

**MISSION STATEMENT**

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

**Please ask for:** Ken Robinson  
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12 October 2009

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 **Tuesday 20 October 2009** commencing at **6.00 pm**.

Yours sincerely

S Martin  
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 disclosures of interest in matters to be considered at the meeting in accordance with the provisions of Section 117 of the Local Government Act 1972, and Sections 50, 52 and 81 of the Local Government Act 2000 and the Members' Code of Conduct adopted by the Council.

### **3. Minutes**

To confirm as a correct record the minutes of the proceedings of the meeting of Council held on 28 July 2009 (pages 5 to 12 attached).

### **4. Communications**

Letter from the Chairman of the Bevin Boys Miners Permanent Memorial Campaign (pages 13 to 14 attached)

### **5. Public Questions**

To consider questions, if any, notice of which has been given in accordance with rule 5.20 of the Constitution.

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

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

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

Planning Committee 22 July 2009	Green	Minutes 152-161 Pages 15 - 20
Planning Committee 19 August 2009		Minutes 192-201 Pages 21 - 25
Planning Committee 16 September 2009		Minutes 243-252 Pages 26 -33

Licensing Committee 3 August 2009	Cream	Minutes 185-191 Pages 34 - 35
Licensing Committee 7 September 2009		Minutes 221-234 Pages 36 - 40
Licensing Committee 5 October 2009		Minutes 307-317 Pages 41 - 44
Environment Board 3 September 2009	Blue	Minutes 213-220 Pages 45 - 48
Economy Board 8 September 2009	Pink	Minutes 235-242 Pages 49 - 52
Social Board 22 September 2009	Yellow	Minutes 253-268 Pages 53 - 59
Audit Panel 23 September 2009	White	Minutes 269-281 Pages 60 - 64
Overview and Scrutiny 24 September 2009	Peach	Minutes 282-292 Pages 65 - 68
Overview and Scrutiny 8 October 2009(to follow)		
Standards 27 July 2009	Grey	Minutes 162-171 Pages 69 - 71
6 October 2009		Minutes 318-325 Pages 72 - 74
Policy and Resources 1 September 2009	Gold	Minutes 202-212 Pages 75 - 79
Policy and Resources 29 September 2009		Minutes 293-306 Pages 80 - 86
Selby Community Project – Internal Project Board 30 July 2009	White	Minutes Pages: 87 - 90

## 8. 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.

9. **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.

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

## SELBY DISTRICT COUNCIL

Minutes of the proceedings of a meeting of the Council held on 28 July 2009, in the Civic Suite, the Civic Centre, Portholme Road, Selby, commencing at 6:00 pm.

172	Father Moore
173	Apologise
174	Disclosure of Interests
175	Minutes
176	Leeds City Region Housing Board
177	Communications
178	Public Questions
179	Councillors' Questions
180	Committee and Board Minutes
181	Community Engagement Forum Evaluation
182	Standards Board - Member
183	Urgent Action
184	Sealing of Documents

Present: Councillor I Chilvers (Chairman) in the Chair

Councillors: Mrs E Casling, M Crane, Mrs D Davies, M Davis, Mrs S Duckett, Mrs J Dyson, K Ellis, D Fagan, Mrs C Goodall, Mrs M Hulme, Mrs G Ivey, M Jordan, C Lunn, D N Mackay, Mrs P Mackay, Mrs C Mackman, J Mackman, B Marshall, W N Martin, J McCartney, Mrs M McCartney, Mrs K McSherry, C Metcalfe, Mrs E Metcalfe, Mrs W Nichols, R Packham, C Pearson, B Percival, A Pound, Mrs S Ryder, Mrs A Spetch, A Thurlow and Mrs D White.

Officials: Chief Executive, Deputy Chief Executive, Strategic Director, Interim Head of Service – Legal and Democratic Services, Head of Service – Finance and Central Services, Head of Service – Human Resources, Head of Service – Policy and Performance, Head of Service – Development Services, Head of Service – Environmental Health and Leisure Services, Media and Communications Officer and Democratic Services Manager

Public: 2

Press: 0

Father Darren Moore offered opening prayers.

### 172 **Father Moore**

The Chairman reported that this was the last Council meeting Father

Moore would be attending as he was leaving the area to take up a post in Nottingham. He thanked Father Moore for his help and assistance during his period as Chairman's Chaplain.

173 **Apologies for Absence**

Apologies for absence were received from Councillors J Cattanach, J Deans, W Inness, I Nutt, R Sayner, S Shaw - Wright and R Sweeting

174 **Disclosure of Interest**

Councillors Mrs D Davies, Mrs M Davis, W Nichols and J Thurlow declared a personal interest in minute 180 in so far as it related to Selby market as they were members of Selby Town Council.

The Monitoring Officer advised councillors that, as the Town Council was a body exercising functions of a public nature, it was not necessary to declare a personal interest unless they wished to speak during the debate

175 **Minutes**

**Resolved:**

**That the minutes of the proceedings of a meeting of Council held on 2 June 2009 be confirmed as a correct record and signed by the Chairman.**

176 **Leeds City Region Housing Board**

Arising out of consideration of the above matter (minute 175) it was:-

**Resolved:**

**That Councillor J Mackman be appointed as the Council's representative on the Leeds City Region Housing Board.**

177 **Communications**

Concessionary Fares Scheme

The Chief Executive reported that he had received a request from the Head of Service – Finance and Central Services to extend the existing scheme to include the provision of companion passes for people eligible for the higher rate of Disabled Living allowance and/or the higher rate of attendance

allowance.

The cost of extending the scheme would be met from existing resources.

**Resolved:**

**That the request be granted.**

178 **Public Questions**

None

179 **Councillors' Questions**

None

(Councillors Mrs D Davies, Mrs M Davis, W Nichols and J Thurlow declared a personal interest in the following item, minute 180 in so far as it related to Selby market as they were members of Selby Town Council.

The Monitoring Officer advised councillors that, as the Town Council was a body exercising functions of a public nature, it was not necessary to declare a personal interest unless they wished to speak during the debate)

180 **Committee and Board Minutes**

Planning Committee 27 May 2009

**Resolved:**

**That the minutes be noted.**

Planning Committee 24 June 2009

Councillor Mackman reported that typographical errors in minutes 106 and 110 had been corrected at the Planning Committee on 22 July. He also reported that the decision set out in minute 109 (Highfield Nursing Home) was subject to referral to the Secretary of State.

**Resolved:**

**That the minutes be noted.**

Licensing Committee 8 June 2009

**Resolved:**

**That the minutes be noted.**

Economy Board 9 June 2009

Councillor J Thurlow reported that he had submitted his apologies for the meeting

**Resolved:**

**That the minutes be noted.**

Environment Board 11 June 2009

**Resolved:**

**(i) That the minutes be noted**

**(ii) the recommendations set out in minute 73 (review of Markets Service) be approved and**

**(iii) a copy of the Streetscene Communications Strategy mentioned in minute 74 be circulated to all councillors**

Social Board – 16 June 2009

**Resolved:**

**That the minutes be noted**

Audit Panel – 23 June 2009

**Resolved :**

**That the minutes be noted**



### Overview and Scrutiny Committee – 25 June 2009

Councillor Marshall reported that his name should be deleted from the list of those named as being in attendance at the meeting.

With regard to minute 121, relating to the provision of swimming for the disabled, the Chair of the Social Board informed councillors that the Board would consider the issue at its next meeting.

#### **Resolved:**

**That the minutes be noted.**

### Overview and Scrutiny Committee – 16 July 2009

#### **Resolved:**

**That the minutes be noted.**

### Policy and Resources Committee 30 June 2009

The Chief Executive reported that parts (iii) and (iv) of the resolution set out in minute 130 should have been minuted as a recommendation to Council.

In response to a question regarding minute 137 (Village Design Statements) the Chair of the Committee undertook to ensure that an appropriate reference to the criteria used in determining the boundaries of a villages was incorporated into the statements.

#### **Resolved That:**

- (i) the minutes be noted; and**
- (ii) the recommendations set out in minutes 130(Budget Management and General Fund Budget Outturn) and 131(General Fund Capital Programme) be approved and adopted.**

### Policy and Resources Committee- 14 July 2009

The Chair of the Committee undertook to ask the Committee to consider the amendments to minute 143 (Wind Farms) suggested by Councillor J Mackman.

**Resolved: That**

- (i) the minutes be noted and**
- (ii) the recommendation set out in minute 146 (North Yorkshire Procurement Partnership) be amended to read as follows:-.**
  - (i) The Council joins the North Yorkshire Procurement Partnership with effect from 1 August 2009 as a joint committee set up in accordance with the Local Governments Acts 1972 and 2000 and**
  - (ii) Councillor I Chilvers be appointed to represent Selby District Council on the Partnership Management Board, and**
  - (iii) As the partnership agreement has not been finalised, the Chief Executive, acting in consultation with the Leader of the Council, be given delegated authority to approve the final document.**

Selby Community Project Board- 14 May 2009

In reply to a question Councillor Crane undertook to send all councillors details regarding the capital and revenue costs of the project, the phasing of the development and the date when staff from the Civic Centre would move to the new offices.

