted; and**
- (ii) the action taken by officers be endorsed.**



1505

### **Performance Indicators April 2006 – December 2006**

Councillors received the report of the Head of Service - Policy and Performance updating them on the progress being made in 2006/2007 on the corporate and statutory Best Value Performance Indicators (BVPIs) for which they were responsible.

Councillors commented on the performances relating to benefits services and building control.

#### **Resolved:**

**That the report be noted.**

1506

### **Draft Community Economic Development Strategy (CEDS) 2007 – 2012**

Councillors considered a report by the Head of Service – Planning and Economic Development on the draft Community Economic Development Strategy (CEDS) 2007 – 2012. The strategy had been circulated to the Council's partners, the Local Strategic Partnership (LSP) and the Community Investment Partnership.

The Local Skills Council (LSC) had responded to the strategy and their comments were set out in the report. The strategy was to be considered by the Economy Sub-Group of the Selby District LSP on 14 February 2007

Councillors commented on the need, highlighted by the LSC, for an improvement in skills training.

#### **Resolved:**

**That the comments from the LSC be noted.**

#### **Recommended that:**

- (i) the draft CEDS, subject to the amendments to the skills element provided by the LSP Economy Sub-Group, be adopted; and**
- (ii) the draft CEDS be recommended to the LSP for their adoption.**

1507

### **Sub – Regional Investment Plan (SRIP)**

Consideration was given to a report by the Principal Economic Development Officer which updated councillors on the current position regarding the production of the Sub-regional Investment Plan.

The York and North Yorkshire Partnership Unit had asked partners to comment on the priority given to the interventions identified.

#### **Resolved that:**

- (i) the report be noted; and**
- (ii) the York and North Yorkshire Partnership Unit be requested to include Selby within any proposals in the plan regarding transformation, and that the plan encompass provisions for leisure and culture.**

1508

### **European Spallation Source**

A progress report on the proposed development of Burn airfield to host the European Spallation Source was considered by councillors.

Councillors commented on broader issues relating to Burn, including the need for the provision of a bypass. Reference was also made to the contribution made by Yorkshire Forward in the region.

#### **Resolved:**

**That the report be noted.**

1509

### **Private Session**

**That in accordance with Section 100(A)(4) of the Local Government Act 1972, in view of the nature of the business to be transacted, the meeting be not open to the Press and public during consideration of the following items as there will be a disclosure of exempt information as defined in Section 100(1) of the Act as described in paragraphs 1 and 3 of Part 1 of Schedule 12A to the Act.**

1510 **Selby District Urban Renaissance Programme**

Councillors considered a progress report on the Selby District Urban Renaissance Programme. Yorkshire Forward had approved a request for two additional staff and had also agreed to part fund the existing Renaissance Officer's post.

**Resolved:**

**That the report be noted.**

1511 **Selby District LEADER + Programme**

Councillors considered a report on the progress of the Leader + programme which was aimed at providing tangible economic and social outcomes across the District.

The programme would cease to fund projects in December 2007 although there was a requirement for administrative support to continue until the programme closed in 2008. There would be no cost to the Council.

**Resolved that:**

- (i) the report be noted; and**
- (ii) the Leader+ Support Officer contract be extended to 30 June 2008.**

1512 **Asset Management Review**

The Principal Economic Development Officer presented a report on a number of Council owned properties that a Task and Finish Group had identified as potentially surplus to requirements. The report gave a description of the premises, the Board which had responsibility for them, their original purpose, current market value, potential developable value, the contribution or cost to the general fund budget and the implications for the budget if the asset was sold.

Five of the properties fell within the purview of this Board; industrial units at the Sherburn Enterprise centre, units at Swordfish Way and Hurricane Close at Sherburn, the Vivars and Selby and the Prospect Centre at Selby. Five were the responsibility of the Environment Board and two were the responsibility of the Social Board.

**Recommended:**

**That the policy for dealing with potentially surplus properties be:**

- (a) retention of the current level of revenue stream adjusted for inflation**
- (b) retention of the current value of capital investment**
- (c) acting as a good employer (consequently setting standards and ensuring good jobs for local people); and**
- (d) give sitting tenants reasonable opportunity to acquire the premises in question**

**Resolved that:**

- (i) further reports be submitted to a future meeting regarding properties at Sherburn Enterprise Centre, Swordfish Way, the Vivars and the Prospect Centre;**
- (ii) property at Hurricane Close be retained but the tenancy be re-negotiated on a full repair and insurance basis;**
- (iii) the Social Board and the Environment Board be requested to consider whether the properties identified as being within their remit are surplus to requirements and in considering their decisions to take account of the information which has been supplied;**
- (iv) the recommendations of the three Boards be submitted to the Policy and Resources Committee;**
- (v) the appropriate officers be requested to submit a proposal on the re-use of capital receipts to a future meeting of the Policy and Resources Committee; such proposal to include the establishment of an Enterprise Fund and the ring-fencing of receipts; and**
- (vi) the Policy and Resources Committee be requested to consider and agree the method of disposal of any surplus property**

The meeting closed at 5:33 pm.

## SELBY DISTRICT COUNCIL

Minutes of the proceedings of a meeting of the Social Board held on 20 February 2007 in Committee Room 2, The Civic Centre, Portholme Road, Selby, commencing at 5:00 pm.

1515	Minutes
1516	Chair's Address to the Social Board
1517	Groundwork Presentation
1518	Co-location of operational officers involved with Community Safety
1519	Social Board 2006/2007 Performance Indicator Report: April 2006 – December 2006
1520	Leisure and Cultural Services Fees and Charges 2007/2008
1521	Budget Monitoring to 31 December 2006
1522	Housing Revenue Account Budget Monitoring to 31 December 2006
1523	Housing Investment Capital Programme to 31 December 2006
1524	Housing Investment Capital Programme Estimates 2007/08 – 2009/10
1525	Procurement of Major Works Contractors
1526	Private Session
1527	Referral from Economy Board – Asset Management Review

Present: Councillor Mrs E Casling in the Chair

Councillors: M Crane, Ms M Davis, C Lunn, P Harvey, W Inness, Mrs W Nichols, I Nutt, R Parker, C Pearson and S Shaw-Wright.

Officials: Strategic Director J. Lund, Head of Service – Finance and Central Services, Head of Service – Planning and Economic Development, Head of Service – Policy and Performance, Safer and Stronger Communities Coordinator, Leisure Services Manager, Accountancy Services Manager and Democratic Services Officer

Also in Attendance: Mr K Taylor and Mr P Murphy

Public: 0

Press: 0

### 1513 **Apologies for Absence and Substitution**

None.

1514 **Disclosure of Interest**

None

1515 **Minutes**

**Resolved:**

**That the minutes of the proceedings of the meeting of the Social Board held on 16 January 2007 be confirmed as a correct record and be signed by the Chair.**

1516 **Chair's Address to the Social Board**

The Chair did not make an address to the Board

1517 **Groundwork Presentation**

Mr K Taylor and Mr P Murphy from Groundwork Selby were in attendance for this item.

Mr Taylor gave councillors a brief overview of what Groundwork Selby had achieved in the five years since it was established in November 2001. Some of the projects included helping community groups, parish and town councils, local business and statutory organisations to deliver over 120 projects, which were spread across more than forty parishes, in every ward of Selby District.

Mr Murphy informed councillors that:-

- Over 50 school projects had been delivered
- Work had been carried out with over 2,300 young people
- Over 20,000 trees had been planted
- Improvements to over 17 hectares of land and routeways had been made
- Work had taken place with over 60 businesses

Mr Taylor informed councillors that he hoped to see Groundwork Selby build upon its success and that Groundwork Selby hoped to increase the service across the Selby District and into the rest of North Yorkshire.

The Chair thanked Mr Taylor and Mr Murphy for their attendance and detailed presentation and the Board offered their wishes to see the invaluable work that had already been carried out for the residents of Selby District continued over the next five years and beyond.

**Resolved:**

**That Mr Taylor and Mr Murphy be thanked for their detailed and informative presentation and that the Social Board look forward to the invaluable work that had already been carried out for the residents of Selby District being continued over the next five years and beyond.**

1518

**Co-Location of Operational Officers involved with Community Safety**

Councillors received the report of the Head of Service – Policy and Performance relating to the co-location of the Council, Police and Youth Offending Team (YOT) Community Safety Teams’ operational officers at Community House, Selby.

**Resolved:**

**That the report be noted.**

1519

**Social Board 2006/2007 Performance Indicator Report: April 2006 – December 2006**

Councillors received the report of the Head of Service – Policy and Performance updating them on the progress that was being made in 2006/2007 on the corporate and statutory Best Value Performance Indicators (BVPs) for which the Board was responsible.

**Resolved:**

**That the report be noted.**

1520

### **Leisure and Cultural Services Fees and Charges 2007/2008**

Councillors received the report of the Assistant Leisure Facilities Manager with regard to the annual review of fees and charges for 2007/2008. It was proposed that the majority of prices be increased by 5%.

**Resolved that:**

- (i) the fees and charges for 2007/08 set out in the report, except those for adult swim and Aquanatal, be approved and adopted; and**
- (ii) the fees for adult swim and Aquanatal be set at £3.**

1521

### **Budget Monitoring to 31 December 2006**

The Head of Service - Finance and Central Services submitted a report giving details of major variations between budgeted and actual expenditure for the first nine months of the 2006/07 financial year.

Reasons for major variances on schemes were set out in the report.

**Resolved:**

**That the report be noted and the action taken by officers be endorsed.**

1522

### **Housing Revenue Account Budget Monitoring to 31 December 2006**

Councillors received the report of the Head of Service - Finance and Central Services in respect of the position on the Housing Revenue Account Budget at 31 December 2006.

**Resolved that:**

- (i) the forecast outturn position on the Council's Housing Revenue Account Budget for 2006/07 at 31 December be acknowledged**
- (ii) officers' action in monitoring the budgets be endorsed; and**
- (iii) any underspends on the revenue contribution to the Housing Investment Programme be carried forward to be utilised in future years.**



1523

### **Housing Investment Capital Programme to 31 December 2006**

Councillors received the report of the Head of Service - Finance and Central Services with regard to the position of the Council's Housing Investment Programme at the end of the third quarter 2006/07.

**Resolved that**

- (i) the position on the Council's Housing Investment Programme for 2006/07 at 31 December 2006 be noted; and**
- (ii) the action of officers in monitoring the programme be endorsed.**

1524

### **Housing Investment Capital Programme Estimates 2007/08 – 2009/10**

Councillors received the report of the Head of Service - Finance and Central Services with regard to the details of the estimated resources for schemes proposed for inclusion in the Council's Housing Investment Programme for 2007/2008. The report also gave indicative figures for the 2008/2009 and 2009/2010 programmes.

The Housing Investment Programme for 2007/08 was made up of three elements:

1. decent homes, together with bids approved by Social Board at its meeting on 16 January 2007;
2. grant work on private sector housing including disabled facilities grants; and
3. other planned maintenance work on the Housing Revenue Account (HRA).

**Resolved that:**

- (i) the proposed programme for 2007/08 be approved; and**
- (ii) the estimated resources required to fund the 2008/09 and 2009/10 programmes be noted.**

1525

## **Procurement of Major Works Contractors**

Councillors received the report of the Head of Service – Housing in respect of an update on the procurement of contractors to undertake the refurbishment of council homes.

The Council had jointly developed with tenants a business plan which aimed to deliver the Government's target of raising the whole housing stock to the "Decent Homes Standard" by 2010.

### **Resolved that:**

- (i) the Council's participation in the reverse e- auction for the supply of materials for the Decent Homes programme be noted**
- (ii) the use of the London Housing Consortium for procurement of contractors for delivery of works as outlined in the report be noted; and**
- (iii) the next steps in the process as outlined in section 6 of the report be noted.**

1526

## **Private Session**

**That in accordance with Section 100(A)(4) of the Local Government Act 1972 in view of the nature of the business to be transacted the meeting be not open to the Press and public during discussion of the following items as there will be a disclosure of exempt information as defined in Section 100(1) of the Act as described in paragraph 3 of Part 1 of Schedule 12A to the Act.**

**Referral from Economy Board – Asset Management Review**

Councillors considered minute 1512 of the Economy Board which asked this Board to consider whether any of the properties identified by a Task and Finish Group could be declared surplus to requirements

**Resolved that:**

- (i) no action be taken at the present time in respect of the car park at St. Joseph Street, Tadcaster**
- (ii) no action be taken at the present time in respect of the Quaker burial ground, Tadcaster pending the submission of a further report giving more detailed information on claims that the burial ground was actually used for burials; and**
- (iii) a report be submitted to a future meeting on the possibility of the car park at West Haddlesey being used for local needs housing**

The meeting closed at 6.05pm.

## SELBY DISTRICT COUNCIL

Minutes of the proceedings of a meeting of the Environment Board held on 22 February 2007, in Committee Room 2, The Civic Centre, Portholme Road, Selby, commencing at 4:00 pm.

1530	Minutes
1531	Chair's Address to the Environment Board
1532	Work Programme for Environment Board 2007-2008
1533	Environment Board 2006/2007 Performance Indicator Report: April 2006 – December 2006
1534	Budget Monitoring to 31 December 2006
1535	Application by North Lincolnshire Council to Decriminalise Parking Enforcement Powers
1536	Private Session
1537	Fly-Tipping on land adjacent to A63, Lumby
1538	Referral from Economy Board – Asset Management Review

Present: Councillor Mrs G Ivey in the Chair

Councillors: D Bain-Mackay, J Crawford, P Harvey, C Lunn, J Mackman (for C Metcalfe), I Nutt, R Packham, R Parker, R Sayner and S Shaw-Wright.

Officials: S Martin, Strategic Director, Head of Service – Environmental Health & Leisure, Temporary Solicitor, Principal Environmental Health Officer and Committee Administrator.

Public: 0

Press: 0

The Vice-Chair informed councillors that Councillor Mrs W May's daughter had unexpectedly passed away earlier that day and the Chair and councillors wished for their condolences to be passed on to Councillor Mrs W May on this sad occasion.

### 1528 **Apologies for Absence and Substitution**

Apologies were received from Councillor C Metcalfe.

Substitute Councillor was Councillor J Mackman (for C Metcalfe).

### 1529 **Disclosure of Interest**

None received.

1530 **Minutes**

**Resolved:**

**That the minutes of the proceedings of the meeting of the Environment Board held on 11 January 2007 and the extraordinary meeting held on 1 February 2007 be confirmed as a correct record and be signed by the Chair.**

1531 **Chair's Address to the Environment Board**

The Vice-Chair informed councillors on the following:

- **Petcoke** - Drax Power had submitted an application to commence the commercial burn of petcoke at the station. It was the view of officers that this application was premature as it came before the trial had been fully completed and evaluated. This view was conveyed both verbally and in writing to Drax and the Environment Agency. After a further meeting with the Environment Agency on 23 February 2006 to discuss the trial and this application further, officers would report back fully to the Environment Board on 29 March 2007.
- **Christmas Recycling** - Nearly 17 tonnes more waste was recycled in December 2006 compared to the same month in 2005 - this represented a 4% increase in the amount of material that would otherwise have been sent to landfill. There was a strong year-on-year increase in the recycling rate during December - the 2006 figure was 8.5% higher than the December 2004 figure. The actual tonnages recycled were 382 tonnes in December 2004, 389 tonnes in December 2005 and 415 tonnes in December 2006.
- **Yorkshire Forward Bid for SORTED Expansion** - £49,000 worth of capital funding had been secured from Yorkshire Forward to expand the SORTED commercial waste recycling scheme to cover the collection of glass and cans. The funding would enable the Council to purchase a collection vehicle, can baler and sorter as well as containers. Phase one of the expansion would cover Selby, Sherburn and Tadcaster and would begin in April. Customers in these areas were currently being signed up to the scheme. In phase two the scheme would be expanded to cover the whole district and this was scheduled to begin in May. The total cost of running the scheme would be met by the charges applied to the customers and in actual fact the scheme would generate an income for the Council.
- **Real Nappies** - As part of the York and North Yorkshire Waste Partnership a promotion to encourage parents to choose Real Nappies instead of disposables was currently taking place. The promotion

offered parents the option to either have a free trial of a number of types of real nappy or to claim cash back if they already knew which nappies they wished to use. The scheme had received excellent press coverage and was featured last month on the BBC's Politics Show. A number of special events to further promote the scheme were currently being looked at to coincide with the national Real Nappy Week campaign next month.

1532 **Work Programme for Environment Board 2007-2008**

Councillors considered a report by the Head of Service – Environmental Health and Leisure, which gave details of the proposed work programme for the Environment Board for 2007/08.

Councillors discussed the programme and felt that a more detailed report with regard to Waste Collection and Recycling should be included in the programme.

Councillors raised concerns over the 2005 Clean Air and Neighbourhoods Act and asked what progress had been made since the working group had been set up. The Head of Service – Environmental Health and Leisure informed councillors that enforcement of the Act was out for consultation with the Parish Councils and a report would be brought back to the Board in May 2007.

**Resolved:**

**That the proposed work programme be approved with the inclusion of a detailed report on Waste Collection and Recycling.**

**Recommended:**

**That the Environment Board work programme be approved by Council.**

1533 **Environment Board 2006/2007 Performance Indicator Report: April 2006 – December 2006**

The Head of Service – Environmental Health and Leisure updated councillors on the progress being made in 2006/07 on the corporate and statutory best value performance indicators for which he was responsible.

Councillors made comments in respect of figures relating to certain indicators and felt that these could be made clearer. The Head of Service – Environment Health and Leisure informed councillors that he would inform the Head of Service – Policy and Performance of councillors' comments.

**Resolved:**

**That the report be noted.**

1534 **Budget Monitoring to 31 December 2006**

The Head of Service - Finance and Central Services submitted a report giving details of major variations between budgeted and actual expenditure for the first nine months of the 2006/07 financial year.

Reasons for major variances on schemes were set out in the report.

**Resolved:**

**That the report be noted and the action taken by officers be endorsed.**

1535 **Application by North Lincolnshire Council to Decriminalise Parking Enforcement Powers**

Councillors received the report of the Head of Service – Legal and Democratic Services with regard to an application by North Lincolnshire Council to decriminalise parking enforcement powers.

Selby District Council had been consulted by North Lincolnshire Council as an adjacent Authority. They sought comments in relation to their application and confirmation that Selby District Council had no objections to it. The Council's Environmental Health Department had been consulted and had no adverse comments.

**Resolved:**

**That the report be noted.**

1536 **Private Session**

**That in accordance with Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business, as there will be disclosure of exempt information as defined in paragraphs 3 and 7 of Part 1 of Section 12A of the Act, as amended by the Local Government (Access to Information) (Variation) Order 2006.**

1537 **Fly-Tipping on land adjacent to A63, Lumby**

Councillors received the report of the Principal Environmental Health Officer in respect of information relating to the illegal dumping of waste on land adjacent to the A63 at Lumby and to seek councillors commitment to take further action on the case.

**Resolved: That**

- (i) Officers commence action to remove the container unit in default of Mr Crossland. The cost of this work had been estimated at £760 + VAT. The Council would seek to recover these costs from Mr Crossland;**
- (ii) Officers consider taking similar action to remove the larger piles of rubble located around the site. The Council would seek to recover any costs incurred from this work from Mr Crossland;**
- (iii) That all buried and compacted rubble at the site be left undisturbed;**
- (iv) The Council consider further enforcement action, including default action and cost recovery, should future dumping of waste occur at the site.**

1538

### **Referral from Economy Board – Asset Management Review**

Councillors considered minute 1512 of the Economy Board which asked this Board to consider whether of any properties identified by a Task and Finish Group could be declared surplus to requirements.

Councillors considered the properties in their remit, and did not feel any of the properties were surplus to requirements.

#### **Resolved: That**

- (i) Prospect Way Depot, Selby and Barlby Depot have a full business case for their future use carried out and the findings be brought back to the Board;**
- (ii) The toilet blocks at Micklegate, Selby and Britannia Car Park, Tadcaster be retained.**

The meeting closed at 5:20 pm.



## SELBY DISTRICT COUNCIL

Minutes of the proceedings of a meeting of the Planning Committee held on 28 February 2007, in the Civic Suite, The Civic Centre, Portholme Road, Selby, commencing at 4:00 pm.

1541	Minutes
1542	Chair's Address to the Planning Committee
1543	Performance Indicator Report: April 2006 – December 2006
1544	Budget Monitoring to 31 December 2006
1545	Site Visits
1546	Planning Applications Received
1547	Private Session
1548	Planning Enforcement Update

Present: Councillor J Mackman in the Chair

Councillors: D Bain-MacKay, J Cattanach, I Chilvers, G R Croston, Mrs D Davies, W Inness, C J Lunn, B Marshall, W N Martin, D McSherry, I Nutt, C Pearson, D Peart, Mrs F Ryan, S Shaw-Wright, R H Sweeting, R Wilson.

Officials: Head of Service – Legal and Democratic Services, Head of Service – Policy and Performance, Head of Service – Finance and Central Services, Principal Planning Officer, Team Leaders, Planning Officers, Planning Enforcement Office, Democratic Services Officer and Public Speaking Officer

Also in Attendance: Highways Officer

Public: 4  
Press: 0

### 1539 **Apologies for Absence and Notice of Substitution**

None received.

1540

## **Disclosure of Interest**

Councillor Nutt declared a personal interest in application 2006/0807/FUL – Cherry Lea and Orion, Selby Road, Wistow.

Councillor Martin declared a personal interest, as a member of the Conservation Area Committee, in application 2006/0198/FUL – Croft Farm, Main Street, Appleton Roebuck.

All councillors declared that they had received a letter from Ulleskelf Parish Council in respect of application 2006/1558/REM – Box Tree Cottage, Ulleskelf.

The Chair declared that he had received an email with regard to application 2006/0807/FUL – Cherry Lea and Orion, Selby Road, Wistow.

1541

## **Minutes**

### **Resolved:**

**That the minutes of the proceedings of the meeting of the Planning Committee held on 31 January 2007 be confirmed as a correct record and be signed by the Chair.**

1452

## **Chair's Address to the Planning Committee**

The Chair updated councillors on the following issues:

- A communication from a contractor had been received, which indicated that they may request authorisation to use an existing construction compound on the A63. The Chair proposed that this matter be looked at in more detail by the Planning Briefing Group and officers who would then report back to a future meeting of the Planning Committee
- A communication had been received with regard to the potential development of the Papyrus works site at Newton Kyme. Officers were currently looking into this matter and would provide an update to councillors
- There would be a pre-inquiry meeting with regards to the old mining sites at Riccall, Wistow and Stillingfleet at 10am on 2 March 2007
- A call-in inquiry regarding Gasgoigne Wood would commence at the Riley Smith Hall, Tadcaster at 10am on 5 March 2007

1543

### **Performance Indicator Report: April 2006 – December 2006**

The Head of Service – Policy and Performance updated councillors on the progress being made in 2006/07 on the corporate and statutory best value performance indicators for which the committee was responsible.

It had now been confirmed that planning would receive a planning delivery grant of £42,000. If targets were met by the end of March 2007, they would then receive an additional £50,000.

The Principal Planning Officer informed councillors that there was a strong likelihood those targets would be achieved.

#### **Resolved:**

**That the report be noted.**

1544

### **Budget Monitoring to 31 December 2006**

The Head of Service - Finance and Central Services submitted a report giving details of major variations between budgeted and actual expenditure for the first nine months of the 2006/07 financial year.

Reasons for major variances on schemes were set out in the report.

#### **Resolved:**

**That the report be noted and the action taken by officers be endorsed.**

1545

### **Site Visits**

#### **1 Application: 2006/0807/FUL**

**Location: Cherry Lea and Orion, Selby Road, Wistow**

**Proposal: Erection of 3 detached houses and 2 semi-detached houses with associated garages, parking and access following demolition of Cherry Lea and Orion, Selby Road, Wistow**

Having declared a personal interest in the application, Councillor Nutt left the chamber.

#### Officer Update:

Councillors were informed that two further letters of objection had been received; however, the issues contained within them had already been addressed in the officer's report.

The Planning Officer proposed that if councillors were minded to grant permission, a number of minor amendments be made to conditions 5, 11 and 18.

Mr G Donaldson – Highways Authority Officer

The Highways Authority Officer informed councillors that the Highways Authority had removed their objection following a number of amendments to the application and the inclusion of traffic calming measures.

**Resolved:**

**That permission be granted, subject to a s106 agreement and the conditions in the officer's report, as amended at the meeting.**

Councillor Nutt returned to the chamber.

**2 Application: 2006/2558/PA**

**Location: Box Tree Cottage, Ings Road, Ulleskelf, Tadcaster**

**Proposal: Reserved matters for outline approval 8/64/140/PA for the erection of a detached dwelling with garage**

Officer Update:

All councillors confirmed that they had received a letter from Ulleskelf Parish Council.

Mr Cowan – Objector

*Mr Cowan informed councillors that he objected to the application for the following reasons:*

- *Size and scale of the development*
- *Out of keeping with the streetscene*
- *Would take away the rural aspect of the lane*

Ms J Atkinson – Parish Council

*Ms Atkinson informed councillors that the Parish Council objected to the application for the following reasons:*

- *Out of keeping with the streetscene*
- *Over-dominating*
- *Size and scale of the development*

Mr D Jackson – Agent for the Applicant

*Mr Jackson informed councillors that the proposed property would be of conventional height. However, flood prevention measures requested by the Environment Agency had required the finished floor level of the proposed dwelling to be at a minimum elevation of 9m above ordnance datum level. This would result in the finished floor level being approximately 560mm higher than the level of Box Tree Cottage.*

*Mr Jackson informed councillors that the dwelling would be in keeping with the neighbouring properties.*

**Resolved:**

**That permission be refused.**

**The reasons given for refusal were:**

- **Height and massing in relation to adjacent properties**
- **Height and massing in relation to the streetscene**

1546

### **Planning Applications Received**

Consideration was given to the schedule of planning applications submitted by the Head of Service – Planning and Economic Development.

**Resolved:**

**That the applications set out in the agenda be dealt with as follows:**

- 1 **Application: 2006/1629/FUL**  
**Location: 54 Brigg Lane, Camblesforth**  
**Proposal: Demolition of the existing dwelling and garage with the erection of 3 no dwellings (one detached and two semi detached)**

Officer Update:

The Planning Officer informed councillors that the Environment Agency had requested an additional condition to ensure that the proposed works were carried out in line with the flood risk assessment. The Planning Officer also requested that further conditions be added with regards to landscaping and to prevent the depositing of mud on the highways.

There were minor amendments required to conditions 2 and 7 and these were outlined to councillors.

**Resolved:**

**That permission be granted, subject to:**

- **the conditions in the officer's report, as amended at the meeting; and**
- **the additional conditions proposed by the Planning Officer at the meeting**

**2 Application: 2006/1461/FUL**

**Location: Horseshoe Fishing Ponds, Balne Moor Road, Balne**

**Proposal: Erection of a detached bungalow**

Officer Update:

The Planning Officer informed councillors that the site had a long established use and the Council had previously accepted that this use had a functional need for a dwelling. The new dwelling would have little or no impact on the open countryside.

The Planning Officer proposed that if councillors were minded to grant permission, a condition be added with regards to the removal of the temporary dwelling.

**Resolved:**

**That permission be granted, subject to the conditions in the officer's report and the additional condition proposed at the meeting.**

- 3 **Application: 2007/0060/FUL**  
**Location: 13-16 The Crescent, Selby**  
**Proposal: Re-submission of retrospective application for the retention of flagpoles**

**Resolved:**

**That permission be granted.**

**The reason given for granting permission was to preserve the character and form of the conservation area.**

- 4 **Application: 2007/0056/LBC**  
**Location: 13-16 The Crescent, Selby**  
**Proposal: Resubmission for listed building consent for the retention of flagpoles to the front and side**

**Resolved:**

**That permission be granted.**

**The reason given for granting permission was to preserve the character and form of the conservation area.**

- 5 **Application: 2006/0198/FUL**  
**Location: Croft Farm, Main Street, Appleton Roebuck**  
**Proposal: Re-submission of previously withdrawn application no (8/79/190A/PA) for the erection of 7 no terraced dwellings (following the demolition of existing farm buildings**

Having declared a personal interest in the application, Councillor Martin left the chamber.

Officer Update

The Principal Planning Officer informed councillors that there was a minor amendment required to condition 35. In addition, there were a number of new conditions required regarding contaminated land.

The Principal Planning Officer informed councillors that further correspondence had been received with regards to Croft Farm.

A statutory declaration had been received from Mr Phillips, confirming that to his knowledge the property had been used as a milk delivery and haulage business for over 40 years.

A letter had also been received from Cunnane Town Planning with regards to the application but it was the officer's opinion that this letter contained no new material information.

The committee took a break in order to allow councillors to fully consider the new information before them.

Mrs J Hubbard – Agent for the Applicant

*Mrs Hubbard informed councillors that she was satisfied that there was nothing in the conditions that the applicant could not address.*

**Resolved:**

**That permission be granted, subject to:**

- **the conditions in the officer's report, as amended at the meeting; and**
- **the additional conditions proposed by the Principal Planning Officer at the meeting**

Councillor Martin returned to the chamber.

1547

### **Private Session**

**That in accordance with Section 100(A)(4) of the Local Government Act 1972, in view of the nature of the business to be transacted, the meeting be not open to the Press and public during consideration of the following item as there will be a disclosure of exempt information as defined in Section 100(1) of the Act as described in paragraphs 1 and 2 of Part 1 of Schedule 12A to the Act.**



1548

## **Planning Enforcement Issues**

The Principal Planning Officer informed councillors that there were currently two enforcement officers working in a full-time capacity on enforcement issues. This had allowed them to tackle enforcement issues in a more proactive manner.

### **Resolved that:**

- **The report be noted; and**
- **Councillors continue to hold bi-monthly meetings of the enforcement sub-group.**

The meeting closed at 6:05pm.

## SELBY DISTRICT COUNCIL

Minutes of the proceedings of a meeting of the Grant Allocations Sub-Group held in the Civic Suite, The Civic Centre, Portholme Road, Selby on Tuesday 6 March 2006 commencing at 2:00 pm.

Present: Councillor R Sweeting in the Chair

Councillors: Mrs S Duckett, Mrs M Hulme, Mrs G Ivey, R Sayner and S Shaw-Wright.

Officials: Customer Services Manager, Support Services Officer and Committee Administrator.

### 1. APPOINTMENT OF CHAIR

Councillors were asked for a nomination for a Chair for the Grant Allocation Sub-Group Meeting.

**Resolved:**

**Councillor R Sweeting be appointed Chair of the Grant Allocation Sub-Group Meeting.**

### 2. APOLOGIES FOR ABSENCE AND NOTICE OF SUBSTITUTION

No apologies received.

### 3. DISCLOSURE OF INTEREST

Councillor Sayner declared a personal interest with regard to Age Concern, Selby District.

Councillor Mrs Hulme declared a personal interest with regard to Selby District AVS.

### 4. PRIVATE SESSION

**That in accordance with Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business, as there will be disclosure of exempt information as defined in paragraph 3 of Part 1 of Section 12A of the Act, as amended by the Local Government (Access to Information) (Variation) Order 2006.**

5. REVENUE GRANT APPLICATIONS 2006/2007  
(Exempt Information – Description No 3)

Councillors considered the report of the Support Services Officer which gave details of revenue grant applications for 2007/2008.

Councillors considered the applications in detail and felt that a number of applications did not meet the criteria set, which was this year to be in connection with advice and information.

**Resolved:**

**That the following revenue grants be made:**

	£
<b>Cruise Bereavement Care – York Branch</b>	<b>1,500</b>
<b>Selby District Vision</b>	<b>1,642</b>
<b>Stepping Stone</b>	<b>2,500</b>
<b>Selby District Talking News</b>	<b>600</b>
<b>Selby &amp; District DIAL</b>	<b>1,000</b>
<b>Total</b>	<b>7,242</b>

The meeting was closed at 2:20 pm.

## SELBY DISTRICT COUNCIL

Minutes of the proceedings of a meeting of the Policy and Resources Committee held on 6 March 2007, in the Civic Suite, The Civic Centre, Portholme Road, Selby, commencing at 4.00pm.

1551	Minutes
1552	Chair's Address to the Policy and Resources Committee
1553	Olympia Park Concept Plan
1554	Policy and Resources Committee Performance Indicators April 2006 – January 2007
1555	Corporate Plan 2007 – 2010
1556	Model Code of Conduct – Consultation
1557	Customer Services – Revised Staffing Structure
1558	Work Programme for Policy and Resources Committee
1559	General Fund Revenue Budget Monitoring to 31 December 2006
1560	General Fund Capital Programme to 31 December 2006
1561	Budget Monitoring to 31 December 2006
1562	Treasury Management – Strategy Statement 2007/08 & Annual Investment Strategy 2007/08
1563	Prudential Borrowing Indicators 2007/08
1564	Referrals from Other Boards and Committees
1565	Private Session
1566	Asset Management Review

Present: Councillor M Crane in the Chair

Councillors: D Davies (for W Nichols), M Davis, Mrs G Ivey, J Mackman, N Martin (for J Crawford), D McSherry, C Metcalfe, B Percival, R Packham and R Sayner (for E Casling)

Officials: Chief Executive, Strategic Directors, Head of Service – Legal and Democratic Services, Head of Service – Policy and Performance, Head of Service – Human Resources, Principal Economic Development Officer, Accountancy Services Manager, Customer Services Manager and Democratic Services Officer

Observers: Councillor R Wilson

Public: 0

Press: 1

**1549 Apologies for Absence and Notice of Substitution**

Apologies were received from Councillor E Casling, Councillor J Crawford and Councillor W Nichols

Substitute Councillors were R Sayner, N Martin and D Davies.