**Resolved:**

**That the minutes be noted.**

181

**Community Engagement Forum – Tadcaster and Villages Pilot**

The Chief Executive submitted a report on the pilot scheme in the Tadcaster and villages Community Investment programme area. The exercise had been successful and despite initial concerns the concept had gained the support of the community and the Council's partners. Councillor C Metcalfe had been appointed Chair of the Forum and he outlined the work which the Forum had done and the lessons which had been learnt.

It was suggested that the format be rolled out across the rest of the Council's area on a phased basis with the next pilot covering an area different in character to the Tadcaster pilot.

Councillors questioned the Chief Executive and Councillor Metcalfe on the operation of the pilot scheme and the role of Selby District councillors who were members of it.

**Resolved: That**

- (i) The Council adopts the Tadcaster and Villages Pilot Community Engagement Forum as the blueprint for its community engagement process for the remainder of Selby Area,**
- (ii) A second pilot scheme be established in October 2009 covering villages to the South of Selby (including Camblesforth, Carlton, Eggborough and Hambleton)**
- (iii) a further report be submitted to this Council on the result of the pilot, and**
- (iv) the Chief Executive be given delegated authority to make temporary amendments to the Council's constitution to facilitate the operation of the pilot schemes.**

182

**Appointment of an Independent Member of the Standards Committee**

The Monitoring Officer reported that an independent selection panel had recommended that Mrs Wanda Stables be appointed as the third Independent member of the Standards Committee. The panel had also recommended that Mr Tim Clay be appointed as the reserve Independent member.

**Resolved: That**

- (i) That Mrs Wanda Stables be appointed as an Independent member of the Standards Committee for the four year period ending on 31 July 2013 and**
- (ii) Mr Tim Clay be appointed as the reserve Independent member of the Standards Committee for the four year period ending on 31 July 2013.**

183

**Urgent Action**

The Chief Executive reported that he had authorised the temporary appointment of Councillors Mrs G Ivey and Mrs S Ryder to the Cridling Stubbs Parish Council. This action was necessary in order to enable the parish council to function following the resignation of a number of parish councillors.

**Resolved :**

**That the action taken by the Chief Executive be approved**

**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 was 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.**

The meeting closed at 8.13pm.



## BEVIN BOYS MINERS PERMANENT MEMORIAL CAMPAIGN

**Chairman:**  
Cllr. The Hon. Joan Taylor MBE

**Secretary:** Alice Wing

**Treasurer:** Harry Parkes

**Address for correspondence:**  
Civic Suite,  
Nottinghamshire County Council,  
County Hall,  
West Bridgford,  
Nottingham. NG2 7QP.

17 June 2009

The Chief Executive  
Selby District Council  
Civic Centre  
Portholme Road  
Selby  
North Yorkshire  
YO8 4SB

CENTRAL SERVICES

27 AUG 2009

RECEIVED

To the Chief Executive,

The above campaign has been organised to ensure that the 48,000 Bevin Boys who were conscripted to work in the mines during World War II, many of whom lost their lives working in this labour intensive and dangerous environment, are not forgotten. All armed services and workers who contributed to the war effort are remembered with a memorial within the National Memorial Arboretum at Alrewas in Staffordshire, except for this group and it is vital that we leave a permanent memorial to them for future generations.

I am delighted to be able to advise you that Nottinghamshire County Council has agreed to donate £5,000 to the Memorial Fund. The Committee realizes that we are in difficult financial times, but despite this wonders if your authority would consider making a donation to the appeal. It is our intention that all those who donate will be publicly recognized.

I am attaching a brief explanation about the appeal and sincerely hope that you will be able to join with the other authorities being recognised for their commitment to such a worthy, national memorial.

Yours sincerely,

Councillor The Hon Joan Taylor, MBE  
Chairman of the Appeal Committee



## **BEVIN BOYS MINERS PERMANENT MEMORIAL CAMPAIGN**

**Chairman:**  
The Hon. Joan Taylor MBE

**Secretary:** Alice Wing

**Treasurer:** Harry Parkes

**Address for correspondence:**  
88 Mansfield Road  
Selston  
Notts NG16 6ER  
01773 812655

**The aim of the campaign is to initiate a national appeal to fund a permanent Bevin Boys Miners Memorial to be sited within the grounds of the National memorial Arboretum in Staffordshire**

In 1943 this country faced a crisis in coal production that put our country's ability to win the Second World War in jeopardy.

More than 36,000 miners had left the industry to join the armed forces. The increased demand for coal to sustain the war effort could not be met. Crisis point was reached in December 1943, with only a 3 week supply of coal available.

The then Prime Minister, Winston Churchill, charged Ernest Bevin, then Minister of Labour & National Service, to increase coal production. He decided that of all 18 to 24 year old men conscripts drafted to serve in the armed forces, one in ten were to be directed, on pain of imprisonment, irrespective of background or ability, to work underground in British coal mines.

Some 48,000 Bevin Boys (as they came to be known) undertook unskilled manual jobs to release more experienced miners to move on to coal production at the coal face. The rest is history.

The last Bevin Boy was demobilized in 1948. There are now fewer than 5,000 still alive, all of them over 80 years of age.

There is no permanent national memorial to provide a focus of remembrance of the vital contribution of coal miners and Bevin Boys during World War II.

The Committee believes that their role should not be lost to history.

## SELBY DISTRICT COUNCIL

Minutes of the proceedings of a meeting of the Planning Committee held on 22 July 2009 in Committee Rooms 1& 2, The Civic Centre, Portholme Road, Selby, commencing at 4.00pm.

154	Minutes
155	Chair's Address to the Planning Committee
156	2009/0449/COU – Land south of Whitefield Lane, Whitley
157	2009/0493/OUT – land at Cobcroft Lane, Cridling Stubbs
158	2009/0054/FUL – Manor Felde, Barff Lane, Brayton
159	CO/2003/0357 – Former Little Chef and Filling Station, Bramham Crossroads, Stutton
160	2009/0345/FUL – Land at Weeland Road, Kellingley
161	2009/0043/OUT – Orchard Cottage, Main Street, Hensall

Present: Councillor J Mackman in the Chair

Councillors I Chilvers, D Fagan (for J Deans), Mrs C Goodall, W Inness, D Mackay, B Marshall, Mrs E Metcalfe, C Pearson, Mrs S Ryder (for J Cattanach), S Shaw-Wright

Officials: Head of Service – Development Services, Interim Head of Service – Legal and Democratic Services, Development Control Manager, Planning Officer, Trainee Solicitor, Committee Administrator and Public Speaking Officer.

Also in Attendance Public Speakers.

Public 2  
Press 0

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

Apologies were received from Councillors J Deans, J Cattanach and J McCartney

Substitute Councillors were Councillors D Fagan (for J Deans) and Mrs S Ryder (for J Cattanach).

### 153 **Disclosure of Interest**

All planning councillors had received correspondence from the Land and Development Practice concerning application CO/2003/0357 – Former Little Chef and Filling Station, Bramham Crossroads, Stutton

154

## **Minutes**

### **Resolved:**

**That the minutes of the proceedings of the meeting of the Planning Committee held on 24 June 2009, subject to the following amendment,**

#### **Minute 110**

- **Location should read ' 4 – 6 New Lane' not New Shop**

**be confirmed as a correct record and be signed by the Chair.**

155

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

The Chair informed councillors of the following issues:

- **Development Control**

Performance figures for the first quarter of the year were

Major applications 100%

Minor applications 80%

Others 90%

The chair thanked all staff for their efforts in achieving these performances

- **Staffing Issues**

Robert Brigden had left the authority and his post had been advertised and attracted a good range of candidates. Interviews had been held and the post offered subject to the usual references and checks.

It was confirmed that the vacancy caused by the previous Senior Planning Officers decision not to return from maternity leave will not be filled immediately due to the downturn in applications

- **Wind Farms**

Policy and Resource committee had allocated the necessary resources for Planning Officers to take independent advice, as required in relation to any applications received concerning wind farm developments.



156

## **Planning Applications Received**

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

Site Visit

**Application: 2009/0449/COU**

**Location: Land South of Whitefield Lane, Whitley**

**Proposal: Retrospective application for the change of use of land from agricultural to motocross use (D2)**

The Chair informed councillors that the applicant had withdrawn this application, prior to the meeting.

157

Site Visit

**Application: 2009/0493/OUT**

**Location: Cobcroft Lane, Cridling Stubbs**

**Proposal: Outline application for the erection of a detached dwelling with all matters reserved**

The Planning Officer updated councillors with issues within the report which included the need to add Policy H7 to the first reason for refusal and that the wording of the second reason for refusal in the report would be slightly amended.

*Ms Madge – Agent*

*Ms Madge informed councillors of the following issues:*

- *Previous permission had been granted over the past 15 years*
- *There was no Greenfield purpose for the site*
- *The site was a vacant building plot*
- *Question over whether the plot was Greenfield*
- *No policy conflicts*
- *No demolition*
- *Plot is not a garden*
- *Applicant wasn't familiar with planning process*
- *Policy changes since original approval*
- *Within development limits*
- *Intention to build one bungalow*

**Resolved:**

**That the application be approved**

**The reasons for the approval were:**

**That the application was considered to be de minimis in terms of policy and councillors took into account the previous planning history of the site and there was some uncertainty as to whether the site was brownfield.**

**The formulation of the conditions were delegated to officers.**

158

**Application: 2009/0054/FUL**

**Location: Manor Felde, Barff Lane, Brayton**

**Proposal: Subdivision of existing residential premises to create four self contained units to provide individual assisted residential living accommodation under the ownership of a Registered Social Landlord**

The Development Control Manager updated councillors. One further letter of objection had been received.