**1550 Disclosure of Interest**

None received.

**1551 Minutes**

**Resolved:**

**That the minutes of the proceedings of the meeting of the Policy and Resources Committee held on 23 January 2007 be confirmed as a correct record and be signed by the Chair.**

**1552 Chair's Address to the Policy and Resources Committee**

The Chair referred to the recent death of Councillor Mrs W May's daughter and the Committee expressed their sincere condolences.

**1553 Olympia Park Concept Plan**

Councillors received the report of the Principal Economic Development Officer in respect of the Olympia Park Concept Plan and requested Councillors' views on whether they wished to support the general principles and to identify a preferred option.

A steering group, involving representatives of the Council, landowners and other interested partners, had been established to produce the plan in conjunction with consultants. The group had explored three options and details of each of them were set out in the report.

**Resolved that:**

- (i) the principles contained in the Olympia Park Concept Plan report be supported; and**
- (ii) Councillors support, in principle, Option 3 recognising that this is an indicative layout and that the final proposals are likely to change following negotiations with landowners.**

**1554 Policy and Resources Committee Performance Indicators  
April 2006 – January 2007**

The Head of Service – Policy and Performance updated councillors on the progress being made in 2006/07 on the corporate and statutory best value performance indicators for which the Committee was responsible.

**Resolved:**

**That the report be noted.**

**1555 Corporate Plan 2007 – 2010**

Councillors received the report of the Head of Service - Policy and Performance with regard to the draft Corporate Plan 2007 - 2010 which was an update of the existing Corporate Plan and which would replaced the 2006 - 2010 Corporate Plan.

**Recommended:**

**That the Corporate Plan 2007 - 2010 be approved, subject to minor amendments as discussed at the meetings.**

**1556 Model Code of Conduct – Consultation**

The Head of Service - Legal and Democratic Services submitted a report in respect of proposals by the Department for Communities and Local Government to make amendments to the Model Code of Conduct for Councillors.

The issue had been considered by the Council's Standards Committee on 29 January 2007 and their comments were set out in the report.

Councillors commented on the proposals with particular reference made to those relating to behaviour outside official duties, overview and scrutiny committees and gifts and hospitality.

**Resolved:**

**That the comments set out in the report, with the exception of those relating to behaviour outside official duties, be approved and forwarded to the Department for Communities and Local Government.**

1557

### **Customer Services – Revised Staffing Structure**

Councillors received the report of Jonathan Lund, Strategic Director giving details of the revised staffing structure for Customer Services in the light of the decision to establish a customer services call centre and customer contact centre. The report also gave details of changes to rationalise a number of administrative functions across the Council.

In order to deal with the significant changes in staffing a Protocol for the Management of Organisational Change had been compiled and was presented to councillors for consideration.

#### **Resolved that:**

- (i) the report be received; and
- (ii) the revised staffing structures as set out in appendix A to the report be approved.

#### **Recommended:**

**That the protocol for the management of organisational change as set out in appendix B to the report be approved.**

1558

### **Work Programme for Policy and Resources Committee**

Councillors received the report of the Strategic Directors setting out the progress made against the 2006/07 programme. The report also gave details of the suggested programme for 2007/08.

Councillors discussed the work undertaken during the current year and the Strategic Director explained why some topics had not been reviewed by the Committee.

#### **Recommended:**

**That the Work Programme for 2007/08, with the inclusion of the review of the Asset Management Plan and an update on the Customer Contact Centre, be approved.**

**1559            General Fund Revenue Budget Monitoring to 31 December 2006**

Councillors received the report of the Head of Service - Finance and Central Services which gave information on the General Fund Revenue Budget at 31 December 2006.

**Resolved that:**

- (i)     the forecast outturn position on the Council's General Fund for 2006/07 at 31 December 2006 be acknowledged**
- (ii)    the actions of officers in monitoring the budgets be noted; and**
- (iii)   the £200k underspend in support of the 2007/08 budget be carried forward.**

**1560            General Fund Capital Programme to 31 December 2006**

Councillors received the report of the Head of Service - Finance and Central Services setting out the position of the Council's General Fund Capital Projects at the end of the third quarter 2006/07.

**Resolved that:**

- (i)     the position on the Council's General Fund Capital Projects for 2006/07 at 31 December 2006 be noted; and**
- (ii)    the actions of officers in monitoring the projects be endorsed.**

**1561            Budget Monitoring to 31 December 2006**

Councillors received the report of the Head of Service - Finance and Central Services which set out details of major variations between budgeted and actual expenditure and income for the Committee for the first nine months of the 2006/07 financial year.

**Resolved that:**

- (i)     the report be noted; and**
- (ii)    that the actions of the officers be endorsed.**



**1562 Treasury Management – Strategy Statement 2007/08 & Annual Investment Strategy 2007/08**

The Head of Service - Finance and Central Services submitted a report giving details of the proposed Treasury Management Strategy and Annual Investment Strategy for 2007/08.

**Recommended that:**

- (i) the Treasury Management Strategy statement for 2007/08 be approved; and**
- (ii) the Treasury Management Investment Strategy for 2007/08 be endorsed.**

**1563 Prudential Borrowing Indicators 2007/08**

Councillors received the report of the Head of Service - Finance and Central Services which gave details on the prudential indicators for borrowing required by the Chartered Institute Public Finance and Accountancy as specified by the Local Government Act 2003.

**Recommended that:**

- (i) Councillors approve the prudential borrowing indicators which reflect the capital expenditure plans and treasury management policy decisions and confirm that they are affordable, prudent and sustainable**
- (ii) Authority be delegated to the Head of Service - Finance and Central Services to effect movement within the agreed authorised boundary limits for long-term borrowing for 2007/08 onwards, and**
- (iii) Authority be delegated to the Head of Service - Finance and Central Services to effect movement within the agreed operational boundary limits for long-term borrowing for 2007/08 onwards.**

1564

## **Referrals from Other Boards and Committees**

Councillors considered the referrals below as follows:

- (a) Planning Committee 31 January 2007 - Planning Enforcement Leaflet

### **Resolved:**

**That the Planning Enforcement Leaflet be approved for public consultation.**

- (b) Economy Board 13 February 2007 – Draft Community Economic Developments Strategy 2007 - 2012

### **Recommendation that:**

- (i) **the draft strategy, subject to the amendments to the skills element provided by the LSP Economy Sub-Group be adopted, and**
- (ii) **the draft strategy be recommended to the LSP for adoption.**

1565

## **Private Session**

**That in accordance with Section 100(A)(4) of the Local Government Act 1972, in view of the nature of the business to be transacted, the meeting be not open to the Press and public during consideration of the following items as there will be a disclosure of exempt information as defined in Section 100(1) of the Act as described in paragraph 3 of Part 1 of Schedule 12A to the Act.**

1566

**Asset Management Review**

The Principal Economic Development Officer submitted a report on the properties owned by the Council which had been identified as being potentially surplus to requirements.

**Resolved:**

**That the matter be referred to the Council for consideration at its meeting on 20 March 2007.**

The meeting closed at 5.55 pm.

## SELBY DISTRICT COUNCIL

Minutes of the proceedings of a meeting of the Licensing Committee held on Monday 12 February 2007, in Committee Room 2, The Civic Centre, Portholme Road, Selby, commencing at 10.00 am.

1494	Minutes
1495	Procedure
1496	Chair's Address to the Licensing Committee
1497	Private Session
1498	Application for a Hackney Carriage Licence
1499	Application for a Hackney Carriage Licence

Present: Councillor C Pearson in the Chair

Councillors: Mrs J Ashton, Mrs D Davies, Mrs J Dyson, B Marshall (for Mrs S Duckett), Mrs K McSherry and D Peart.

Officials: Assistant Solicitor and Committee Administrator

Press: 0

### 1492 **Apologies for Absence and Substitution**

Apologies were received from Councillors G Croston, Mrs S Duckett and J McCartney.

Substitute Councillor was Councillor B Marshall (for Mrs S Duckett).

### 1493 **Disclosure of Interest**

Councillor Mrs Ashton declared a personal interest in minute number 1499 and informed the Committee that she would leave the Committee Room whilst this item was discussed.

### 1494 **Minutes**

#### **Resolved:**

**That the minutes of the proceedings of the meeting of the Licensing Committee held on 15 January 2007 be confirmed as a correct record and be signed by the Chair.**

1495

### **Procedure**

The Procedure was noted.

1496

### **Vice-Chair's Address to the Licensing Committee**

The Vice-Chair gave no address to the Committee.

1497

### **Private Session**

**That in accordance with Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business, as there will be disclosure of exempt information as defined in paragraph 3 of Part 1 of Section 12A of the Act, as amended by the Local Government (Access to Information) (Variation) Order 2006.**

1498

### **Application for a Hackney Carriage Licence**

Councillors received the report of the Head of Service – Legal and Democratic Services for the grant of a Hackney Carriage Licence for a Skoda Superb, a vehicle not fully accessible to the disabled.

The Licensing Officer outlined the details of the case.

The driver concerned outlined his reasons for the application and produced his accounts. Councillors questioned the driver as to the circumstances of the application.

#### **RESOLVED:**

**That the application for a Hackney Carriage Licence be granted in respect of the vehicle, with the vehicle being exempted from the requirement for it to be fully accessible to the disabled, on the basis that hardship grounds had been satisfied.**

Councillor Mrs Ashton left the Committee Room for the following item.

1499

### **Application for a Hackney Carriage Licence**

Councillors received the report of the Head of Service – Legal and Democratic Services for the grant of a Hackney Carriage Licence for a Volkswagen Passat, a vehicle not fully accessible to the disabled.

The Licensing Officer outlined the details of the case.

The applicant informed councillors that he was not financially able to purchase a wheelchair accessible vehicle. His accounts were examined and as a consequence councillors questioned the basis of his application.

In addition, the applicant suggested his North Yorkshire County Council contracts could only be undertaken by a saloon car and he would be financially penalised if he had to replace his current vehicle with a wheelchair accessible vehicle.

This was refuted by the Licensing Officer who had been in contact with North Yorkshire County Council to contradict this assertion.

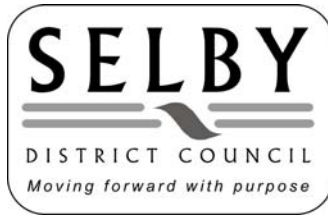
After a full and detailed discussion it was agreed that the application be refused as the applicant did not meet the exemption on the grounds of financial hardship.

**Resolved:**

**That the application for a hackney carriage licence for a vehicle not accessible to the disabled be refused.**

Councillor Mrs Ashton returned to the Committee Room.

The meeting closed at 11:10 am.



**Title:** Management of Housing Land Release

**To:** Council

**Date:** 20 March 2007

**Service Area:** Planning and Economic Development

**Author:** Terry Heselton, Planning Policy Manager/  
Ron Aspinall Senior Planning Officer

**Presented by:** Terry Heselton

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## **1 Purpose of Report**

- 1.1 To chart recent progress in implementation of the Council's current policy on housing land release and to set out possible interim management action prior to the adoption of the Core Strategy.

## **2 Recommendations**

- 2.1
- 1) In view of the current supply of housing land the Council considers that there is no justification for releasing any "Phase 2" housing sites until the broad distribution of future new development is established through the core strategy, unless future monitoring indicates a need for earlier release.
  - 2) That the case for producing an Interim Policy Statement, in conjunction with the Core Strategy Preferred Options report, be reviewed when this year's monitoring results are available, and in the light of final RSS housing figures.
  - 3) In the meantime, proposals for development on windfall sites to continue to be carefully scrutinised to determine whether they are genuinely previously developed land, in accordance with national guidance, and that where development on previously developed land is proposed, including garden curtilages, particular regard be given to

**protecting the form and character of settlements, in  
accordance with SDLP policies ENV1, H2B, H6 and H7.**

### **3 Executive Summary**

- 3.1 This report supersedes that which was deferred at Policy and Resources Committee on 28<sup>th</sup> November 2006 and full Council on 19<sup>th</sup> December 2006 because of very late correspondence received from Cunnane Town Planning on behalf of Samuel Smiths Old Brewery, Tadcaster (SSOB(T)).
- 3.2 The report considers the current housing land supply situation in the context of the operation of Policy H2A of the Selby District Local Plan and the Draft Regional Spatial Strategy (RSS) requirements.
- 3.3 The report notes a current over-supply in terms of housing delivery compared with Draft RSS requirements and concludes that;
- There is no requirement to release SDLP Phase 2 housing allocations at the present time and that the Housing Delivery SPD be not proceeded with.
  - The current high rate of housing delivery will have to be restricted in the future if the overall RSS housing requirement is not to be exceeded and the opportunity for greater management of housing delivery in terms of scale and location is to be created.
  - The most appropriate vehicle for amending current Local Plan Policy H2A is considered to be an Interim Policy Statement issued for consultation simultaneously with the Core Strategy Preferred Options report.
  - A final decision should be made with regard to the Interim Statement following assessment of this year's monitoring of housing activity and associated trajectory work.
  - In the meantime, proposals for development on windfall sites will continue to be carefully scrutinised to determine whether they are genuinely previously developed land, in accordance with national guidance, and that where development on previously developed land is proposed, including garden curtilages, particular regard be given to protecting the form and character of settlements, in accordance with SDLP policies ENV1, H2B, H6 and H7.

### **4 The Report**



## **Introduction**

- 4.1 This report supersedes that which was deferred at Policy and Resources Committee on 28<sup>th</sup> November and full Council on 19<sup>th</sup> December because of very late correspondence received from Cunnane Town Planning on behalf of Samuel Smiths Old Brewery, Tadcaster, which requests the Council to take immediate steps to regulate the release of housing land through the production of an SPD. (The correspondence is attached at Appendix 1). In the interim a meeting has been held with Cunnane Town Planning to discuss the issues and help clarify respective views. This is an amended report prepared in the light of those discussions and the latest advice and information available from GOYH.
- 4.2 **Housing Land Supply**
- In accordance with the plan, monitor and manage approach to planning for future development, the Council's Annual Monitoring Report assesses progress in implementing Policies H1 and H2A in the approved Selby District Local Plan.
- 4.3 Policy H1 provides a housing delivery target to be met, equivalent to 620 dwellings per annum between February 2005 and December 2006 and Policy H2A indicates that this should be achieved through release of SDLP "Phase 1" sites identified in the policy, together with development coming forward on previously developed land within the defined Development Limits of settlements. The policy also indicates that 'Sites allocated in Phase 2 of the policy will only be released after 2006 and only if monitoring shows a potential shortfall in relation to the then current required annual delivery rate in the Regional Spatial Strategy.'
- 4.4 The most recent round of monitoring indicates that at the end of March 2006 there were commitments for just over 3,000 dwellings, which on the basis of the 400 per annum Draft Regional Spatial Strategy requirement, is equivalent to almost an 8 year supply.

- 4.5 In addition the latest 2006 Housing Trajectory, produced as part of last year's Annual Monitoring Report, (see Appendix 2) indicates that the Council met the Local Plan delivery target of 620 dpa during the 12 months April 2005 to March 2006 and may exceed this by a greater margin during this current year (2006/2007). However, the release of SDLP allocated sites (in combination with brownfield windfalls) to achieve this rate of delivery inevitably means that the reduced requirement of 400 dpa in the emerging Regional Spatial Strategy will be exceeded in the short term. Graph 3 of the trajectory indicates that, although building rates are likely to fall after 2006/07 as the large backlog of commitments and the Phase 1 sites become built out, there will continue to be a substantial supply of completed dwellings over and above the Draft RSS requirement. This over supply is likely to peak in 2010 and depending upon the assumptions made with regard to future windfalls is only likely to fall back into balance during the last RSS period of 2016 -2021, if current policies remain unchanged over that period. (Cunnane Town Planning have submitted two scenarios – see Appendix 1 - which predict that if current policies are allowed to continue indefinitely equilibrium will not be reached until 2017/18).

### **Implications for Policy**

#### *Phase 2 Sites*

- 4.6 In the light of the current over-supply situation, described above, there is no overriding reason to programme the release of SDLP Phase 2 sites in advance of replacement policies to control the release of housing land in the forthcoming Local Development Framework Core Strategy (unless future monitoring demonstrates otherwise). The Housing Delivery SPD scheduled for 2006 in the current Local Development Scheme for the purpose of releasing sites is therefore considered unnecessary at this time, and is deleted from the revised Local Development Scheme recommended to councillors in a separate agenda item.

#### *Control of Windfall Development*

- 4.7 In addition to reference to the phasing of housing allocations Part 1 of SDLP Policy H2A supports housing development on previously developed sites within Development Limits subject to certain criteria. With Phase 1 sites now underway, or with planning permission, future development over and above current commitments will come from brownfield windfalls.
- 4.8 The likely contribution from this source is difficult to predict. Historically development on previously developed has been relatively low . However, recently larger sites have come forward e.g the waterfront site in Selby and Triesse redevelopment in Church Fenton which resulted in a doubling of brownfield completions between years 04/05 and 05/06, when brownfield completions reached 478 dwellings. Current information from the trajectory suggests that this level will fall again in 07/08 unless other significant sites are brought forward and implemented quickly. Further monitoring over this current year to March 07, however, will provide stronger evidence as to future brownfield levels.

- 4.9 Higher than previously assumed levels of brownfield permissions will have the effect of postponing the achievement of bringing housing delivery back in line with RSS requirements conceivably to a point where no further allocated sites are required before 2021, unless further restrictions are put in place.
- 4.10 The argument against a high reliance on windfalls over a prolonged period is that there is no control over the scale and location of development. Although in the short term at least this must be balanced with other objectives such as delivering affordable housing and fostering the renaissance programme in Selby, it is clearly desirable that housing land release in the longer term is more closely managed in order to meet the scale and distribution strategies of the RSS. Bringing housebuilding levels back in line with RSS requirements, will ultimately require a change to Policy H2A in order to increase the restrictions on windfall development.

#### **Future Approaches to Managing the supply of housing land**

- 4.11 The following three options have been considered as vehicles for managing the future supply of housing land:
- The Core Strategy DPD
  - An Interim Policy Statement
  - A Housing Delivery SPD

#### 4.12 *The Core Strategy DPD*

This is considered the most procedurally robust approach. The advantages are as follows:

- Allows more restrictive policy to be introduced in a wider strategic context, complemented by longer- term strategies for managing the release of land process.
- Puts any changes to policy on a more formal footing with a more robust process which includes examination by inspector. The DPD and its policies form part of the LDF giving them maximum weight.

- 4.13 The only disadvantage with this approach is the timescale necessary before 'submission' and final adoption, since the latest Government Office advice is that little weight can be given to Core Strategy policy prior to adoption, (or submission if no objections to a particular policy have been received). On the revised timetable, presented in a separate report to this Committee, adoption of the Core Strategy is likely to be achieved in approximately 3 year's time with Preferred Options published at the end of 2007.

### *Interim Policy Statement*

- 4.14 PPS 3 refers to the appropriateness of specific management actions if housing delivery falls outside 'acceptable ranges', although no guidance is available at the present time as to what these actions may comprise. It is considered, however, that if sufficient need was proved an Interim Policy Statement could be interpreted as an appropriate short term action. GOYH have indicated that further guidance may be forthcoming on this issue.
- 4.15 It is considered that this approach would have to be closely linked to the Core Strategy DPD in order to carry sufficient weight to be of value. It could have the benefit of public consultation but otherwise would not have the status of a Local Development Framework document. However, if the policy statement were to be clearly linked to the Preferred Options document and published for consultation in conjunction with it, the approach would have the following advantages:
- The Interim Policy Statement would be seen as an integral part of the longer- term Core Strategy and not simply as a short- term, 'knee jerk' response to current over-supply situation.
  - The fact that the longer- term policies are available for debate at the same time should give the Interim Statement greater weight than an isolated short- term alternative which delayed the establishment of these more robust policies – both short, medium and long term.
  - It would be less resource-intensive and would progress in tandem with the Core Strategy, 'piggy- backing' for the consultation stage. In particular a separate Sustainability Appraisal would not be undertaken.
- 4.16 Against this approach are;
- It is not prepared as part of the statutory LDF, although it may be an acceptable form of 'management action' referred to in PPS3
  - It will not be possible to adopt interim guidance until spring 2008 allowing for consideration of consultation responses - a slightly later date than the SPD option (see below).
  - No separate sustainability appraisal is undertaken. However, the Core Strategy is likely to contain very similar policies for the short to medium term and these will be subject of an appraisal.

### *Supplementary Planning Document (SPD)*

4.17 This approach is the one favoured by Cunnane Town Planning who wish to see an early Housing Delivery SPD retained within the Local Development Framework. The advantages of the approach would be:

- A relative short timescale of approximately 9 months, subject to resources diverted from Core Strategy
- A degree of consultation undertaken
- A Sustainability Appraisal undertaken

4.18 The disadvantages of the SPD approach are as follows:

- SPDs are not intended to amend the primary policy on which they are based. PPS12 indicates that they must be consistent with development plan documents in the Local Development Framework and supplement them. An SPD might therefore be open to legal challenge on the grounds that it is amending existing policy rather than regulating the supply of land based on existing policy.
- Although more limited in scope than the Core Strategy, there are still significant procedural and timescale requirements associated with SPDs. In particular an SPD requires a formal process including a Sustainability Appraisal, particularly as, in this case, the primary policy SDLP Policy H2A has not been the subject of such an appraisal. This process would therefore involve considerable resources and delay the Core Strategy process and thereby the establishment of a more robust land release policy.

It would have to be linked to the old Selby District Local Plan Policy H2A rather than seen as complementary to the evolving Core Strategy. The earliest adoption date would be January 2008, although there may be merit in ensuring that the final adopted RSS housing requirement was known before adoption, which might cause some delay.

4.19 Cunnane Town Planning also refer in their correspondence to the fact that agreement of GOYH would be necessary in order to delete the housing delivery SPD from the Local Development Scheme (LDS) . As councillors are aware the LDS has been the subject of previous reports and a revised LDS is included as a separate item for consideration prior to submission to GOYH.

## **Conclusion on Policy Approaches**

- 4.20 The Core Strategy approach is considered to be the most robust and watertight procedure with adoption by 2009. However, subject to the outcome of this year's monitoring, it is considered that the housing supply situation is likely to warrant earlier intervention. Neither of the shorter alternative approaches are ideal; however, it is considered that on balance an Interim Policy Statement would be less resource intensive and better linked to the emerging core strategy rather than the old SDLP. It will also have the added advantage of not detracting from progress on longer term permanent housing land release policies in the Core Strategy.
- 4.21 The Interim Policy Statement would be the most flexible approach in terms of timing and should ensure that both this year's monitoring report and the final RSS housing land requirement are available before publication, along with the Preferred Options report at the end of the year. It is suggested therefore that the situation be finally reviewed when monitoring results are available in the summer of 2007.

### *Current Policy Interpretation*

- 4.22 Prior to the adoption of any amended or interim policy, current H2A policy on windfalls will remain, although in the light of the current over-supply situation it is suggested that the interpretation of this policy is carefully monitored as below.

### *Impact on Form and Character of Settlements*

- 4.23 Councillors have previously voiced concerns that one of the side effects of permitting development on previously developed land, particularly garden curtilages, has been the adverse impact on the form and character and local distinctiveness of villages. This concern has been echoed in the responses received to the Core Strategy consultation, particularly from bodies such as Parish Councils.
- 4.24 PPS3 points out that although residential gardens are defined as brownfield land, this does not necessarily mean they are suitable for development. However, local planning authorities also need to have regard to the positive contribution intensification can make, for example in minimising the pressure for greenfield sites. PPS3 also includes general design advice stating that new development should be of a high standard informed by its wider context.
- 4.25 Policies H6 and H7 of the adopted Selby District Local Plan include the requirement that new development should not detract from the form and character of settlements. The policy basis to protect form and character does therefore already exist. In the light of the current healthy land supply situation within the District, Councillors may agree that the issue of form and character should be given more weight.

### *Greenfield Windfalls*

- 4.26 Following on from the above considerations it is suggested that the Council continues to strongly resist new build development on greenfield sites. Particular attention also needs to be paid to the definition of garden curtilages and agricultural buildings when considering proposals, including local evidence and recent planning history.

## 5 **Financial Implications**

- 5.1 If selected as the preferred option, production of an interim policy statement will require fewer resources than a housing delivery SPD (in view of the additional procedural requirement associated with SPD) and will therefore produce non cashable savings by enabling other priorities, such as the Core Strategy and Selby Action area Plan, to be progressed quicker than would otherwise be the case.
- 5.2 The policy restrictions on housing land release could have implications for fee income.

## 6 **Conclusions**

- 6.1
- The current over-supply of new housing means there is no requirement to release any Selby District Local Plan, Phase 2, housing allocations at the present time.
  - Consequently there is no requirement to pursue the Housing Delivery SPD for this purpose
  - The current high rate of housing delivery will have to be managed in the future if the overall RSS housing requirement is not to be exceeded and the opportunity for greater management of housing delivery in terms of scale and location is to be created.
  - The most robust vehicle for amending current Local Plan Policy H2A is the forthcoming Core Strategy. However, because of the timescale involved, it is considered that an Interim Policy Statement issued for consultation simultaneously with the Core Strategy Preferred Options report at the end of 2007 would provide more effective action in the short term.
  - A final decision to be made whether to proceed with an Interim Policy Statement following assessment of this year's monitoring of housing activity and associated trajectory work, which will be available summer 2007, by which time further DCLG guidance may be available.
  - In the meantime, proposals for development on windfall sites will continue to be carefully scrutinised to determine whether they are genuinely previously developed land, in accordance with national guidance, and that where development on previously developed land is proposed, including garden curtilages, particular regard be given to protecting the form and character of settlements, in accordance with SDLP policies ENV1, H2B, H6 and H7.

## 7 Link to Corporate Plan

- 7.1 The report links particularly to the strategic theme of Organising to Deliver (in this case delivering housing), but also indirectly to Protecting the Environment, Healthier Communities and Promoting Prosperity. Recent high levels of new housing completions have contributed to regeneration of the Market Towns, particularly Selby and Sherburn and assisted in creating more local needs housing through the affordable housing contribution on new larger sites.

## 8 How Does This Report Link to the Council's Priorities?

The report links to Council priority of creating stronger communities. The report is concerned with the appropriate scale and distribution of housing to create sustainable development in accordance with the objectives of the Regional Spatial Strategy.

## 9 Impact on Corporate Policies

The report relates to the operation of Selby District Local Plan Policy H2A concerning the release of housing land.

<b>9.1</b>	<b>Service Improvement</b>	<b>Impact</b>
	Not progressing Housing delivery SPD will allow improved prioritisation of Core Strategy DPD and Selby Area Action Plan.	
<b>9.2</b>	<b>Equalities</b>	<b>No Impact</b>
<b>9.3</b>	<b>Community Safety and Crime</b>	<b>No Impact</b>
<b>9.4</b>	<b>Procurement</b>	<b>No Impact</b>
<b>9.5</b>	<b>Risk Management</b>	<b>Impact</b>



	Risk of over (or under supply ) of housing if there is not management intervention in the future	
<b>9.6</b>	<b>Sustainability</b>	<b>Impact</b>
	Housing delivery in terms of scale and distribution is an important element in the Council's aim of encouraging Sustainable Communities.	
<b>9.7</b>	<b>Value for Money</b>	<b>No Impact</b>

## **10 Background Papers**

10.1 Planning Policy Statement 3 Housing DCLG November 2006

Our Ref: SV/MCR/1731/SDC 191206

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Selby District Council  
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**BY FAX, POST & EMAIL**  
19 December 2006

Dear Mr Heselton

### **COUNCIL MEETING- 19 DECEMBER 2006: MANAGEMENT OF HOUSING LAND RELEASE**

I write further to the consideration of item 17 by members of the Policy and Resources Committee at their meeting of 28 November 2006 and the housing land supply issues currently facing the District at this time. Specifically, I write with regard the possibility of abandoning the programmed SPD on Housing Delivery.

You will be aware from my letter to you of 28 November 2006 that I, on behalf of my client Samuel Smith Old Brewery (Tadcaster), have serious reservations about elements of the course of action recommended to members at this meeting. I understand from our subsequent telephone conversation that you provided copies of my letter to members of the Committee prior to their consideration of the item and that members resolved to defer determination until a meeting of the full Council currently scheduled for 19 December 2006. I have now had an opportunity to review the agenda for this full Council meeting which contains a re-presentation of the report submitted on 28 November 2006 and a copy of my previous letter to you. The item provides no further advice to members on the content of my 28 November letter.

As we have discussed on the phone the purpose in writing is to explain further my concerns regarding the current policies controlling housing growth in the District and provide my own calculations as to the likely timing and scale of the overprovision and the corrective action required to bring the situation back under control.

I mentioned when we spoke that the recommendations marked with numerals i), ii) and iv) within the report appear in my view to be well founded and a sensible application of existing policies contained within the adopted Local Plan and 'saved' within the Local Development Scheme ("LDS"). My concerns revolve specifically around the recommendation at iii) and the possible deletion of the SPD on Housing Delivery from the LDS and the implied reliance upon housing control policies that will be formed as part of the emerging LDF process.

### **Amendments to the LDS**

The report, as currently drafted, provides no guidance regarding the approval procedure for amendments to the LDS. Any amendments to an approved LDS require the further approval

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of the Secretary of State (“SofS”). The report and recommendation should be amended to make it clear to members that the adoption of a revision to the LDS would need to be referred to the Government Office for Yorkshire and the Humber (“GOY&H”) along with a suitable justification for the change in the Councils priorities since the current LDS was approved.

I examine the justification for the proposed resolution in detail later in this letter, however would wish to bring to members attention the fact that the SofS must also be persuaded of the necessity to amend the approved LDS.

### **Housing Land Supply**

The committee report points out that at the end of March 2006 there were 3,029 dwellings committed (with planning permission but without having been built) for development. At the current draft Regional Spatial Strategy (“RSS”) build rate of 400 dwellings per annum (“dpa”), this represents the equivalent of an 8-year supply of housing. The report goes on to state that this is a *“particularly healthy situation as current PPG3 only requires local authorities to identify a 5 year supply of land through their development plans”*. This illustrates a misunderstanding of the way the housing guidance is set up. Whilst PPG3:Housing has now been superseded by PPS3:Housing, the misinterpretation still stands.

The requirement to identify a 5 year supply of housing relates to the identification (or allocation) of land for housing purposes to meet RSS requirements for the first five years of the development plan period<sup>1</sup>. As it applies to Selby, this guidance requires that sufficient land be identified on a proposals map (i.e. allocated) for five years of the RSS requirements (5 years X 400 dpa = 2,000 dwellings). This has been amply achieved through the Phase II sites under policy H2.

My concern is that the existence of 8 years supply of ‘commitments’ is far from the ‘healthy’ situation set out within the report. The situation is, in my view, the exact opposite. I have already made the point in previous correspondence that the existence of such a large level of commitments within the District affords the Local Planning Authority no control over this potential supply, and that the Council is now unable to ‘manage’ the delivery of these dwellings in any meaningful way. I am firmly of the view that the need to arrest this situation with a mechanism to control the supply of new housing provision is increasingly urgent.

I understand from our conversations that you have not projected the potential for housing delivery beyond 2011. Whilst I agree that, the further ahead in time any projection is made the less reliable it becomes, I would have expected the Committee to have received at least a basic advice on the point, in order that they can understand the gravity of the situation and the timescale involved in correcting the current overprovision. To illustrate this for members I have prepared two scenarios of housing delivery within the District, one without a Housing Delivery SPD and the second with such a mechanism in place.

### **Housing Delivery Projection (Assuming no Housing Delivery SPD)**

The first attached graph illustrates my understanding of the housing land supply situation, as it seems likely to evolve in the future. The graph adopts the SDC Housing Trajectory figures from April 2006 to March 2011. I have then plotted a continuation of the trend beyond 2011. You will see that this maintains the trend of reducing housing delivery within the District, until the level of housing delivery matches the level of windfall permissions discounted by

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<sup>1</sup> PPG3 paragraph 34 and PPS3 paragraph 54

10% for slippage ( $241\text{dpa}^2 - 10\% = 217\text{dpa}$ ). This is the level at which the District Council's current policies cannot restrict housing delivery and represents the minimum level of housing delivery within the District. Without another policy tool (such as a Housing Delivery SPD) the District Council could not reasonably resist this level of housing being developed within the District.