The application had been deferred from the May planning committee to allow Officers to seek further legal advice. This had been received and conditions had been amended from the previous report to reflect the legal advice.

*Councillor M Crane – Ward Member*

*Councillor Crane informed councillors of the following issues*

- *Whilst the deferment was useful he was disappointed with the amendments*
- *The same company will operate the scheme*
- *No problem with needing a home for people with genuine learning difficulties, in fact would welcome it*
- *Concerns that application is outside development limits*
- *Concerns about previous problems*
- *Applicant had offered to have condition relating to learning difficulties attached to application but officers haven't included it in their recommendation*

The Chair confirmed that the Planning Committee could not dictate who could and could not occupy properties. The Development Control Manager explained that in planning terms, the conditions could not be tightened any further, but the amendment would require the application to be brought back to committee if the property was sold on. The conditions had to be

Planning Committee  
22<sup>nd</sup> July 2009

enforceable.

The Interim Head of Service – Legal and Democratic Services suggested an amendment to the second condition in the report that would allow the planning authority sufficient control over the operation of the units.

**Resolved:**

**That the application be approved, subject to the amendment of Condition 2 to read**

**‘ The four self contained units hereby permitted shall be operated and managed by a Registered Social Landlord acting in agreement with the appropriate Local Authority and the individual units shall not be sold or let on the open market without prior written consent of the Local Planning Authority (excepting sale to or letting by another Registered Social Landlord).’**

159

**Application: CO/2003/0357**

**Location: Former Little Chef and Filling Station, Bramham Crossroad, Stutton**

**Proposal: Proposed alterations and extensions to former Little Chef and filling station buildings to provide class B1 office accommodation**

The Head of Service – Development Services requested, that due to a letter received that afternoon from the Land and Development Practice which raised a number of issues, that the application be deferred to allow Officers to consider the points raised.

**Resolved:**

**That the application be deferred**

160

**Application: CO/2003/0357**

**Location: Land at Weeland Road, Kellingley**

**Proposal: Erection of one pair of semi detached dwellings (Amendment to 2007/0776/FUL)**

The Development Control Manager informed councillors that conditions 5 and 6 of the report required deletion and would be replaced with an informative concerning noise nuisance and disruption.

The application sought full planning consent for the erection of a pair of semi detached houses and was an amendment to an approved application and was concerned with the re-siting of the dwellings.

*Councillor Mrs G Ivey – Ward Member*

*Councillor Ivey informed Councillors of the following issues*

- *She had met local residents and case officers on the site*
- *Residents were fed up with amendments to this application*
- *Concerns that the movement of the dwellings will mean they would be more in line with the current dwellings*
- *Amendment totally unacceptable*
- *Requested councillors to refuse application*

**Resolved:**

**That the application be approved**

161

**Application: 2009/0043/OUT**

**Location: Orchard Cottage, Main Street, Hensall**

**Proposal: Outline application with matters reserved for 1 No.4 bedroom detached house with integral garage on land rear of**

The Planning Officer informed councillors of the issues concerning the application, that whilst it was within the development limits, it was in flood zone 3 and it was considered to have failed the sequential and exceptions tests.

**Resolved:**

**That the application be refused**

The meeting closed at 4.53pm.

## SELBY DISTRICT COUNCIL

Minutes of the proceedings of a meeting of the Planning Committee held on 19 August 2009 in Committee Rooms 1& 2, The Civic Centre, Portholme Road, Selby, commencing at 4.00pm.

194	Minutes
195	Chair's Address to the Planning Committee
196	Planning Committee 2009/10 Performance Indicator Report: April 2009 – June 2009
197	Replacement Document Converter System
198	2007/1199/FUL – Highfield Nursing Home
199	Planning Application received – 2009/0307/FUL – White Quarry Farm, Chantry Lane, Hazlewood
200	Planning Application received – 2009/0426/FUL – Land north of West Milford Lane, Towton
201	Planning Application received – 2009/0427/FUL – Land north of West Milford Lane, Towton

Present Councillor J Deans in the Chair

Councillors J Cattanach, I Chilvers, D Fagan (for Mrs C Goodall), K Ellis (for J Mackman), W Inness, B Marshall, C Pearson, J McCartney, Mrs S Ryder (for Mrs E Metcalfe), S Shaw-Wright and R Sweeting (for D Mackay)

Officials: Head of Service – Development Services, Senior Solicitor, Development Control Manager, Principal Planning Officer, Committee Administrator and Public Speaking Officer.

Also in Attendance Public Speakers.

Public 3  
Press 0

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

Apologies were received from Councillors J Mackman, D Mackay, Mrs C Goodall and Mrs E Metcalfe.

Substitute Councillors were Councillors K Ellis (for J Mackman), R Sweeting (for D Mackay), D Fagan (for Mrs C Goodall) and Mrs S Ryder (for Mrs E Metcalfe).

193 **Disclosure of Interest**

All members of the Planning Committee had received correspondence from Carter Jonas in relation to application: 2009/0307/FUL – White Quarry Farm, Chantry Lane, Hazlewood, Tadcaster.

Councillor R Sweeting declared a personal and prejudicial interest in application 2007/1199/FUL – Highfield Nursing Home.

194 **Minutes**

**Resolved:**

**That the minutes of the proceedings of the meeting of the Planning Committee held on 22 July 2009, subject to the following amendment,**

**Minute 161**

- **Proposal should read: ‘Outline application with matters reserved for 1 No.4 bedroom detached house with integral garage on land to the rear of Orchard Cottage, Main Street, Hensall.’**

**be confirmed as a correct record and be signed by the Chair.**

195 **Chair’s Address to the Planning Committee**

The Chair informed councillors of the following issues:

- Development Control

Planning Applications received in July had risen.

- Wind Farms and Bio Mass Applications

Applications for proposed wind farms in Birkin and Bishopswood, had been received and were being assessed by officers.

An application regarding a Bio Mass application is expected shortly. Selby District Council will not determine the application but will be requested to consult on it.

- Staffing Issues

The Planning Officer post vacated by Robert Bridgen has been filled and it is hoped the successful candidate will be in post by the Autumn

Planning Committee  
19<sup>th</sup> August 2009

This was the last committee for the Public Speaking Officer, Adrian Paylor, and the Committee Administrator, Carol Baker. The committee wished both good luck and best wishes.

196 **Planning Committee 2009/10 Performance Indicator Report: April 2009 – June 2009**

The Head of Service - Development Services updated councillors on the progress made in 2008/09 for the corporate and statutory National Indicators for which the Planning Committee was responsible.

**Resolved:**

**That the report be noted**

197 **Replacement Document Converter System**

The Head of Service – Development Services presented a report detailing the need for a replacement to the Council's current document converter system. £4800 was available from the ICT Replacement reserves for this project.

**Resolved:**

**That the report be noted and**

**Recommended to Policy and Resources Committee that:**

**A budget of £4800 be approved from the ICT Replacement reserve in 2009/10.**

198 **2007/1199/FUL – Highfield Nursing Home**

Councillor R Sweeting having declared a Personal and Prejudicial Interest left the meeting.

The Principal Planning informed councillors that the application had been referred to the Secretary of State who had concluded that his intervention was not required, as it did not raise issues of more than local significance. Therefore the decision as to whether to grant permission remained with the Council. There had been no material changes in circumstances or policy to justify councillors changing their previous decisions.

At the 24 June planning committee meeting the members resolved that they were minded to approve this application. However, as the original report

recommended refusal it did not contain conditions. This report detailed conditions that were considered necessary to the approval.

**Resolved:**

**That the application be approved and the conditions and informatives detailed in the report be attached to the planning permission of application 2007/1199/FUL.**

Councillor R Sweeting returned to the chamber

199

**Application: 2009/0307/FUL**

**Location: White Quarry Farm, Chantry Lane, Hazlewood, Tadcaster**

**Proposal: Conversion of workshop to dwelling including extension to south elevation and raising roof height to create floor.**

The Principal Planning Officer updated councillors with issues within the report.

*Mr Bolton – Agent*

*Mr Bolton informed councillors of the following issues:*

- *Appreciated the need to maintain the openness of the Green Belt*
- *Report accepts suitability of a residential use*
- *No adverse impact on openness*
- *Site in former quarry*
- *No existing open character*
- *Each application should be dealt with on its own merits*
- *Planning permission exists for conversion to a dwelling*
- *New roof structure provide usable space with limited rising of the external walls*
- *Character and appearance not an issue*
- *Building will not appear materially larger*
- *No need to consider special circumstances*

Councillors debated the merits of the application.