As the predicted housing delivery levels crosses below the current RSS annual build level of 400 dpa the historic level of over provision (between 2004-05 and 2009-10) is being addressed by a period of 'corrective' under-provision in order that housing delivery within the District achieves, on average, the build rate set out within the RSS.

It is clear from an examination of the graphs that this 'equilibrium' (or control of housing delivery) is not achieved until 2017-18 under the current policy framework.

### **Housing Delivery Projection (Assuming Housing Delivery SPD)**

The second graph I have prepared shows a restrictive SPD being introduced to substantially reduce the level of 'brownfield' windfall sites within the urban areas. So called 'moratorium' policies restrict the development of these sites, unless certain circumstances apply. I discuss how they have been applied by other planning authorities later in this letter. The graph predicts a drop in windfall development upon the introduction of this policy to the level of 50 dpa. This is an estimate, however a close examination of historic windfall permissions and comparison against a moratoria policy could be made using the Council's databases if required.

It is clear to see, when comparing the two graphs that the period of over- and under-provision are shortened markedly with the introduction of an SPD, and that an equilibrium is achieved in 2013-14, four years earlier than without such a policy tool. Whilst this brings forward the date at which Phase II allocated sites could be developed, the policy ensures that the focus of development shifts from brownfield sites in small urban and rural locations, onto more sustainable locations within the major service centres of the District.

### **The District Councils Representations to the Emerging RSS**

All of the above calculations assume that the emerging RSS is adopted in its current form and that build rates are adopted unchanged from the current draft. Whilst the Examination in Public ("EIP") Panel is yet to report their recommendations, I am aware that these build rates could change as the draft RSS evolves.

With this in mind, you will obviously be aware that the District Council has submitted representations to the EIP seeking a reduction in the proposed annual build rate to 350 dpa between 2011 and 2016, and a further reduction to 300 dpa after 2016. The proposed reduction in the District build rate is justified by yourselves with reference to a number of local circumstances which you consider to influence the ability of the District to deliver housing in the future. Plainly however a reduction in the annual build rate ascribed to Selby within the RSS further impedes the ability of the District to bring the housing delivery into an 'equilibrium'. If the reduction in the annual build rate that the Council are currently lobbying for is adopted into the RSS, the level of over provision, length of time that over provision occurs and the time needed to bring the delivery level into balance are all increased markedly.

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<sup>2</sup> SDC Housing Trajectory paragraph 6.21 (less 10% slippage)

## **Macclesfield Borough Council**

I mentioned in our telephone conversation that I am aware of a number of Local Planning Authorities that have adopted 'moratoria' policies when faced with a significant level of overprovision within the areas that they administer. Having reviewed a number of these documents the situation of Macclesfield Borough Council ("MBC") appears to be the most pertinent example for comparison Selby District Council.

In September 2003, MBC found that committed housing permissions amounted to approximately 8 years supply when compared against the annualised Structure Plan requirement. In recognition of the need to control new planning permissions, even on brownfield sites, an SPG was produced to restrict the grant of new planning permissions unless exceptional circumstances applied. The SPG is monitored annually to ensure that the justification for such a stance remains valid. The policy of restraint remains currently in place and I have attached a copy for your information (whilst dated January 2004 the document was last reviewed in March 2006).

The restriction on the grant of new planning permissions doesn't involve restricting the market unduly or the prevention of further house building, ample planning permissions are already in existence to meet the build rate set out within RSS for the next 8 years. Similarly affordable housing supply and/or regeneration projects need not be restricted through the introduction of such a policy as 'exceptions' can be set out within any such SPD.

Such a policy tool has been used for a number of years in Macclesfield and other areas, effectively addressing the requirement that Local Planning Authorities 'Plan, Monitor and Manage' the delivery of housing within their areas.

### **Conclusion**

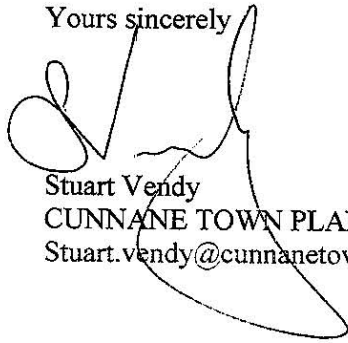
From my reading of the Committee Report it is still unclear what circumstance have changed to justify the amendment to the LDS. It appears that slippage to the current LDS timetable and a lack of resources provides the only additional consideration driving the proposed amendments. I am firmly of the view that such slippage does not address the issue of oversupply within the District, and that the need for a Housing delivery SPD remains.

You have identified that there is currently an oversupply of housing within the District, and that windfall developments are a major contributor to supply. However, recommendation iii) to the Committee report proposes the removal of the SPD on Housing Delivery from the LDS, potentially an excellent tool for remedying the problem, and used to good effect across the country.

Without such a controlling mechanism the level of oversupply within the District is likely to lead to in-migration to the District to the detriment of regeneration/renaissance of surrounding authorities.

I trust the above is clear however if you have any queries regarding the content of this letter of the issues raised above please don not hesitate to contact me.

Yours sincerely

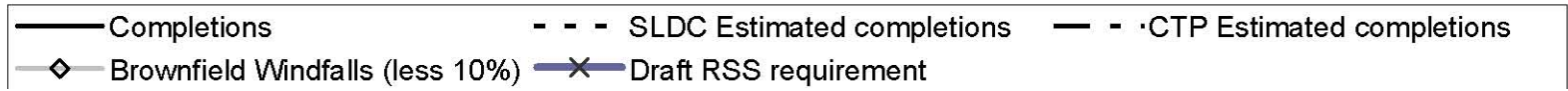
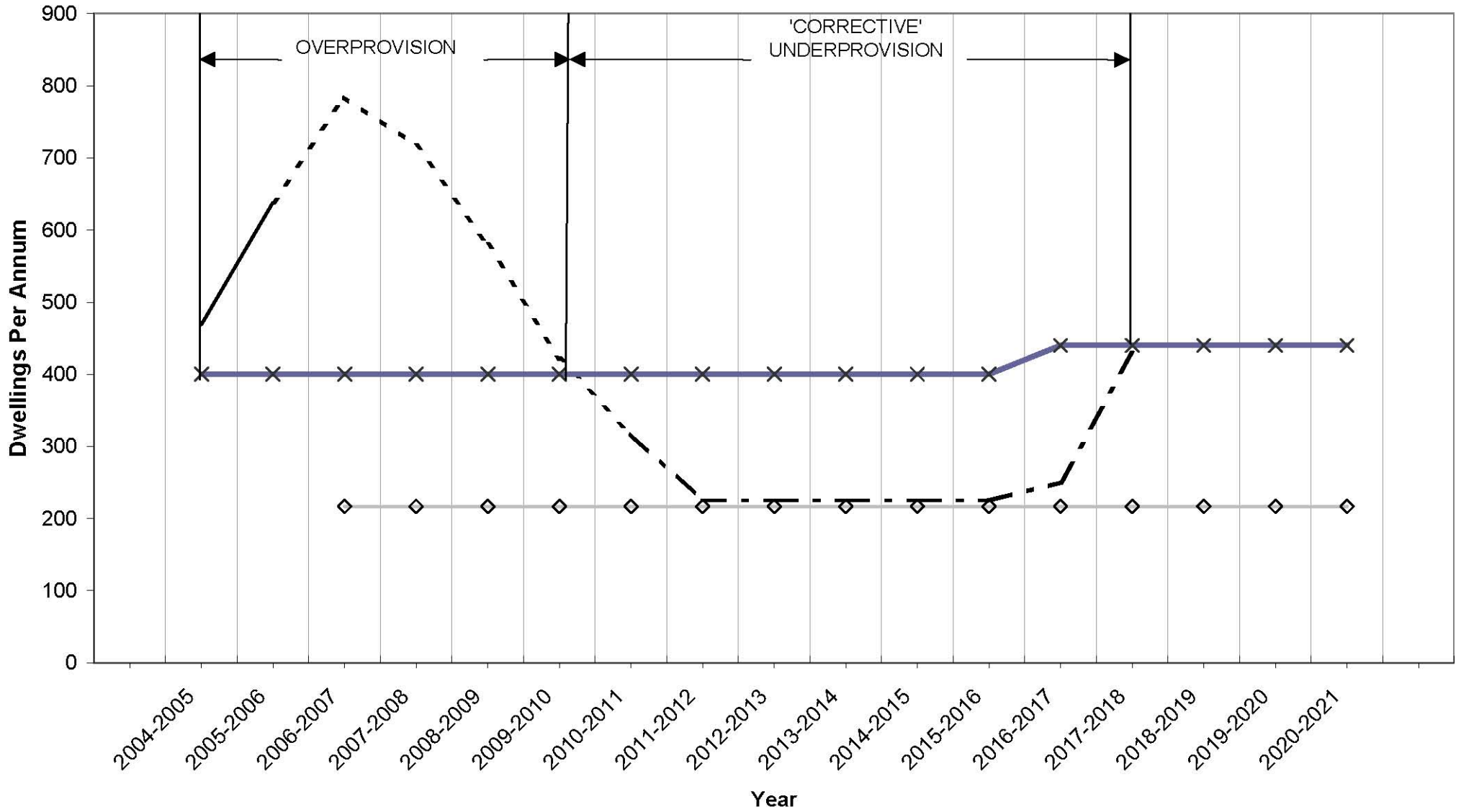
A handwritten signature in black ink, appearing to read 'Stuart Vendy', written over a large, faint, circular watermark or stamp.

Stuart Vendy  
CUNNANE TOWN PLANNING LLP  
Stuart.vendy@cunnanetownplanning.co.uk

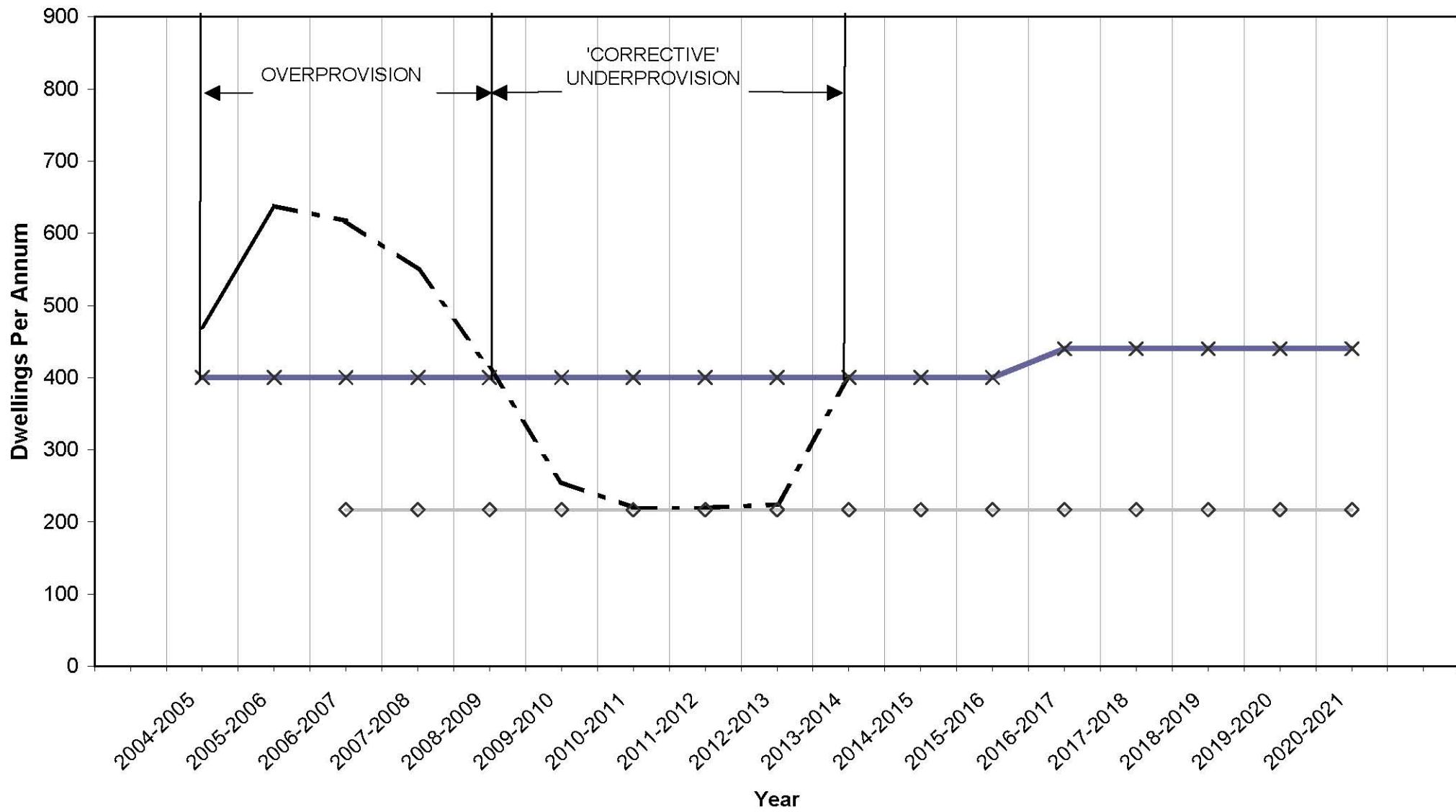
Encl.

c.c. Rachel Wigginton, Government Office for Yorkshire and Humber  
Linda Roper, Selby District Council

### HOUSING DELIVERY PROJECTION (ASSUMING N0 HOUSING DELIVERY SPD)



### HOUSING DELIVERY PROJECTION (ASSUMING HOUSING DELIVERY SPD)



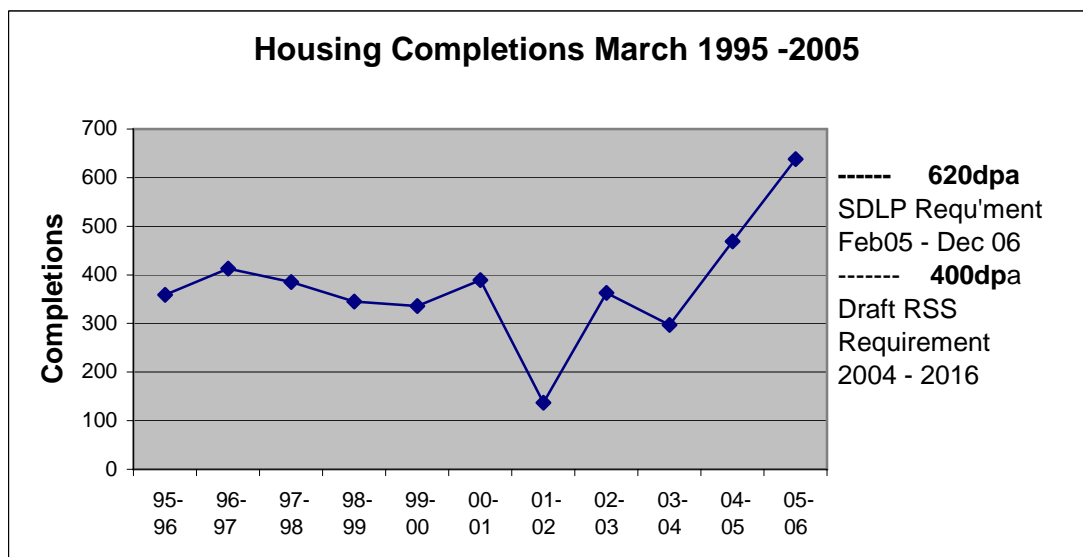


## Housing Trajectory

6.18 As indicated in last years AMR, until the end of 2006, housing provision targets are set out in the adopted Selby District Local Plan. Beyond that they will reflect the emerging Regional Spatial Strategy (RSS), which has reached the Examination in Public stage and is expected to be issued in its final form next year. The District Council will establish the spatial distribution of new housing through its Local Development Framework Documents, which will be based on the final, approved RSS. The current trajectory therefore provides a baseline situation, which will influence the post 2006 requirements to be included in the Local Development Framework Core Strategy and other documents.

### Recent Housing Completions

Graph 3 – Housing Completions 1995 -2006



**Note**

\* Housing completions up to and including 2003/2004 must be taken as indicative only. In the later stages of the District Local Plan preparation process, detailed surveys revealed under enumeration in past years. An average correction factor has been applied to compensate and therefore the totals for individual years will not be strictly accurate.

6.19 Housing completions in the year to 31<sup>st</sup> March 2006 continued the strong growth in the previous year to exceed the adopted Selby District Local Plan target of 620 dwellings per annum.