**Resolved:**

**That the application be approved with the conditions delegated to Officers.**

**The reasons for approval were:-**



- **Extensions were not considered to be excessive**
- **Minimal impact on openness of Green Belt**
- **Proposal would not result in a substantial rebuild**

200

**Application: 2009/0426/FUL**

**Location: Land North of West Milford Lane, Towton**

**Proposal: Erection of a stable block comprising 3No. stables and store**

The Head of Service – Development Services informed councillors that correspondence had been received from the agents of the application indicating they were concerned that the full details of land ownership were not clear from the officer’s report. A map was distributed to all members of the committee clearly detailing the application site and the applicants ownership of land. This applied to both this and the following application – 2009/0427/FUL

The Principal Planning Officer updated councillors with issues within the report. Towton, Grimston and Kirkby Wharfe with North Milford Parish Council had sent in a lengthy objection document which was also distributed to all members of the committee. This document applied to both this application and 2009/0427/FUL

The Principal Planning Officer informed councillors that the proposal constituted inappropriate development within the Green Belt and that no very special circumstances had been forwarded by the applicant.

**Resolved:**

**That the application be Refused**

201

**Application: 2009/0427/FUL**

**Location: Land North of West Milford Lane, Towton**

**Proposal: Erection of a stable block comprising 2No. stables and store**

The Principal Planning Officer updated councillors with issues within the report. This application raised the same issues as the previous application but dealt with different, although adjoining, land areas.

**Resolved:**

**That the application be Refused**

The meeting closed at 4.47pm.

Planning Committee  
19<sup>th</sup> August 2009

## SELBY DISTRICT COUNCIL

Minutes of the proceedings of a meeting of the Planning Committee held on 16 September 2009 in Committee Rooms 1& 2, The Civic Centre, Portholme Road, Selby, commencing at 4.00pm.

245	Minutes
246	Chair's Address to the Planning Committee
247	Budget Management to 31 July 2009
248	Committee Procedures – Public Speaking at Planning Committee
249	Planning Application received – 2009/0381/COU-The Campbell House, Cat Lane, Bilbrough
250	Planning Application received – 2009/0638/HPA –104 Leeds Road, Selby
251	Planning Application received – 2009/0621/FUL – Bar House, Doncaster Road, Selby
252	Planning Application received – 2009/0577/FUL – The Beeches, Leeds Road, Tadcaster

Present Councillor J Mackman in the Chair

Councillors J Cattanach, I Chilvers, J Deans, Mrs C Goodall, W Inness, B Marshall, C Pearson, D Mackay, Mrs E Metcalfe and S Shaw-Wright

Officials: Head of Service – Development Services, Solicitor to the Council, Manager of Development Management, Principal Planning Officers, Trainee Solicitor, NYCC Highways Officer, Committee Administrator and Public Speaking Officer.

Also in Attendance Public Speakers.

Public 11  
Press 0

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

Apologies were received from Councillor J McCartney.

There was no substitute Councillor.

### 244 **Disclosure of Interest**

All members of the Planning Committee had received correspondence from The Land and Development Practice in relation to application: 2009/0577/FUL – The Beeches, Leeds Road, Tadcaster

All members of the Planning Committee had received email correspondence from John Grogan MP in relation to application: 2009/0621/FUL – Bar House, Doncaster Road, Selby

Councillor S Shaw Wright declared a personal interest in application: 2009/0638/HPA –104 Leeds Road, Selby.

245 **Minutes**

**Resolved:**

**That the minutes of the proceedings of the meeting of the Planning Committee held on 19<sup>th</sup> August 2009 be confirmed as a correct record and be signed by the Chair.**

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

The Chair informed councillors of the following issues:

- Development Management

Performance figures for the second quarter of the year were  
Major applications 88.9%  
Minor applications 78.7%  
Others 89.7%

Planning Applications received in had fallen slightly in August

- Staffing Issues

Tony Wallis, currently a Senior Officer at Cheshire East is due to take up post on November 9. Tony will be filing the Senior Planning Officer post vacated by Robert Brigden.

Carol Baker had been appointed Assistant Planning Officer and had started in post in September.

- Training

Officers had been requested to arrange a training session on renewable energy and policy PPS22.

247

### **Budget Management to 31 July 2009**

The Head of Service – Development Services updated councillors with details of the major variations between budgeted and actual expenditure and income for the committee for the 2009/10 financial year to 31 July 2009.

The Head of Service – Development Services informed councillors that a number of larger applications had been received which had resulted in a raise in income generated.

#### **Resolved:**

**That the report be noted**

248

### **Committee Procedures – Public Speaking at Planning Committee**

The Solicitor to the Council presented councillors with an amended report from that which was published in the agenda. The amendments related to the recommendations in the original report.

The Solicitor to the Council informed councillors that the report requested the committee to consider an amendment to the current public speaking arrangements. The amendment gave the Chairman a discretion to allow any other person to speak if it was considered to do so in exceptional planning circumstances.

Councillor D Mackay arrived

#### **Resolved:**

**That the report be noted and**

**Recommended to Council that:**

**The amendment to the public speaking arrangements be approved.**

249

**Application: 2009/0381/COU**  
**Location: The Campbell House, Cat Lane, Bilbrough**  
**Proposal: Change of use of summer house to permanent dwelling**

The Chair informed councillors that this application had been withdrawn by the applicant

250

**Application: 2009/1255/HPA**  
**Location: 104 Leeds Road, Selby**  
**Proposal: Erection of two storey and single storey extensions to the side following demolition of existing garage, utility and porch**

The Principal Planning Officer updated councillors with issues within the report.

*Mr Dugher – Applicant*

*Mr Dugher informed councillors of the following issues:*

- *Home lies within area of medium and large semi and detached dwellings*
- *Eclectic mix of styles*
- *Site occupies end location adjacent to dismantled railway line*
- *Site lies within development envelope of Selby Local Plan*
- *Proposal respects existing streetscene*
- *Will preserve amenity of adjoining dwellings*
- *Will not dominate or overshadow*
- *Extension above average size*
- *Extension limited to single storey*
- *Sloping roof will minimise impacts*
- *Plot size is capable of having large extension and still retain large amenity space*
- *Sufficient parking and turning spaces*
- *Sympathic design*
- *Will use matching materials*
- *Will enhance original house*
- *Current porch and garage will be demolished*
- *No neighbour objections*
- *Family have lived in area for many years*

**Resolved:**

**That the application be approved with the conditions delegated to Officers.**

**The reasons for approval were:-**

- **Application considered to be acceptable on the impact of residential amenity.**
- **Application not considered to adversely effect the character of the surrounding area.**

251

**Application: 2009/0621/FUL**

**Location: Bar House, Doncaster Road, Brayton, Selby**

**Proposal: Erection of a detached dwelling following partial demolition of existing dwelling**

The Principal Planning Officer updated councillors with issues within the report. The Parish Council had sent objections to the application on the grounds that the proposal was not in keeping with the area, concerns over the size of the plot and the height of the proposal. The County Ecologist had raised no objections.

All previous reasons for the refusal of the application at an earlier committee had been addressed.

*Mrs Guest – Objector*

*Mrs Guest informed councillors he objected to the application for the following reasons:*

- *Not Opposed to development of site*
- *Proposal should not be two storey*
- *Dormer bungalow would be in keeping with surrounding area*
- *Safety issues regarding parking and highways*

*Councillor Nutt – Parish Council*

*Councillor Nutt informed the committee he objected to the application for the following reasons:*

- *Site actually on Baffam Lane*
- *Agree with Mrs Guest*
- *Welcome development of site but should be bungalow*
- *Willing to work with applicant*

*Councillor M Crane – Ward Member*

*Councillor Crane informed the committee he objected to the application for the following reasons:*

- *Not in keeping with the local area*
- *Will be a 4 bedroom house between 2 bungalows*
- *Incongruous in this area*
- *Willing to speak with agent and applicant*
- *Happy for development of site but must be in keeping*

**Resolved:**

**That the application be deferred to allow for further consideration of the design of the development by the applicant.**

252

**Application: 2009/0577/FUL**

**Location: The Beeches, Leeds Road, Tadcaster**

**Proposal: Erection of a 50 unit extra care residential development with ancillary facilities and phased demolition of existing buildings**

The Principal Planning Officer updated councillors with issues within the report and provided them, and the public speakers, with an update document detailing responses to the correspondence received from The Land and Development Practice, consultation responses from Natural England and the Principal Environmental Health Officer and an appraisal of impacts on bats in relation to the tests of the Habitats Regulations.

A 10 minute recess was given to allow councillors to read the update.

The Principal Planning Officer updated councillors of the issues raised and provided information relating to extra care, local needs, eligibility and allocations, flat occupancy, the proposed shop café and salon, car parking, electric scooters and the ambulance station.

He also informed councillors of the issues concerning protected species, parking standards, updates from consultees, comments raised by objectors. The principle of the development and its categorisation with the use class order. Issues relating to trees, developer contributions and affordable housing.

The Principal Planning Officer informed councillors that the published condition 8 would be replaced with 3 new conditions, if they were minded to approve the application. The new conditions detailed the controls over

occupancy and eligibility to ensure the development would retain its intended purpose.

*Mr Natkus – on behalf of the objectors*

*Mr Natkus informed councillors that the objectors objected to the application for the following reasons*

- *Lots of points covered in the update*
- *New report had not been seen by the public*
- *Requested deferment as what had been submitted to councillors was not the same as in the public domain*
- *No objection in principal*
- *Concerns regarding classification of C2 or C3*
- *Should arrange site visits to similar developments*
- *Concerns regarding the 100% affordable housing*
- *Concerns whether the current occupiers of the Beeches can afford to move into the new development*
- *Not a transparent process*
- *Boundaries of neighbours*
- *Only 12 of the current 33 bed home occupied*
- *All new properties will be 2 beds*
- *Needs assessment should be submitted*
- *Clarification regarding eligibility criteria*

*Mr Winfield – Agent*

*Mr Winfield informed councillors of the following issues*

- *Extra care is a new concept*
- *Residential accommodation*
- *Keeps people independent longer*
- *Eligibility criteria is very prescribed*
- *Tenancy agreements – no sub letting*
- *Current occupiers have priority*
- *The agent had worked on lots of similar schemes*
- *Funding only available for 2 bedrooms*
- *Expect 80% single occupancy*
- *Expect low car ownership*
- *Staff car parking on site*
- *Is a C3 use*
- *All units have high security*
- *Small shop with limited stock and open hours*



- *Building will be lower on the western side which gives a 2 storey appearance to neighbours*

Councillors debated the application. The Chair informed councillors that Development Services officers had consulted Housing and Legal officers and that the Housing Association was the applicant, not a developer and they were subject to a Governing Body.

A vote to defer the application until the next committee was not carried.

**Resolved:**

**That the application be approved, subject to the new conditions relating to occupancy and eligibility, retention of the units as affordable housing and protected species.**

The meeting closed at 6.40pm.

SELBY DISTRICT COUNCIL

Minutes of the proceedings of a meeting of the Licensing Committee held on 3 August 2009, in Committee Room 2, The Civic Centre, Portholme Road, Selby, commencing at 10:00 am.

187	Minutes
188	Procedure
189	Chair's Address to the Licensing Committee
190	Private Session
191	Complaint about behaviour of Private Hire Operator

Present: Councillor Mrs D White in the Chair

Councillors: Mrs D Davies, Mrs J Dyson, Mrs S Duckett, K Ellis, Mrs P Mackay, Mrs C Mackman (for R Sayner), J McCartney, Mrs K McSherry and Mrs S Ryder.

Officials: Trainee Solicitor, Licensing Enforcement Officer and Committee Administrator.

Public: 0

Press: 0

185 **Apologies for Absence and Substitution**

An apology was received from Councillor R Sayner.

Substitute Councillor was Mrs C Mackman.

186 **Disclosure of Interest**

None.

187 **Minutes**

**Resolved:**

**That the minutes of the proceedings of the meeting of the Licensing Committee held on 8 June 2009 be confirmed as a correct record and be signed by the Chair.**

188

### **Procedure**

The Procedure was noted.

189

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

The Chair gave no address to the Committee.

190

### **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.**

191

### **Complaint about behaviour of Private Hire Operator**

Councillors were informed by the Licensing Enforcement Officer that the applicant had telephoned the Licensing Section this morning informing them that she was unable to attend the meeting.

Discussion took place and it was agreed that this case would be deferred and brought before the next meeting of the Licensing Committee to be held on 7 September 2009.

#### **Resolved:**

**That the applicant be informed that the case would be deferred until the next meeting of the Licensing Committee to be held on 7 September 2009 where a decision would be taken whether the applicant was in attendance or not.**

The meeting closed at 10:07 am.

## SELBY DISTRICT COUNCIL

Minutes of the proceedings of a meeting of the Licensing Committee held on 7 September 2009, in Committee Room 2, The Civic Centre, Portholme Road, Selby, commencing at 10.00 am.

223	Minutes
224	Procedure
225	Guidelines relating to the relevance of convictions
226	Chair's Address to the Licensing Committee
227	Private Session
228	Complaint about behaviour of Licensed Hackney Carriage Driver
229	Complaint about behaviour of Licensed Private Hire Operator
230	Complaint about behaviour of Licensed Private Hire Operator
231	Complaint about behaviour of Licensed Private Hire Driver
232	Application for a Private Hire Driver's Licence
233	Application for a Private Hire Driver's Licence
234	Application for a Private Hire Driver's Licence

Present: Councillor R Sayner in the Chair

Councillors: Mrs D Davies, Mrs S Duckett, K Ellis, Mrs P Mackay, B Marshall (for Mrs D Davies), J McCartney, Mrs K McSherry, Mrs S Ryder, and Mrs D White.

Officials: Solicitor, Licensing Enforcement Officer and Committee Administrator

In attendance: PC Hickman – In relation to Minute 228

Public: 0

Press: 0

### 221 **Apologies for Absence and Substitution**

Apologies were received from Councillors Mrs Davies and Mrs Dyson.

Substitute Councillor was B Marshall (for Mrs D Davies).

### 222 **Disclosure of Interest**

None.

223

## **Minutes**

### **Resolved:**

**That the minutes of the proceedings of the meeting of the Licensing Committee held on 3 August 2009 be confirmed as a correct record and be signed by the Chair.**

224

## **Procedure**

The Procedure was noted.

225

## **Guidelines relating to the relevance of convictions**

The Guidelines were noted.

226

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

The Chair made the suggestion that today's hearings were of a sensitive nature and could all questions go through the Chair.

227

## **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 1 of Part 1 of Section 12A of the Act, as amended by the Local Government (Access to Information) (Variation) Order 2006.**

228

## **Complaint about behaviour of Licensed Hackney Carriage Driver**

Councillors received the report of the Licensing Enforcement Officer with regard to the behaviour of a licensed Hackney Carriage Driver.

A complaint had been received from North Yorkshire Police alleging that the Hackney Carriage Driver had been driving without due care and attention and behaved inappropriately when interviewed about the matter.

The Licensing Enforcement Officer gave councillors full details of the incident.

PC Hickman gave his account of the incident.

The Hackney Carriage Driver gave his account of the incident.

After considering the very different versions of the events that had taken place it was agreed that the driver be given a four week suspension from driving his Hackney Carriage having regard to his previous record as a Licensed Hackney Carriage Driver. In addition, the Committee suggested the driver attend an Anger Management Course.

**Resolved:**

**That the Hackney Carriage Driver be suspended from driving Hackney Carriages for four weeks with effect from midnight Monday 7 September 2009.**

229

### **Complaint about behaviour of Licensed Private Hire Operator**

Councillors received the report of the Licensing Enforcement Officer with regard to the conduct of a licensed private hire operator, in connection with operating private hire vehicles without the appropriate licence on three occasions and failing to report a road traffic accident within the prescribed period.

The Licensing Enforcement Officer outlined details of the case to councillors and answered questions raised.

The Private Hire Operator outlined their version of events.

The Committee agreed that the Private Hire Operator be given a written warning with regard to the incidents and to notify the Licensing Enforcement Officer of any change of address the business would be operated from.

**Resolved: That**

- (i) the Private Hire Operator be given a written warning as to future conduct in respect of the offences outlined;**
- (ii) that the Licensing Enforcement Officer be informed forthwith of any change to the address of the Operator's business; and**
- (iii) the Operator operates in respect of work obtained solely in the controlled area of Selby District Council.**

Councillor McCartney left the meeting at this point.

230

### **Complaint about behaviour of Licensed Private Hire Operator**

Councillors received the report of the Licensing Enforcement Officer with regard to the conduct of a licensed Private Hire Operator following his conviction at Selby Magistrates Court for driving a motor vehicle when his alcohol level was above the prescribed limit.

The Licensing Enforcement Officer outlined details of the case to councillors and answered questions raised.

The Private Hire Operator outlined details of the case and also answered questions raised.

Councillors agreed to allow the applicant to continue as a Licensed Private Hire Operator.

#### **Resolved:**

**That the Licensed Private Hire Operator be allowed to continue operating his business.**

231

### **Complaint about behaviour of Licensed Private Hire Driver**

Councillors received the report of the Licensing Enforcement Officer regarding the conduct of the Private Hire Driver in respect of allowing smoking in a Licensed Private Hire Vehicle.

The driver concerned revealed they had not realised that allowing smoking in a Private Hire Vehicle was an offence when the vehicle was not being used to carry fare-paying passengers.

#### **Resolved:**

**That the Licensed Private Hire Driver be given a written warning with regard to allowing smoking in a Private Hire Vehicle.**

232

### **Application for a Private Hire Driver's Licence**

Councillors received the report of the Licensing Enforcement Officer in respect of the applicant's desire to be issued with a Private Hire Driver's Licence and his fitness to operate as a consequence of a CRB disclosure.

The Licensing Enforcement Officer outlined details of the case.

The applicant gave councillors a detailed account of his antecedents.

**Resolved:**

**That the applicant be granted a Private Hire Driver's Licence with an initial probationary period of 12 months.**

Councillor Mrs McSherry left the meeting at this point.

233

**Application for a Private Hire Driver's Licence**

Councillors were informed by the Committee Administrator that the applicant was unable to attend the meeting.

Discussion took place and it was agreed that this case would be deferred and brought before the next meeting of the Licensing Committee to be held on 5 October 2009.

**Resolved:**

**That the applicant be informed that the case would be deferred until the next meeting of the Licensing Committee to be held on 5 October 2009.**

234

**Application for a Private Hire Driver's Licence**

Councillors received the report of the Licensing Enforcement Officer in respect of the applicant's desire to be issued with a Private Hire Driver's Licence and his fitness to operate as a consequence of a CRB disclosure.

The Licensing Enforcement Officer outlined details of the case.

The applicant gave councillors a detailed account of antecedents.