6.20 As predicted in the AMR last year, new permissions granted for housing during the year increased the overall level of outstanding commitments that now stands at over 3000 dwellings. A major contribution was the permission granted at Staynor Hall, Selby for a potential 1200 dwellings over the next ten years or so. All District Local Plan Phase 1 sites are expected to have full

planning permissions with associated Section 106 agreements in place by the autumn of this year.

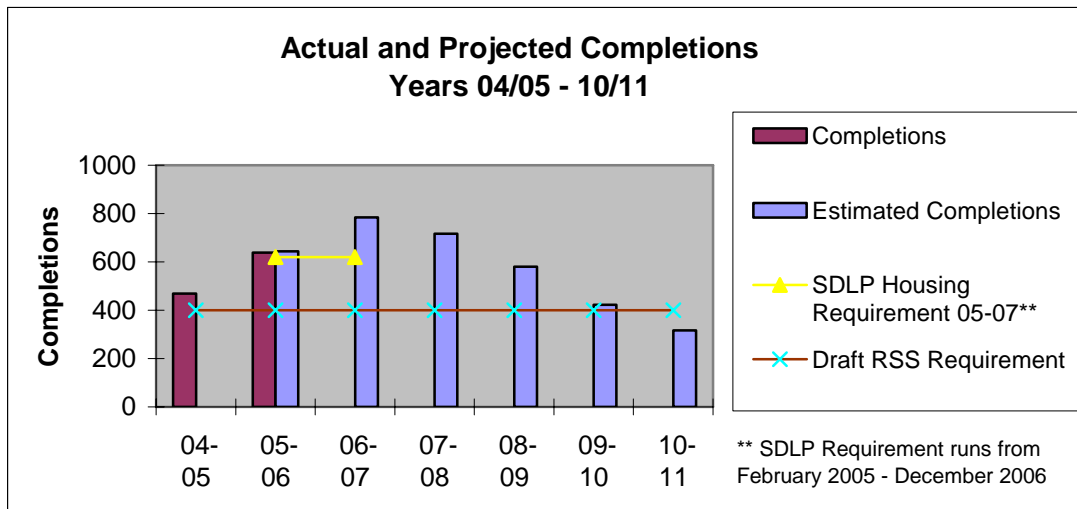
- 6.21 Notwithstanding the contributions from allocated sites, under existing policies, there continues to be a steady supply of 'brownfield' windfalls. 241 new dwellings were granted permission on small (under 15 dwellings) sites last year.

### **Future Housing Completions**

- 6.22 Last year was the first attempt at developing a basic model to predict future house building. Last years prediction for the year 2005/6 was 644 dwellings that proved remarkably close to the actual 638 completions recorded by the Council's site monitoring surveys.
- 6.23 The methodology has continued to be refined, armed with the benefit of a further year's accurate monitoring. More extensive telephone checks with developers on their programmes for the larger sites of 15 dwellings or more (20 dwellings last year) have been undertaken this year.
- 6.24 Last year it was not considered appropriate to attempt to predict over a longer future period beyond 3 years as the Selby District Local Plan period finishes in 2006 and the Regional Spatial Strategy (RSS) requirement for the District had not yet been finalised. Following the publication of the Draft Regional Spatial Strategy, which includes provisional requirements to 2021 and the draft of a revised PPS3, which asks authorities to be sure of a five-year land supply, it is considered appropriate to attempt to predict housing delivery up to 31<sup>st</sup> March 2011. However until the Council's planning strategy beyond 2006 has been established through the new Core Strategy, which is currently being prepared, there is limited guidance from strategic planning policy in the medium term, which, in turn continues to make medium to long term forecasting difficult.
- 6.25 The information sources used are as follows:
- Outstanding planning permissions as at 31/3/2005
  - Outstanding planning permissions as at 31/3/2006
  - Sites/plots started at 31/3/2006.
  - Planning permissions 31/3/2005 – 31/3/2006.
  - Planning permissions 31/3/2006 – 30/6/2006.
  - SDLP Phase 1 allocations likely to be started before 31/3/2011.

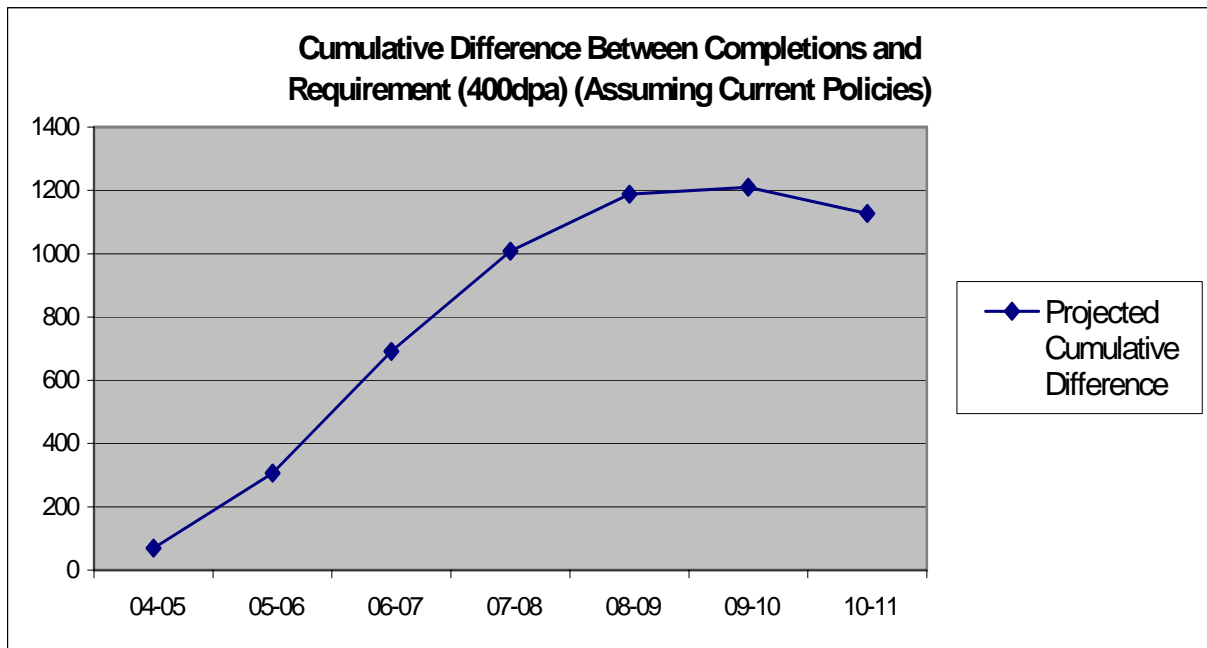
A Housing Trajectory Technical Paper is available providing a commentary and explaining the background and assumptions behind the projections.

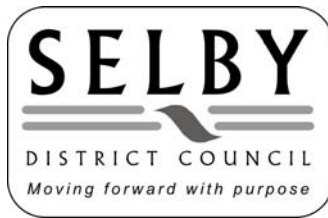
**Graph 4 - Projected Housing Completions - Years 06/07 – 10/11**



- 6.26 From the graph it can be seen that actual completions for year 2005/6 exceeded the SDLP requirement of 620 pa, with potentially higher levels, approaching 800 dwellings per annum expected in 2006/7 and around 700 dwellings in 2007/8. Last year, although very high figures were predicted from the land supply, it was considered more realistic in terms of marketing and construction capacity to cap the prediction for the years 06/07 and 07/08 to 800dpa. This years' predictions based upon the latest information has reduced those high peaks. In the light of these reduced estimates and the confidence in the model produced by the closeness of last year's predicted and actual figures, it is not considered necessary to cap the current predictions. The 2008/9 construction levels are also expected to be high and it is not until year 09/10 that levels fall to the ongoing Regional Spatial Strategy requirement (400dpa in the Draft RSS).
- 6.27 As discussed in last years AMR, there is clearly now a land supply, which will permit high levels of house building within the District over the next 2 to 3 years. Despite some reduction in last years predictions pre-2008, if current policies are continued, there will be a substantial surplus of completions over the underlying Draft RSS target by 2011 (Graph 5), which will limit the need for further early land releases of Phase 2 allocated sites through the Local Development Framework.
- 6.28 In response to the current high level of commitments, the Council will continue to strictly control the release of housing land (which will be restricted to previously developed land within development limits) in accordance with Policy H2A of the adopted SDLP, until monitoring demonstrates a need to top up existing commitments.

**Graph 5 - Projected Cumulative Difference Between Completions and Housing Requirement**





**Title:** Revised Local Development Scheme

**To:** Council

**Date:** 20 March 2007

**Service Area:** Planning & Economic Development

**Author:** Terry Heselton, Planning Policy Manager

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## **1 Purpose of Report**

- 1.1 For councillors to consider the programme of local development documents to be included in the revised Local Development Scheme (LDS) and to approve the draft LDS for submission to GOYH.

## **2 Recommendations**

- 2.1 (i) **That the revised Local Development Scheme for 2007-2010 be approved for submission to GOYH.**
- (ii) **That the Planning Policy Manager in consultation with the Chair of Policy & Resources Committee be authorised to make any necessary amendments to the LDS to reflect GOYH requirements.**

## **3 Executive Summary**

- 3.1 The current Local Development Scheme (LDS) was approved in March 2005. Following previous reports to monitor progress and identify councillor's priorities a revised LDS is presented for councillors' consideration. This proposes further development of the Core Strategy and preparation of an Area Action Plan to foster regeneration in the Selby area. Work on an allocations DPD and development control policies DPD would also commence during the 3- year programme.

## **4 The Report**

### **(a) Background**

- 4.1 The current Local Development Scheme (LDS) was approved in March 2005. The LDS sets out the Council's programme for replacing the Selby District Local Plan with a portfolio of Local Development Documents.
- 4.2 The Council is required to keep the LDS under review and to track progress in achieving the milestones and targets in the LDS, through the annual monitoring report, which was reported as an information item at the November 2006 meeting. Revisions to the LDS can only be made in consultation with GOYH who may intervene on behalf of the Secretary of State regarding the content and proposed timescales.
- 4.3 At the August 2006 meeting councillors were provided with a progress update and also consulted on prospective changes to the LDS as a result of slippage in the programme, and changing priorities.

### **(b) LDDs in Progress**

- 4.4 Since that meeting the Council's Statement of Community Involvement(SCI)(the first document produced under the new system) has been formally submitted to GOYH. A relatively small number of respondents consider the document to be 'unsound', and a decision has yet to be made by the Planning Inspector appointed to consider the SCI whether a formal examination in public will be required.
- 4.5 A 'developer contributions' supplementary planning document was formally adopted by the Council in December 2006.
- 4.6 Work is progressing on the preparation of the Core Strategy and the results of consultation on the Issues and Options report will be reported to the April meeting.

### **(c) Revised LDS**

- 4.7 A copy of the revised LDS is attached at Appendix 1 for Councillors' consideration.
- 4.8 The suggested timetable for LDD preparation reflects slippage in the programme to date, the steer on priorities provided by councillors at the August 2006 meeting, and the reduction in capacity within the planning policy team following the completion of the temporary assistant planner's and temporary agency planner's contracts. (It is assumed that the contract of a temporary senior planner post can be extended beyond the end of the year although a bid for funding was unsuccessful in the current budget round.)
- 4.9 Key features of the programme are as follows.

- 4.10 Core Strategy - Preferred options to be published before the end of 2007, following completion of consultants' reports on an employment land review and a strategic flood risk assessment. This additional work has been sanctioned in response to concerns raised by officers about the robustness of the evidence base underpinning the LDF.
- 4.11 The Core Strategy will include a delivery mechanism for controlling the future release of housing land and will establish the broad spatial parameters for other DPD work. It is envisaged that the Core Strategy will be 'submitted' for examination by September 2008 and be adopted by September 2009.
- 4.12 Selby Area Action Plan (AAP) - this will provide the detailed planning framework for future development and regeneration in the Selby area which is identified in the Regional Spatial Strategy as the most appropriate location in the Selby District where future growth should be concentrated. The AAP will also protect areas particularly sensitive to change as well as linking with the Renaissance Strategic Development Framework.
- 4.13 Whilst the preparation of the AAP is seen as a priority, work cannot progress at a faster rate than the Core Strategy, in view of the need to ensure consistency between the two DPDs.
- 4.14 Councillors have previously expressed a range of views concerning the extent of the area to be covered by the AAP. In view of the fact that there is unlikely to be sufficient capacity within Selby Town to accommodate development on the scale envisaged in RSS, councillors are requested to include the adjoining parishes of Barlby and Osgodby, Brayton and Thorpe Willoughby, which fall within the line of the bypass. This will ensure a comprehensive approach to the planning of the area, particularly since, on the advice of GOYH, the AAP will provide the principal mechanism for bringing forward specific sites and proposals within the AAP area, rather than through an allocations DPD.
- 4.15 Allocations DPD - will identify housing and employment land for future development across the remainder of the District. Although seen as less of a priority in view of the current land supply situation, because of the anticipated three year production time work will need to commence next year in order to ensure that the Council is in a position to maintain a five year supply of land required by PPS3, by the time the DPD is adopted.
- 4.16 Development Control Policies DPD - seen as less of a priority in the first LDS since SDLP policies are 'saved' until February 2008. Where policies remain relevant and consistent with shared policy there is scope to extend the life of adopted policies beyond this date, subject to agreement with GOYH. Discussions are in hand to this effect.

#### **(d) Omissions from the LDS**

- 4.17 Housing SPD - Councillors previously agreed that this had become less of a priority in view of the housing land supply situation, and also noted that the scope of the SPD would be significantly less than originally envisaged because there is no overriding reason to release SDLP Phase 2 sites at the moment.
- 4.18 The control of housing land report (deferred from the November meeting and December Full Council) which is a separate item on this agenda considers the advantages and disadvantages of producing an SPD in relation to current circumstances. For the reasons explained in that report it is no longer considered necessary to produce an SPD. It should be noted that in discussion with GOYH on the content of the revised LDS, it is clear that priority should be given to the production of DPDs, particularly Core Strategies, and GOYH is comfortable about the deletion of the SPD from the programme since there is currently no need to programme the release of SDLP Phase 2 sites
- 4.19 Parish Plans/VDS - A number of local communities are producing Parish Plans and/or have expressed an interest in preparing village design statements (VDS).
- 4.20 At the August 2006 meeting several councillors expressed a desire to support communities in preparing VDSs and to adopt VDSs as SPDs so that significant weight can be attached to the guidelines when considering planning applications. After considering the resource implications however, particularly the additional procedural requirements, including the need to undertake sustainability appraisals that had been introduced by the new planning legislation, it was not felt that support could be given at the present time. This is reflected in the revised LDS, and councillors are asked to note that GOYH consider that priority should be given to the preparation of DPDs over the preparation of SPD.
- 4.21 In considering the role of Parish Plans, councillors have previously been informed of the value of such documents in focusing community views and identifying local issues. This is of assistance to a wide range of service providers including Selby District Council, North Yorkshire County Council, the Police, the Health Service Trust and public transport operators. Parish Plans may also inform the preparation of planning policy and other strategies, including community investment prospectuses.
- 4.22 Councillors are advised that, as Parish Plans are aspirational in nature, they may incorporate ideas and proposals that conflict with national and local policy. It would not be appropriate therefore for the Council to adopt Parish Plans, nor for the reasons referred to above, to include the preparation of Parish Plans as SPD within the LDS. Guidance is however sought from councillors as to how they would wish to engage with Parish Councils that are preparing Parish Plans.



- 4.23 Strategic Flood Risk Assessment (SFRA) - The preparation of a strategic flood risk assessment has been deleted from the LDS on the basis that its main purpose is to inform the preparation of other DPDs rather than to elaborate on existing policy. However this is a mandatory piece of work and as referred to in para 4.10 an SFRA is currently being commissioned as part of the evidence base.

## 5 Financial Implications

- 5.1 The estimated costs of preparing programmed LDF documents including printing, advertising, sustainability appraisals and other consultancy work are:

	2007/08	2008/09	2009/10
Revenue	£107,000	£47,000	£47,000

- 5.2 There is budget provision to meet the above costs.
- 5.3 There is no budget provision to meet the cost of public examinations, including inspectors' fees, programme officers' salary, legal advice, clerical/typing support, and venue hire (if necessary). These costs will be covered as part of a budget reserve. Requests will be made to Policy and Resources Committee for supplementary estimates to access this funding. Three examinations are programmed by 2010, namely the SCI (which is currently being examined by an independent inspector), the Core Strategy and the Selby Area Action Plan.

## 6 Conclusions

- 6.1 The LDS has been revised to reflect Council priorities and capacity within the Planning Policy team.

## **7 Link to Corporate Plan**

- 7.1 The Local Development Scheme establishes the context for the Council's Local Development Framework, which is one of the key implementation tools for the Council's Corporate Plan and the Sustainable Community Strategy.