**Resolved: That**

- (i) the applicant be granted a Private Hire Driver's Licence with an initial probationary period of 12 months; and**
- (ii) the driver is employed in respect of work obtained solely in Selby District.**

The meeting closed at 12:50 pm.



## SELBY DISTRICT COUNCIL

Minutes of the proceedings of a meeting of the Licensing Committee held on 5 October 2009, in Committee Room 2, The Civic Centre, Portholme Road, Selby, commencing at 10.00 am.

309	Minutes
310	Procedure
311	Guidelines relating to the relevance of convictions
312	Chair's Address to the Licensing Committee
313	Proposed introduction of Driving Standards Agency Hackney Carriage and Private Hire driving assessments for new applicants – report of the Licensing Officer.
314	Private Session
315	Application for a Private Hire Driver's Licence
316	Application for a Private Hire Driver's Licence
317	Application for a Private Hire Driver's Licence

Present: Councillor Mrs D White (Vice Chair) in the Chair

Councillors: Mrs E Metcalfe (for R Saynor), Mrs D Davis, Mrs J Dyson, Mr K Ellis, Mr J McCartney, Mrs K McSherry, Mrs S Ryder, and Mrs P Mackay.

Officials: Solicitor, Licensing Enforcement Officer and Committee Administrator

In attendance:

Public: 1

Press: 0

### 307 **Apologies for Absence and Substitution**

Apologies were received from Councillors R Sayner and Mrs S Duckett.

Substitute Councillor was Mrs E Metcalfe (for R Sayner).

### 308 **Disclosure of Interest**

None.

### 309 **Minutes**

**Resolved:**

**That the minutes of the proceedings of the meeting of the**

Licensing Committee

5 October 2009

**Licensing Committee held on 7 September 2009 be confirmed as a correct record and be signed by the Chair.**

310        **Procedure**

The Procedure was noted.

311        **Guidelines relating to the relevance of convictions**

The Guidelines were noted.

312        **Chair's Address to the Licensing Committee**

The Chair informed the Committee that there would be an additional item to the agenda, which was as follows:

'Proposed introduction of Driving Standards Agency Hackney Carriage and Private Hire Driving Assessments for New Applicants'

It was decided that this item would be considered before the meeting entered private session.

313        **Proposed Introduction of Driving Standards Agency Hackney Carriage and Private Hire Driving Assessments for New Applicants**

Andy Mitchell, a representative from the Driving Standards Association (DSA), presented the committee with a proposal for the new assessment. It was highlighted that the main consideration in its development was the safety and comfort of passengers.

Councillors received the report of the Licensing Enforcement Officer with regard to amending the councils existing policy for Hackney Carriage and Private Hire Driver applications by introducing a requirement for all new applicants to obtain a pass certificate from the Driving Standards Agency (DSA) as part of the application process.

**Resolved: That**

- 1) There is a requirement for all new Hackney Carriage and Private Hire Drivers to attain a pass in the appropriate Driving Standards Agency test and assessment, including where relevant, wheelchair training for those drivers of wheelchair accessible vehicles, before their application is considered by the Council**
- 2) In addition, where deemed necessary to adopt the requirement in disciplinary or complaints matters**

- involving licensed drivers
- 3) The assessment requirement is adopted as of 1<sup>st</sup> December 2009.

314 **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 disclosure of exempt information as defined in paragraph 1 of Part 1 of Section 12A of the Act, as amended by the Local Government (Access to Information) (Variation) Order 2006.

315 **Application for a Private Hire Driver's Licence**

Councillors received the report of the Licensing Enforcement Officer in respect of the applicant's desire to be issued with a Private Hire Driver's Licence and his fitness to operate as a consequence of a CRB disclosure.

The Licensing Enforcement Officer outlined details of the case.

The applicant gave councillors a detailed account of his antecedents.

**Resolved:**  
That the applicant be granted a Private Hire Driver's Licence, with the advisory suggestion that the applicant undertake the new DSA driving assessment.

316 **Application for a Private Hire Driver's Licence**

Councillors received the report of the Licensing Enforcement Officer in respect of the applicant's desire to be issued with a Private Hire Driver's Licence and his fitness to operate as a consequence of a CRB disclosure.

The Licensing Enforcement Officer outlined details of the case.

The applicant gave councillors a detailed account of his antecedents.

**Resolved:**  
That having considered all the evidence before them and in particular guidance in relation to unspent convictions, the applicant be refused a Private Hire Driver's Licence.

## **Application for a Private Hire Driver's Licence**

Councillors were informed by the Licensing Officer that the applicant was unable to attend the meeting. The Committee decided that as this was the second time in which the applicant was unable to attend the case would be considered in their absence.

The Licensing Enforcement Officer outlined details of the case.

**Resolved:**

**That the applicant be refused a Private Hire Driver's Licence due to a lack of support to the case in that the applicant was unable to give a detailed account of his antecedents to assist the committee in making a decision.**

The meeting closed at 11:43 am.

## SELBY DISTRICT COUNCIL

Minutes of the proceedings of a meeting of the Environment Board held on 3 September 2009, in Committee Room 2, The Civic Centre, Portholme Road, Selby, commencing at 4:00 pm.

215	Minutes
216	Chair's Address to the Environment Board
217	Streetscene Procurement Update
218	Budget Management to 31 July 2009
219	Local Air Quality Assessment
220	Verbal update on options for Tadcaster Market

Present: Councillor C Metcalfe in the Chair

Councillors: I Chilvers (for R Sweeting), Ms M Davis, D Fagan (for C Lunn), Mrs C Goodall (for M Jordan), Mrs C Mackman, I Nutt, R Packham, A Pound, J Thurlow, and Mrs D White.

Officials: Head of Service – Partnerships and Commissioning, Head of Service – Environmental Health and Leisure, Principal Environment Health Officer (Commercial), Accountancy Services Manager and Acting Principal Environmental Health Officer.

Also in Attendance: Representatives from Enterprise in connection with Minute No: 217

Mr I Nelson – Commercial Director  
Mr M Raper – Operations Manager  
Mr T Chalkey – Business Manager

Public: 0  
Press: 0

### 213 **Apologies for Absence and Substitution**

Apologies were received from Councillors C Lunn, M Jordan and R Sweeting.

Substitute Councillors were I Chilvers (for R Sweeting), D Fagan (for C Lunn) and Mrs C Goodall (for M Jordan).

### 214 **Disclosure of Interest**

None.

215

## **Minutes**

### **Resolved:**

**That the minutes of the proceedings of the meeting of the Environment Board held on 11 June 2009 be confirmed as a correct record and be signed by the Chair.**

216

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

The Chair updated Councillors on the following:

- Following the restructure of the Joint Management Team, Rose Norris had been appointed as the Head of Service – Partnerships and Commissioning. It was agreed at a recent Operational Management Team meeting that Rose would be the lead officer for the Environment Board, as this covers the Streetscene contract.
- The first Environmental Services Contract Partnering Board Meeting had been held which would be the key Board for managing performance of the Streetscene contract.

217

## **Streetscene Procurement Update**

Representatives from Enterprise were in attendance for this item.

Councillors received an update from Head of Service – Partnerships and Commissioning on the progress of the implementation of the new Environmental Services Contract and new Alternate Bin Collection Service.

Significant progress had been made in preparation for the start of the new contract in October 2009 and in particular the implementation of the alternate bin collections. All aspects of the mobilisation plan were on-track with key aspects such as box delivery and direct communication with residents on the changes of the waste service programme. A large amount of community engagement had already taken pace, however this would be targeted more with leaflets on the lead up to the start of the new contract.

Enterprise now have a temporary office in the Civic Centre and this was facilitating close working relationships during the mobilisation phase to ensure smooth transition.

Mr Chalkey, Business Manager of Enterprise also gave an update to

Councillors on their side of the progress being made on the implementation of the new contract and how they welcomed the opportunity to work with Selby District Council.

The Chair informed councillors that the minutes from the Partnership Board would be fed back to the Environment Board and any comments taken on board.

An annual business plan would be developed and the Environment Board would feed into this plan. A report would be brought back to the 5 November meeting giving information on the implementation and feedback on the first month of the contract being in place.

The Chair asked for any issues or questions from councillors regarding the implementation of the contract and the following were raised:

- Transfer of existing staff
- Increase in job vacancies
- Job losses
- Contaminated waste
- Low participation in certain areas
- Education of the public
- Stress what and what not can go into the bins

**Resolved:**

**That the report be noted and the representatives from Enterprise be thanked for their attendance.**

218

### **Budget Management to 31 July 2009**

The Principal Environmental Health Officer (Commercial) presented councillors with details of major variances between budgeted and actual expenditure and income for the Environment Board for the 2009/10 financial year to 31 July 2009.

**Resolved: That**

- (i) Councillors endorse the actions of officers and note the contents of the report;**
- (ii) The approval of the additional expenditure on Car Parks, as outlined in paragraph 4.9, and that the cost be met from the contingency reserve; and**
- (iii) The Environment Board budgets be adjusted to reflect the savings expected to be achieved this year as per Appendix B, and that the Councils Medium Term Financial Plan be amended to take account of projected savings in 2010/11**

**and 2011/12 where these are not currently allowed for in the budget (see paragraph 4.5)**

219

### **Local Air Quality Assessment (AQS)**

Councillors received the report of the Senior Environmental Health Officer on the recommendations made in the 2009 Air Quality Updating and Screening Assessment for Selby District Council.