## **8 How Does This Report Link to the Council's Priorities?**

- 8.1 The Local Development Framework is crosscutting and links to all of the Strategic Themes and Priorities.

## **9 Impact on Corporate Policies**

<b>9.1</b>	<b>Service Improvement</b>	<b>Impact</b>
	The LDS establishes key milestones in relation to the preparation of the LDF which have been incorporated into the Service Improvement Plan.	
<b>9.2</b>	<b>Equalities</b>	<b>Impact</b>
	The LDF helps promote inclusiveness, improvement of skills and provision of services and facilities.	
<b>9.3</b>	<b>Community Safety and Crime</b>	<b>Impact</b>
	The LDF helps create safety and security for people and property.	
<b>9.4</b>	<b>Procurement</b>	<b>Impact</b>
	Production of LDDs will be within Council guidelines.	
<b>9.5</b>	<b>Risk Management</b>	<b>Impact</b>
	Production of the LDS and the LDF is identified as a high risk in the Risk Register. The LDS incorporates a risk assessment.	
<b>9.6</b>	<b>Sustainability</b>	<b>Impact</b>
	The emerging LDF will contribute to the development of sustainable communities.	
<b>9.7</b>	<b>Value for Money</b>	<b>No Impact</b>

## **10 Background Papers**

- 10.1 File FP/L110 in the Planning Policy Section.

# **APPENDIX 1**

## **DRAFT REVISED LOCAL DEVELOPMENT SCHEME**

### **FOR SELBY DISTRICT**

**MARCH 2007**

**PLANNING POLICY TEAM  
SELBY DISTRICT COUNCIL  
CIVIC CENTRE  
PORTHOLME ROAD  
SELBY  
NORTH YORKSHIRE  
YO8 4SB**

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## 1.0 Introduction

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### **The New Planning System**

- 1.1 The Government has introduced changes to the planning system with the aim of speeding up development plan preparation, making it more flexible and improving community involvement. This means that the Council's old style plan, the Selby District Local Plan (SDLP), which was adopted on 8 February 2005, will need to be replaced by a Local Development Framework (LDF).
- 1.2 At the same time Regional Planning Guidance for Yorkshire and the Humber (RPG) and the adopted County Structure Plan are being replaced by a Regional Spatial Strategy (RSS).

### **Local Development Frameworks**

- 1.3 In contrast to the SDLP, the LDF will comprise a portfolio of separate documents, including Local Development Documents, a Local Development Scheme and an annual monitoring report, that will help deliver the spatial planning for the District.
- 1.4 Some of the Local Allocations and Development Control Policies will, together with the Regional Spatial Strategy (RSS), form the statutory development plan for the District. These (development plan documents) will be subject to independent examination by a Planning Inspector to test their soundness and will form the basis for all development control decisions.
- 1.5 Other types of LDDs, comprising supplementary planning documents (SPD) will be material considerations in this process but will not be subject to examination. SPDs may cover issues such as developer contributions, affordable housing, development briefs and design statements.
- 1.6 The new system is intended to make it easier for the public and other stakeholders to get involved in the plan-making process. Details of the manner in which the Council intends to achieve continuous community involvement are set out in a separate document – the Statement of Community Involvement (SCI). Under the new arrangements, the LDF will also help deliver the spatial elements of the Sustainable Community Strategy and other key policies and programmes of the Council and its partners.

## **Purpose and Content of the Local Development Scheme**

- 1.7 The purpose of this document (the Local Development Scheme) is to inform the community and other stakeholders about the current planning policies for the area and to set out our programme for replacing certain policies with LDDs over the next three years. It includes information on:
- the content and geographic area to be covered by individual LDDs;
  - whether the new LDDs are to be DPDs or SPDs;
  - the timetable for the preparation of each document;
  - when the community and stakeholders will be consulted (the 'consultation milestones'); and
  - the longer- term work programme.
- 1.8 The Council is committed to the programme set out in this LDS because of the benefits that an up-to-date and effective development plan and supplementary policies can have, including:
- securing community commitment to a shared vision for the area;
  - providing a means for coordinating the activities of different Council services, agencies and organisations;
  - contributing to the objectives and policies of the RSS;
  - creating sustainable communities and places in line with national aims;
  - promoting regeneration and investment, by creating certainty and commitment to change and improvement;
  - linking bids for public funds to a coherent and soundly based strategy for the area; and
  - providing a strongly justified basis for successful negotiations over development proposals and for developer contributions.
- 1.9 Preparation of the LDS is a mandatory requirement and the content is subject to approval by the Secretary of State. Progress in delivering the LDS programme will be kept under review in consultation with the Government Office. Where necessary, the Scheme will be amended to reflect changing circumstances and priorities.

## 2.0 **Current Development Plan**

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2.1 The current 'development plan' for the Selby District comprises the following:

Regional Spatial Strategy	(issued December 2004)
North Yorkshire Structure Plan	(adopted October 1995)
Selby District Local Plan	(adopted 8 February 2005)
North Yorkshire Minerals Local Plan	(adopted December 1997)
North Yorkshire Waste Local Plan	(adopted May 2006)

2.2 Until completion of the first LDDs there are transitional arrangements to allow Local Authorities to save policies and proposals in adopted development plans for up to three years from commencement of the new legislation (unless replaced by individual DPD policies before the expiry of three years). In the case of Selby District Local Plan this period runs up until 8 February 2008 because the plan was adopted after the commencement date (28 September 2004) of the new legislation.

2.3 In appropriate circumstances policies may be saved for longer than three years with the Secretary of State's approval. The Council intends to pursue this option and will identify those policies that are consistent with national and regional policy which it wishes to 'save' beyond February 2008, in accordance with the protocol issued by GOYH.

### **Regional Spatial Strategy**

2.4 Under the new system Regional Planning Guidance, which was first issued in October 2001 and amended in December 2006, is being replaced with a statutory Regional Spatial Strategy (RSS). The final version of the new RSS is expected to be issued by autumn 2007. This will provide a spatial development strategy for the region which is closely linked with other strategies and programmes, such as the Regional Economic Strategy, the Regional Housing Strategy and the Northern Way. DPDs must be in general conformity with the RSS, which will also provide a sub-regional context for the preparation of individual LDDs, particularly the Core Strategy.

### **North Yorkshire Structure Plan**

2.5 The Third Alteration to the North Yorkshire Structure Plan was adopted in October 1995. This provides more detailed spatial policies than those contained in current RSS, including housing and employment growth guidelines disaggregated to District level.

- 2.6 The Structure Plan policies are saved until 28 September 2007 and will be part of the development plan until then, or until replaced by the new style RSS. In the interim, in the event of a conflict between the Structure Plan and the current RSS, the provisions of the RSS, which for the most part is more up-to-date, will take precedence.

### **Selby District Local Plan**

- 2.7 The District Council's current planning policies and proposals are contained in the Selby District Local Plan which was adopted by the Council as recently as February 2005. The SDLP comprises:

Part One: General Policies and Proposals  
Part Two: Settlement Policies and Proposals  
Part Three: Proposals Map

- 2.8 Before adoption, the Local Plan was modified to bring the housing delivery policies in line with national policy, as directed by the Secretary of State. Provision is made for the release of a number of housing sites before the end of 2006 in order to address short-term housing needs. Other sites are phased beyond 2006 and the need for the release of these sites will be reviewed through an SPD, consistent with the level of growth established in the RSS.

### **Minerals and Waste Local Plans**

- 2.9 The adopted Minerals Local Plan prepared by North Yorkshire County Council is also saved for three years until September 2007. Similarly the Waste Local Plan is saved for up to three years after adoption (May 2006) or until replaced by the North Yorkshire Minerals and Waste Development Framework (MWDF) which is currently in preparation.
- 2.10 The MWDF will on adoption become part of the development plan. Proposals in the MWDF will be identified in the Proposals Map which forms part of the Selby LDF.

### **Supplementary Planning Guidance**

- 2.11 The Council has prepared a number of documents to supplement policies and proposals in the SDLP, including development briefs for key allocations. While Supplementary Planning Guidance (SPG) cannot be formally 'saved' under the new system, it may continue to supplement the existing Local Plan policies for the same three year period.
- 2.12 Appendix 1 sets out existing SPG that will continue to be considered as a material planning consideration until the relevant policies are replaced by DPD policies or replacement SPD.



### 3.0 Programme Of New Local Development Documents

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- 3.1 The Council has decided that the following documents should be produced over the next three years and are included in the revised Local Development Scheme for 2007 - 2010
- Statement of Community Involvement (SCI)
  - Core Strategy (DPD)
  - Selby Area Action Plan (DPD)
  - Housing /Employment Allocations (DPD)
  - Development Control Policies (DPD)
- 3.2 Since the publication of the first LDS the Council's Statement of Community Involvement (the first document produced under the new system) has been formally submitted to GOYH, and is programmed to be adopted mid 2007 following examination. A 'developer contributions' supplementary planning document was formally adopted by the Council in December 2006. Work is progressing on the preparation of the Core Strategy and the results of consultation on the Issues and Options report will be reported to the April meeting.
- 3.3 Other DPDs have been programmed having regard to the timetable for the preparation of the core strategy, the level of available resources, the aims and objectives identified in the Sustainable Community Strategy and the Councils priorities.
- 3.4 A Proposals Map with Inset Maps will be produced where necessary to reflect the site-specific content of individual LDDs.
- 3.5 The table and the timeline chart at the end of this section summarise the expected timetable for the production of each LDD the Council intends to prepare, including the main consultation milestones. Appendix 2 provides an overall profile of each LDD, including details of its purpose, chain of conformity, the main milestones during preparation, and the arrangements for production.
- 3.6 In addition the Council will continue to publish an annual monitoring report (AMR) which will review the performance of the LDDs and Local Development Scheme (see next section for further details). This will enable the envisaged timetable for preparing individual LDDs to be adjusted to reflect changing circumstances. Similarly the annual review will enable new LDDs to be brought into the programme as the need arises.
- 3.7 The Council has previously adopted Design Statements for Riccall village, Selby Town, and Fairburn village. While no additional VDSs are included in this LDS the Council will review the scope for including VDSs in future programmes on the basis of demand and resource availability.

Table 1: SCHEDULE OF PROPOSED LOCAL DEVELOPMENT DOCUMENTS

Document Name	Status	Description	Chain of Conformity	Evidence Gathering and Early Stakeholder/Community Engagement	Consultation on issues and options	Consultation on preferred option: (DPD) or draft SCI/SPD	Submission to Secretary of State/ formal consultation	Receipt of Inspector's Binding Report	Estimated date of adoption
Statement of Community Involvement	LDD (Non DPD)	Standards for community and stakeholder engagement	Must be in conformity with the Regulations	May - November 2005	N/A	February – March 2006	October 2006	July 2007	September 2007
Core Strategy	DPD	District-wide vision and spatial strategy, including policies to control the release of housing land and achieve balanced housing markets	Must be in general conformity with RSS	September 2005 - March 2006	May –June 2006	November – December 2007	September 2008	July 2009	September 2009
Selby Area Action Plan	DPD	Site-specific proposals and criteria based policies to guide development in Selby Town and the surrounding area	With RSS and the Core Strategy	March – September 2007	November – December 2007	January – February 2009	September 2009	July 2010	September 2010
Allocations	DPD	Details of sites allocated for housing and employment purposes and related policies in the area not covered by the Selby AAP	With RSS and the Core Strategy	March – October 2009	January – February 2010	October – November 2010	October 2011	July 2012	September 2012
Development Control Policies	DPD	General policies to control the use and development of land	With RSS and the Core Strategy	March – October 2009	January – February 2010	October – November 2010	October 2011	July 2012	September 2012

## 4.0 **Monitoring And Review**

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- 4.1 The Council will continue to monitor annually how effective its planning policies and proposals are in meeting stated objectives, and this will extend to the core strategy and other DPDs (when adopted). This includes publishing an annual monitoring report (AMR) each year covering the period 1 April to 31 March. The report is submitted to the Secretary of State by the end of December each year (reflecting the situation at the end of the previous March) and is available publicly.
- 4.2 Depending on the stage reached in the process, the AMR will assess:
- whether the Council is meeting the timescales and milestones in the LDS and, if not the reasons why;
  - the extent to which policy objectives are being achieved and what impact LDD policies are having on other targets set at national, regional or local level;
  - whether any policies need to be replaced to meet sustainable development objectives; and
  - what action needs to be taken if policies need to be replaced.
- 4.3 As a result of monitoring, the Council will consider what changes, if any, need to be made to its LDDs, and will bring these forward through annual reviews of its LDS.

## 5.0 **Supporting Statement**

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- 5.1 This statement explains the approach set out in the LDS, including how resources and the evidence base will be managed.

### **The Community Strategy and Integration with other Strategies**

- 5.2 The LDF is closely linked to the Sustainable Community Strategy for the Selby District. In particular, the core strategy and policies in the LDF will help develop the spatial strategy and vision in the Community Strategy. Individual LDDs will provide land use expression to the programmes and policies in the Strategy. In turn, as it is updated, the Sustainable Community Strategy is expected to address issues that arise from those development requirements driven by RSS/LDF to ensure that partners have their plans in place to support development requirements.
- 5.3 The Selby Strategy Forum (the Local Strategic Partnership) comprises 19 key local partner organisations from the public, private and voluntary/ community sectors. Its mission is to 'improve the quality of life for those who live and work in the District'. The partners recognise that no one organisation can respond to the needs of local communities identified through consultation, and have agreed to work together on a number of agreed priorities.
- 5.4 The Forum has a Steering Group of senior people from a wide variety of organisations that meets quarterly and is chaired by the District Council's Chief Executive. There are three Sub-Groups (Environment, Social and Economy) involving a wider range of partners, that are responsible for implementing the action plans of the Sustainable Community Strategy (SCS), which meet more frequently.
- 5.5 There are clear benefits in ensuring a close relationship between the SCS and the LDF. Planning Officer involvement in the CS is achieved through the Sub Groups of the Strategy Forum. A small group of officers, including the Planning Policy Manager is also tasked with managing the process of integrating the CS with other Council Strategies.
- 5.6 Opportunities will be taken to co-ordinate community and stakeholder engagement for both the SCS and LDDs, provided statutory requirements can be met and key milestones would not be compromised. The Statement of Community Involvement provides more details about how consultation and engagement will be carried out. Council officers involved in the CS process will be actively involved in preparing and implementing the SCI in order to ensure co-ordination.

- 5.7 Both the SCS and LDF will link with plans developed by Community Investment Prospectus (CIP) Groups, which reflect differing priorities and needs in different parts of the District. To help achieve integration, the structure of the LDF will adopt a similar geographic breakdown, for example when dealing with local housing needs in different market areas.
- 5.8 In addition to the SCS the Council has a number of strategies which it has drawn up with partners that have spatial and land use implications. These will be taken into account in the preparation of LDDs.
- Ten Year Vision
  - Financial Plan
  - Housing Strategy
  - Local Agenda 21
  - Economic Development Strategy
  - Tourism Strategy
  - Social Inclusion Strategy
  - Community Safety Strategy
  - Selby Bio Diversity Action Plan
  - Selby District Renaissance Strategic Development Framework

### **Evidence Base**

- 5.9 In preparing LDDs a range of background work needs to be undertaken and taken into account. This is to ensure that policies and proposals are based on a sound evidence base and to help secure baseline information for evaluating environmental and other impacts (see Sustainability Appraisal and Strategic Environmental Assessments below). The evidence base will also provide the starting point for future monitoring and review of the LDF.
- 5.10 A number of existing studies and monitoring regimes have been identified for this purpose which will be treated as pre-production evidence. Additional work will be undertaken direct by the Council, although consultants will be employed where the information required is of a specialist nature or there is insufficient resource to undertake the work in-house. The Council may also rely on studies/research undertaken by other organisations.
- 5.11 The existing evidence base, including studies in progress or about to commence, includes:
- Annual housing completions and land supply information.
  - Population, household and travel to work information (2001 Census)
  - Housing Needs Assessment (2004).
  - Selby Housing Potential Study (2003).
  - Landscape Character Assessment (1999)
  - Audit of village services, and accessibility.
  - Various parish plans identifying community needs.

- Community Investment Prospectuses.
- Strategic Flood Risk Assessment.
- Town centre Retail Surveys
- Retail Impact Assessments
- Audit of Recreation Open Space
- Employment Land Review.

5.12 The results of each of these studies will be published when available or at the same time as the LDD which relies on it. Other studies will be commissioned as required.