Initial appraisal indicated that monitoring for PM<sub>10</sub> would be required at one location adjacent to the Kellingley Colliery site for at least a six month period. It was noted that there is no relevant public exposure at the location in Gowthorpe but an additional tube had recently been installed on a nearby junction, adjacent to a construction site for new flats, which would allow future measured NO<sub>2</sub> concentrations to be assessed in terms of relevant public exposure.

#### **Resolved:**

**That the report be noted, and that a detailed assessment of particulate matter at Kellingley Colliery be carried out over the next six months.**

220

### **Verbal update on options for Tadcaster Market**

The Principal Environmental Health Officer (Commercial) gave councillors an update on Tadcaster Market.

He informed councillors that the market would relocate from Britannia car park to Tadcaster Social Club car park, off Chapel Street from Thursday 3 September 2009. The market would be managed and operated by the Social Club. The District Council would support the Club in this initiative in the terms of operational matters and sustained promotional campaigns organised by the Council's Media and Corporate Communications Manager and Market Superintendent.

The Officer also updated councillors that Selby Town Council remain enthusiastic on taking over the running of the market but were not yet in a position to commence at the moment. There are still a number of issues including a legal issue that need resolving.

#### **Resolved:**

**That the verbal update be noted.**

The meeting closed at 17:10 pm.



Selby District Council

Minutes of the proceedings of a meeting of the Economy Board held on 8 September 2009, in Committee Room 2, The Civic Centre, Portholme Road, Selby, commencing at 5.00pm.

237	Minutes
238	Chair's Address to the Economy Board
239	Performance Indicators – April 2009 – July 2009
240	Budget Management to 31 <sup>st</sup> July 2009
241	Rural Capitals Programme
242	Potential Joint Venture with Selby Chamber of Trade

Present: Councillor Fagan in the Chair

Councillors: J Deans, Mrs P Mackay, Mrs E Metcalfe, I Nutt, C Pearson, S Shaw Wright (for N Martin), R Sweeting, J Thurlow and Mrs D White (for Mrs C Goodall).

Officials: Head of Service – Development Services, Development Policy Manager, Accountancy Services Manager and Committee Administrator.

Public: 0

Press: 0

235 **Apologies for Absence and Substitution**

Apologies were received from Councillors Mrs C Goodall and N Martin.

Substitute Councillor was Mrs D White (for Mrs C Goodall) and S Shaw-Wright (for N Martin).

236 **Disclosure of Interest**

None

237 **Minutes**

**Resolved:**

**That the minutes of the proceedings of the meeting of the Economy Board held on 9 June 2009 be confirmed as a correct record and be signed by the Chair.**

### **Chair's Address to the Economy Board**

The Chair gave his address to councillors which covered the following issues:

- Heritage Partnership Scheme – 4 schemes had received grants and work was expected to be completed by the end of September.
- The Selby Town Team had met with landowners and will be meeting with Yorkshire Forward regarding Urban Renaissance 2
- The Development Policy Manager would be meeting with the Deputy Leader of the Council to discuss the Tollbridge Wharf site and Olympia Park
- The Development Policy Manager would also be arranging a meeting with Councillor Jordan regarding The Local Government North Yorkshire and York Transport Members Board

### **Performance Indicator Report: April 2009 – July 2009**

The Head of Service – Development Services updated councillors on the priority areas and the progress made in 2009/10 for the corporate and statutory National Indicators for which the Economy Board was responsible.

#### **Resolved:**

**That the report be noted**

### **Budget Management to 31<sup>st</sup> July 2009**

The Accountancy Services Manager updated councillors with details of the major variations between budgeted and actual expenditure and income for the 2009/10 financial year to 31 July 2009.

The Accountancy Service Manager informed councillors of requests for the draw down of monies from reserves to cover the costs of the redeployment pool and Industrial Unit business rates.

Councillor S Shaw-Wright informed councillors that Yorkshire Forward's website made reference to the Council's overspend and possible consequences. As the Accountancy Service Manager had no knowledge of the details it was agreed to investigate this and then report back to councillors as soon as possible.

The Accountancy Service Manager informed councillors that due to the Sherburn renaissance scheme not going ahead the Economic Development budget overspend needs to be finalised once all the financial implications had been realised and a further report would be presented to councillors at a later stage.

**Resolved:**

**That the report be noted and**

**That it be recommended to the Policy and Resources Committee that**

- i. £11,000 be drawn down from the Spend and Save Reserve to cover the cost of Local Taxation and Benefits staff in the redeployment pool and**
- ii. £30,000 be drawn down from the Contingency Reserve to cover Industrial Units business rates and bad debt write-offs and**
- iii. that the Economy Board budgets be adjusted to reflect the savings expected to be achieved this year and the Councils Medium Term Financial Plan be amended to take account of the projected savings in 2010/11 and 2011/12.**

241

**Rural Capitals Programme**

The Development Policy Manager updated councillors on the discussions with Yorkshire Forward concerning the Rural Capital Programme and sought their views on the commitment requested.

**Resolved:**

**That the report be noted and the Rural Capitals Programme be supported in principle and**

**That it be recommended to the Policy and Resources Committee**

**That further information be considered by the Policy and Resources Committee.**

## **Potential Joint Venture with Selby Chamber of Trade**

The Development Policy Manager requested councillors considered a proposal between the District Council and the Chamber of Trade to assist in the promotion of the local businesses.

The Selby Chamber, through the Local Strategic Partnership and Officers had identified difficulties local businesses had with contract opportunities in the public sector and the Chamber had submitted a proposal to assist with the marketing of local businesses.

### **Resolved:**

**That the report be noted and**

**That a contribution of £2,000 be made to the Selby Chamber of Trade towards a marketing campaign.**

The meeting closed at 5.19pm.

## SELBY DISTRICT COUNCIL

Minutes of the proceedings of a meeting of the Social Board held on 22 September 2009 in Committee Room 2, The Civic Centre, Portholme Road, Selby, commencing at 5.00pm.

255	Minutes
256	Chair's Address to the Social Board
257	Social Board 2008/09 Performance Indicator Report: April 2009 to July 2009.
258	The Council's Decent Homes Programme
259	Budget Exceptions to 31 July 2009
260	Swimming for the Disabled
261	Update on the Community Centre Review
262	Sub-Regional Choice Based Lettings Scheme
263	Update on Douglas Street, Selby
264	Vulnerable Gardening Scheme
265	Possession Prevention Fund
266	Progress Report, Local Authority owned Garage Sites
267	Private Session
268	Leisure Service Transfer – Update Report

Present: Councillor Mrs G Ivey in the Chair

Councillors: I Chilvers, K Ellis, Mrs C Goodall, Mr C Lunn, Mrs C Mackman, Mrs M McCartney, Mrs W Nichols and A Pound.

Officials: Deputy Chief Executive, Head of Service – Finance, Head of Service – Housing, Head of Service – Partnerships and Commissioning, Policy and Partnership Officer and Democratic Service Manager.

Also in Attendance: Mr P Furminger, Tenants Representative.

Public: 0

Press: 0

### 253 **Apologies for Absence and Substitution**

Apologies received from Councillors M Davies and D Mackay.

254            **Disclosures of Interest**

None.

255            **Minutes**

**Resolved:**

**That the minutes of the proceedings of the meeting of the Social Board held on 16 June 2009 be confirmed as a correct record and be signed by the Chair.**

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

The Chair reported that Mrs Carol Baker had obtained a position in the Planning Department and would therefore no longer be providing a service to this Board. Councillors joined with the Chair in wishing Mrs Baker best wishes for the future.

257            **Social Board 2008/09 Performance Indicator Report: April 2009 to July 2009.**

The Head of Service – Housing informed councillors of the priority areas and management of performance of the Council and the progress that had been made in 2008/09 for the corporate and statutory National Indicators for which they were responsible.

**Resolved:**

**That the report be noted.**

258            **The Council's Decent Homes Programme**

The Property Services Manager informed councillors of the delivery of the Decent Homes Programme. He reported that contractors were making good progress on the schemes and that Phase 7 of the programme had been brought forward and would now commence early in 2010. As a consequence of this it would be necessary to make adjustments to the budget and this would be decided later in the meeting. (Minute 259 refers)

Councillors were asked to consider the format of future reports on the programme.

**Resolved:**

**i)        That the report be noted.**

- ii) **That the existing reporting procedure and report format be retained.**

259

### **Budget Exceptions to 31 July 2009**

Councillors considered a report by the Operational Management Team setting out details of the board's budget exceptions and recommendations regarding action to be taken.

#### **Recommended to Policy and Resources Committee:**

- i. **That a draw down from the Contingency Reserve of £41,000 to cover costs associated with the Leisure Services Transfer be approved.**
- ii. **That approval be given to transfers to and from Housing Revenue Account balances for Housing Rents and Subsidy**
- iii. **That approval be given to a supplementary estimate from HRA balances of £1.887m to maintain momentum in meeting the Decent Homes target**
- iv. **That the Social Board Budgets be adjusted to reflect the savings expected to be achieved this year as per Appendix B, and that the Council's Medium Term Financial Plan be amended to take account of projected savings in 2010/11 and 2011/12 where these are not currently allowed for the budget.**

260

### **Swimming for the Disabled**

The Head of Service – Partnerships and Commissioning submitted a report concerning the provision of swimming sessions for disabled swimmers. Trial sessions were held at the Abbey Leisure Centre commencing on 11 January 2009. During the 12 week trial period an average of 4 people attended, the highest attendance being 8 and the lowest being 1.