### **Strategic Environmental Assessment (SEA) And Sustainability Appraisal (SA)**

5.13 All LDDs will be subject to a Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA) in accordance with the Regulations and European Directive 2001/42/EC. The Government has issued guidance on these processes, which are intended to ensure that policies in the LDF reflect sustainable development principles and take into account the economic, social and environmental effects of any development.

5.14 In order to ensure the SA/SEA is undertaken objectively as part of the preparation of any LDD the Council will need to:

- identify strategic alternatives
- collect baseline monitoring information
- predict significant environmental effects
- carry out greater consultation with the public and environmental authorities
- address and monitor the significant environmental effects of the Plan

5.15 As part of the process the Council must:

- prepare an environmental report on the significant effects of options and the draft Plan
- carry out consultation on the draft plan and accompanying environmental report at all main stages of preparation<sup>†</sup>
- take into account the environmental report and the results of consultation in decision making
- provide information when the plan is adopted and show how the results of the SEA have been taken into account

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<sup>†</sup> Identification of baseline information/issues; consultation on the scope of the report at issues and options stage; assessment of options at preferred options stage, and changes to reflect report/assessments prior to submission.

## Resources

- 5.16 The preparation of the LDF will be carried out principally by the Planning Policy Team.
- 5.17 The team comprises:
- The Planning Policy Manager who is responsible for both strategic planning and the overall project management of the LDF.
  - 3 senior planning officers (including one temporary post until December 2007) who are responsible for the production of individual LDDs, including the SCI and the annual monitoring report, and for the SA/SEA reports.
  - A conservation officer
  - An Affordable Housing officer, and
  - Two technicians, who provide graphics and monitoring/research support.
- 5.18 The Planning Policy Manager reports directly to the Head of Planning and Economic Development, one of seven heads of service who form the Operational Management Team within the Council. The Planning and Economic Development Service covers development control, planning policy, economic development and building control functions. Strategic management for the Council is provided by two strategic Directors and the Chief Executive Officer.
- 5.19 The Operational Management Team ensures coordination between a range of services which in addition to Planning and Economic Development includes Legal Services, Corporate Policy and Performance, Housing, Environmental Health and Leisure, Finance and Human Resources. This ensures good working links on issues such as stakeholder and community engagement, performance monitoring, and Community Investment. A number of activities such as climate change are tackled through working groups and priority project boards, (eg for affordable housing and renaissance) with membership drawn from relevant departments including planning policy. The Planning Policy Manager is lead officer for the affordable housing priority project
- 5.20 Other officers in the Council who contribute to LDF development include development control, economic development, housing, leisure and environmental health.
- 5.20 Consultants will be engaged on specific projects where there is a lack of expertise or capacity in-house ,for example to undertake a strategic flood risk assessment and an employment land review.
- 5.21 Additional provision has been made in the Planning Policy Team revenue budgets to cover the additional workload, including additional temporary posts, using an element of Planning Delivery Grant. Budgets will be kept

under review on an annual basis, and Council Reserves will be used to cover the cost of Public Examinations and associated expenditure.

### **Joint Working**

- 5.22 It is not proposed to prepare any joint LDDs with neighbouring local authorities. However, the Council is working in partnership with other local authorities to ensure there is a sub-regional dimension to the Regional Spatial Strategy, including proposals for the Leeds City Region.
- 5.23 The Council also has a proven track record of working with other North Yorkshire authorities and the Regional Assembly for Yorkshire and the Humber (RAYH) on issues of more than local importance, for example concerning Selby Coalfield, renewable energy proposals, and affordable housing.
- 5.24 Officers from North Yorkshire County Council will contribute to some of the LDD documents, particularly with regard to transport and education matters, and advice on strategic planning, monitoring and intelligence, biodiversity, landscape, archaeology and sustainability aspects.

### **Programme Management and Development**

- 5.25 In addition to the arrangements described in paras 5.18 and 5.19 above the following arrangements are in place to ensure coordination of work programmes and individual projects:
- Monthly section heads meetings (Planning Policy Manager, Principal Economic Development Officer, Principal Development Control Officer, and admin officer) with the Head of Service, to ensure lines of communication are working, and exchange information on relevant issues.
  - Monthly one to one meetings between the Head of service and Planning Policy Manager
  - Fortnightly debriefings provided by the Head of Service for section heads in the department covering strategic management team and operational management team meetings
  - Monthly team meetings and regular briefings
  - Core Strategy working group comprising Planning Policy Manager, senior officers and affordable housing officer
  - Weekly training hours including joint training with development control and economic development eg to consider emerging policy
  - Briefings for the chair of planning committee and chair of policy and resources committee arranged as required
  - All officers are linked by email and meeting rooms are available to these officers as well.



## Council Procedures and Reporting Protocols

- 5.26 As a “fourth option” authority responsibility for certain decisions are delegated to the Council’s Policy and Resources Committee which meets every 6-8 weeks. Otherwise Full Council resolution will be required at key stages of preparation.
- 5.27 Where appropriate delegation to the Planning Policy Manager in consultation with the Chair of Policy and Resources will be sought in order to expedite minor decisions.

## Risk Assessment

- 5.28 In preparing the LDS an analysis of the main risks which could impact on LDD delivery has been carried out. These are set out below together with a number of contingency measures which have been identified or put in place in order to avoid or mitigate the impacts.

Risk	Impact	Contingency
Failure to recruit and retain qualified and motivated staff	<ul style="list-style-type: none"> <li>▪ reduced capacity</li> <li>▪ failure to meet targets</li> <li>▪ quality of work suffers</li> </ul>	<ul style="list-style-type: none"> <li>▪ prompt action to fill posts</li> <li>▪ flexible approach to recruitment</li> <li>▪ contingency reserves</li> <li>▪ LDS tailored to available resource</li> </ul>
Capacity of external organisations/ stakeholders	<ul style="list-style-type: none"> <li>▪ milestones not achieved</li> </ul>	<ul style="list-style-type: none"> <li>▪ ongoing liaison with GOYH</li> <li>▪ advertise LDS</li> <li>▪ supply copies of LDS</li> </ul>
Soundness of DPDs	<ul style="list-style-type: none"> <li>▪ DPD cannot be adopted</li> <li>▪ additional workload</li> <li>▪ reduced customer confidence</li> </ul>	<ul style="list-style-type: none"> <li>▪ ensure robust evidence base</li> <li>▪ liaison with GOYH</li> <li>▪ ensure compliance with Regs/procedures</li> </ul>
Legal challenge to DPDs/SoS intervention	<ul style="list-style-type: none"> <li>▪ DPD quashed/approval delayed</li> <li>▪ additional work</li> </ul>	<ul style="list-style-type: none"> <li>▪ ensure compliance with procedures</li> <li>▪ ensure</li> </ul>

<b>Risk</b>	<b>Impact</b>	<b>Contingency</b>
	load	stakeholder involvement ▪ liaison with GOYH
Changes in national/regional policy	<ul style="list-style-type: none"> <li>▪ LDD becomes out of date</li> <li>▪ additional workload</li> <li>▪ slippage</li> </ul>	<ul style="list-style-type: none"> <li>▪ strategic vigilance</li> <li>▪ annual monitoring report</li> <li>▪ ensure rapid response</li> </ul>
Volume of work greater than expected (eg numbers of objections)	<ul style="list-style-type: none"> <li>▪ failure to meet targets</li> <li>▪ slippage</li> </ul>	<ul style="list-style-type: none"> <li>▪ build in flexibility</li> <li>▪ contingency reserves</li> <li>▪ shield key staff from other work</li> </ul>
Policy team diverted onto other projects	<ul style="list-style-type: none"> <li>▪ failure to meet targets</li> <li>▪ slippage</li> </ul>	<ul style="list-style-type: none"> <li>▪ make LDP a corporate priority</li> <li>▪ implement project management</li> <li>▪ shield key staff from other work</li> </ul>
Insufficient budgetary provision / staff resources	<ul style="list-style-type: none"> <li>▪ inadequate evidence base</li> <li>▪ quality suffers</li> <li>▪ work cannot be progressed</li> <li>▪ milestones not achieved</li> </ul>	<ul style="list-style-type: none"> <li>▪ contingency reserves</li> <li>▪ supplementary estimates</li> <li>▪ Planning Delivery Grant</li> </ul>

## **Appendix 1a: Current SPG**

### Village/Town Design Statements

- Riccall (July 2001)
- Selby (March 2004)
- Fairburn ( September 2005 )

### Site Development Briefs

- Land between Abbot's Road and Selby Bypass, Staynor Hall (July 2003)
- Land at Holmes Lane, Selby (January 2005)
- Land between Low Street and Common Lane, South Milford (February 2003)
- Land between Low Street and Moor Lane, Sherburn in Elmet (July 2003)

### Other Guidance

Interim Flood Risk Strategy (April 2003)

Shop fronts (May 1996)

Interim Policy for Illuminated Advertisements in Conservation Areas ( May 1996)

Interim Policy for Advanced Warning Signs (June 1997)

Riccall Airfield Development Brief (June 1987)

Selby Housing Potential Study (November 2003)

District Wide car parking standards (November 2002)

Biodiversity Action Plan (August 2004)

## **Appendix 1b: Current SPD**

- Developer Contributions (December 2006)

## Appendix 2: Local Development Document Profiles

<b>Document Details</b>	
Title	<b>Statement of Community Involvement</b>
Role and Subject	The document sets out how the Council will involve the public and stakeholders in the preparation of the LDF and consideration of planning applications.
Coverage	District-wide (and involving organisations external to the District)
Status	Non Development Plan Document subject to independent examination (Local Development Document)
Chain of Conformity	The SCI must at least satisfy the minimum requirements for community involvement prescribed in regulations and PPS documents.
<b>Timetable</b>	
Preparation of Draft SCI including initial community and stakeholder engagement	To November 2005
Consultation on Draft SCI	February – March 2006
Preparation of submission SCI	May – July 2006
Submission of revised SCI to Secretary of State	October 2006
Formal Consultation	October –December 2006
Pre-examination meeting (if necessary)	March 2007
Examination (if required)	April 2007
Receipt of Inspectors Binding Report (if examination is needed)	June 2007
Adoption	September 2007
<b>Arrangements for Production</b>	
Lead Section	Planning Policy Team
Resource Requirements	The production of the SCI has been primarily undertaken by a senior planning officer in the Planning Policy Team, assisted by the Policy and Performance Team (on consultation and community engagement) and development control. Teams.
Approach to involving Stakeholders and the Community	The preparation of the SCI has been widely publicised in accordance with the Council's approved communications and consultation strategies including the Council's website.

<b>Document Details</b>	
Title	<b>Core Strategy</b>
Role and Subject	Sets out the long term spatial vision, objectives and strategy and provides a framework for delivering development
Coverage	District -wide
Status	DPD
Chain of Conformity	Must be in general conformity with national guidance and RSS
<b>Timetable</b>	
Evidence gathering and early community and stakeholder engagement	Up to March 2006
Consultation on Issues and Options	May – June 2006
Consultation on Preferred Options	November –December 2007
Preparation of submission draft	April – July 2007
Submission to Secretary of State	September 2008
Formal Consultation	September – October 2008
Pre-examination meeting	January 2009
Public Examination	March 2009
Receipt of Inspectors Binding Report	July 2009
Adoption	September 2009
<b>Arrangements for Production</b>	
Lead Section	Planning Policy Team
Resource Requirements	Planning policy Manager assisted by all members of the Planning Policy Team
Approach to involving Stakeholders and the Community	In accordance with regulations, SCI, and the Councils approved community engagement strategy

<b>Document Details</b>	
Title	<b>Selby Area Action Plan</b>
Role and Subject	To set out the vision, land use allocations, site specific proposals and criteria based policies to guide development and regeneration in the area
Coverage	Administrative areas of Selby Town, and the parishes of Barlby and Osgodby, Brayton and Thorpe Willoughby
Status	DPD
Chain of Conformity	Must be in general conformity with Core Strategy and RSS
<b>Timetable</b>	
Evidence gathering and early community and stakeholder engagement	Up to March 2006
Consultation on Issues and Options	May – June 2006
Consultation on Preferred Options	November –December 2007
Preparation of submission draft	April – July 2007
Submission to Secretary of State	September 2008
Formal Consultation	September – October 2008
Pre-examination meeting	January 2009
Public Examination	March 2009
Receipt of Inspectors Binding Report	July 2009
Adoption	September 2009
<b>Arrangements for Production</b>	
Lead Section	Planning Policy Team
Resource Requirements	Planning Policy Manager, Senior Planner assisted by all members of the Planning Policy Team, Economic Development Officer, Renaissance team
Approach to involving Stakeholders and the Community	In accordance with regulations, SCI, and the Councils approved community engagement strategy

<b>Document Details</b>	
Title	<b>Residential / Employment Allocations</b>
Role and Subject	Sets out site specific allocations for housing and employment purposes and related policies and requirements. Sites will be identified on the Proposals Map
Coverage	District excluding administrative areas of Selby Town, and the parishes of Barlby and Osgodby, Brayton and Thorpe Willoughby
Status	DPD
Chain of Conformity	Core Strategy and RSS
<b>Timetable</b>	
Evidence gathering and early community and stakeholder engagement	March – October 2009
Consultation on Issues and Options	January – February 2010
Consultation on Preferred Options	October – November 2010
Preparation of submission draft	January - August 2011
Submission to Secretary of State	October 2011
Formal Consultation	October – November 2011
Pre-examination meeting	March 2012
Examination	May 2012
Receipt of Inspectors Binding Report	July 2012
Adoption	September 2012
<b>Arrangements for Production</b>	
Lead Section	Planning Policy Team
Resource Requirements	Planning policy Manager assisted by all members of the Planning Policy Team
Approach to involving Stakeholders and the Community	In accordance with regulations, SCI, and the Councils approved community engagement strategy

<b>Document Details</b>	
Title	<b>Development Control Policies</b>
Role and Subject	To provide general development control policies that will be used in day to day decisions on Planning applications
Coverage	District - wide
Status	DPD
Chain of Conformity	Core Strategy and RSS
<b>Timetable</b>	
Evidence gathering and early community and stakeholder engagement	March – October 2009
Consultation on Issues and Options	January – February 2010
Consultation on Preferred Options	October – November 2010
Preparation of submission draft	January - August 2011
Submission to Secretary of State	October 2011
Formal Consultation	October – November 2011
Pre-examination meeting	March 2012
Examination	May 2012
Receipt of Inspectors Binding Report	July 2012
Adoption	September 2012
<b>Arrangements for Production</b>	
Lead Section	Planning Policy Team
Resource Requirements	Planning policy Manager assisted by all members of the Planning Policy Team
Approach to involving Stakeholders and the Community	In accordance with regulations, SCI, and the Councils approved community engagement strategy



## Glossary Of Terms

AMR	Annual Monitoring Report	A report on the progress of preparing the Local Development Framework and the extent to which objectives and policies are being achieved.
CIP	Community Investment Prospectus	Community led processes for identifying local needs and priorities.
CP	Community Plan	The long term vision and action plan prepared by the Selby Strategy Forum.
DPD	Development Plan Document	A Local Development Document which forms part of the statutory development plan, including the Core Strategy, Proposals Map and Area Action Plans.
LDD	Local Development Document	The various individual documents (DPD, SCI and SPD) in the LDF.
LDF	Local Development Framework	The portfolio of Local Development Documents and the LDS and AMR.
LDS	Local Development Scheme	A three year project plan setting out the Council's programme for the preparation of Local Development Documents.
LSP	Local Strategic Partnership	The local partnership responsible for establishing a long term vision for the area, know locally as the Selby Strategy Forum.
PPG	Planning Policy Guidance	Guidance notes produced by the Government on national planning matters (being replace by PPS).
PPS	Planning Policy Statement	Statements of National Planning Policy issued by the Government (to replace PPGs).
RSS	Regional Spatial Strategy	The broad development strategy for the region prepared by the Regional Assembly and forming part of the statutory development plan.
SA	Sustainability Appraisal	Identifies and evaluates the effects of the strategy or plan on social, environmental and economic conditions.

SCI	Statement of Community Involvement	Document setting out how and when stakeholders and other interested parties will be consulted and involved in the preparation of the LDF.
SEA	Strategic Environmental Assessment	An assessment of the environmental effects of a plan or programme required by EU Directive 2001/42/EC.
SPD	Supplementary Planning Document	A Local Development Document which elaborates on policies or proposals in DPDs and gives additional guidance. Includes development briefs and village design statements (to replace SPG).
SPG	Supplementary Planning Guidance	Provides guidance or development briefs to supplement policies and proposals in a Local Plan. Supplementary Planning Guidance cannot be “saved” but can still be relevant if related to a policy or proposal in a “saved” plan. (SPG is being replaced by SPD).