The Head of Service explained that since 1 September Wigan Leisure and Cultural Trust had been managing the Council's Leisure Services. As part of the Trust's plans, proposals were being developed on services for disabled people including the establishment of a Selby Disability Forum.

It was proposed that discussions be held through the Forum and with interested parties regarding the provision of swimming opportunities for the disabled.

#### **Resolved: That**

- i) **the report be noted.**

- ii) **Wigan Leisure and Cultural trust be requested to examine the possibility of providing additional disabled swimming.**

261

### **Update on the Community Centre Review**

Councillors considered a report by the Head of Service – Housing on the Community Centre Review at the conclusion of Phase 1.

Consultation events had been held at each of the centres to ensure that local people had an opportunity to put forward their views on the current and potential uses of the centres.

Full details of the findings were contained within the consultant's report which was attached to the report of the Head of Service.

Recommendations were made in respect of the following;

- Improvement of local services
- Viable and sustainable services
- Extending services to youth and family groups
- Partnership and joint funding opportunities
- Action planning relating to the Housing Strategy and Community Safety Strategy
- Standardisation of services
- Inclusion of new services

#### **Resolved:**

- i) **That the recommendations contained in the report be accepted.**
- ii) **The continuation of the project through Phase 2 be approved.**

262

### **Sub-Regional Choice Based Lettings Scheme**

Head of Service – Housing submitted a report updating members on the development of a Sub-Regional Choice Based lettings Scheme for North Yorkshire.

Consultations were being held with the local community on proposals for the scheme with a view to implementation in 2010.

#### **Resolved:**

**That the report be noted.**



263

### **Update on Douglas Street, Selby**

Councillors considered the Head of Service – Housing’s report on the redevelopment of the Douglas Street site by Broadacres Housing Association.

Councillors considered the issues set out in the report and particular reference was made to the use of capital receipts to provide additional housing.

**Recommended to Policy and Resources Committee.**

**That 6 affordable units be developed through Broadacres Housing Group with committed funding from the Homes and Communities Agency (HCA), which would result in a capital receipt of £100,000.**

264

### **Vulnerable Gardening Scheme**

Head of Service – Housing submitted a report setting out criteria of the proposed scheme for vulnerable residents in partnership with Groundwork Selby.

The scheme was intended to improve the gardens of vulnerable customers who were unable to undertake the work themselves. To be eligible for the scheme customers would have to meet a number of criteria.

It was intended that the scheme would be made available throughout the whole of the district and that funding would be made available from a variety of sources.

**Resolved:**

**That the Social Board wishes to see residents having access to a gardening scheme but before approving such a scheme would wish to see evidence of need and sustainability.**

265

### **Possession Prevention Fund**

Members considered a report by the Head of Service – Housing concerning arrangements relating to the Governments New Possession Prevention Fund. The Fund had been provided to enable Local Authorities to extend small loans to families at risk of homelessness through repossession or eviction. Selby District Council had received a one off payment of £28,500 for 2009/10.

**Resolved: That**

- i) the report be noted.**
- ii) officers be authorised to develop a local scheme and appropriate procedures.**

266

**Progress Report, Local Authority owned Garage Sites**

Head of Service – Housing submitted a report setting out progress relating to the development of garage sites through partnership working with Registered Social Landlords.

The report set out details of four options for Members consideration.

**Resolved: That**

- i) the report be noted**
- ii) Option 2, development of sites with a Partner Registered Landlord resulting in capital receipts of £5000 per plot be approved.**

267

**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.**

268

**Leisure Service Transfer – Update Report**

The Deputy Chief Executive submitted a report giving details of action taken since May 2009 on the development of the Council's Leisure and Sports Development Services in the light of the decision to award the contract to Wigan Leisure and Cultural Trust.

A Forum was to be established in order to assist with the smooth operation of the leisure facilities.

**Resolved: That**

- i) the report be noted , and**
- ii) the Chair of the Social Board, the Deputy Chief Executive and the Head of Service – Partnerships and Commissioning be appointed to represent Selby District Council on the**

Social Board

22 September 2009

58

**Selby Forum.**

The meeting closed at 7.02pm.

## Selby District Council

Minutes of the proceedings of a meeting of the Audit Panel held on 23 September 2009, in Committee Room 2, The Civic Centre, Portholme Road, Selby, commencing at 4:00 pm.

269	Disclosure of interest
270	Minutes
271	Action Plans
272	North Yorkshire Audit Partnership – Progress Report to 31 August 2009
273	Statement of Accounts
274	Annual Governance Report
275	Private Session
276	Corporate Risk Register Action Plans
277	Security
278	Environmental Health (Sustainability)
279	Mobile Phones
280	Industrial/ Commercial Rents
281	Leisure Centres

Present: Mrs E Casling (In the Chair)

Councillors: J Cattanach, M Jordan, R Packam and Mrs A Spetch.

Also in attendance: Mr A Marr – Audit Commission  
Mr C Waddell – Audit Commission  
Mr J Ingham – Audit Manager, North Yorkshire Audit Partnership  
Mr J Barnet – Audit Manager

Officials: Head of Service – Finance, Accountancy Services Manager, Support Services Manager, Customer Services Manager and Democratic Services Manager.

Public: 0

Press: 0

### 269 **Disclosure of Interest**

None.

### 270 **Minutes**

**Resolved:**

**The minutes of the Audit Panel held on 23 June 2009, with the substitution of '£97,200' for '£96,600' in minute 94, be approved as a correct record.**

271

### **Action Plans**

Members considered the action plan produced following the last meeting. It contained comments on two contracts.

#### **Resolved:**

- i) That the report be noted**
- ii) Further information regarding the delay in the production of documentation be submitted to Members of the panel by email.**

272

### **North Yorkshire Audit Partnership – Progress Report to 31 August 2009**

The Head of Service – Finance submitted the Interim Internal Audit Report for 2009/10.

The report contained a clear statement of assurance by the North Yorkshire Audit Partnership regarding the adequacy and effectiveness of the council's control system and set out a summary of the partnership's performance during the year to date.

#### **Resolved:**

**That the report be approved.**

273

### **Statement of Accounts 2008/09**

Councillors considered the report of the Head of Service – Finance setting out the Council's statement of accounts for 2008-09. Councillors were requested to examine the accounts prior to their consideration by the Policy and Resources Committee on 29 September 2009.

The Head of Service – Finance updated Councillors on amendments to the accounts, which had arisen since the report was published.

Councillors questioned the Head of Service on a wide range of issues covered by the report.

**Recommended to Policy and Resources Committee that:**

- i) the amended statement of accounts be approved**
- ii) the letter of representation be approved**
- iii) the adjustment to the transfer to the spend to save reserve of £1,518.25 be approved.**

274

### **Annual Governance Report**

Representatives of the Audit Commission presented the 2008/09 Annual Governance report which set out key issues for the council to consider before the Audit was completed.

The District Auditor was satisfied that the council had made proper arrangements to secure economy, efficiency and effectiveness in its use of resources for the financial year 2008/09.

**Resolved:**

**That the report be noted.**

275

### **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.**

276

### **Corporate Risk Register Action Plans**

The Head of Service – Finance submitted a report setting out the corporate risk register. The register was reviewed by the Operational Management Team on a quarterly basis and, where appropriate, risk management plans developed.

Councillors commented on risks identified in the register and the need for the register to be regularly monitored.

**Resolved: That**

- (i) The report be approved;**
- (ii) The officers responsible for risks 27a (Affordable Housing) and 53 (Poor Quality Data) be invited to attend the next meeting of the panel.**

277

### **Security**

Councillors considered a report on security issues affecting the council's properties.

The Support Services manager updated the panel on the action which had been taken to address the issues highlighted in the report.

#### **Resolved:**

- i) That the report be noted.**
- ii) That the Support Services Manager be thanked for attending the meeting.**

278

### **Environmental Health (Sustainability)**

Councillors considered an Audit report on Environmental Health Sustainability.

#### **Resolved:**

**That consideration of this matter be deferred to the next meeting.**

279

### **Mobile Phones**

Councillors considered an Audit report on the provision of mobile phones to the council's staff.

The Head of Service – Finance and the Customer Services Manager reported on the action taken in response to the issues raised in the report.

#### **Resolved:**

- i) That the report be noted.**
- ii) That the Customer Services Manager be thanked for attending the meeting.**

280

### **Industrial/ Commercial Rents**

Councillors considered an Audit report on Industrial/Commercial Rents together with a report by the Head of Service – Housing commenting on the Auditor's findings.

The Support Services Manager answered Councillors' questions on both

reports.

**Resolved:**

**That the report be noted.**

281

**Leisure Centres**

Councillors considered an Audit report on Leisure Centres.

**Resolved:**

**That consideration of this matter be deferred to the next meeting.**

The meeting closed at 5.20pm



## SELBY DISTRICT COUNCIL

Minutes of the proceedings of a meeting of the Overview and Scrutiny Committee held on 24 September 2009, in Committee Room 2, The Civic Centre, Portholme Road, Selby, commencing at 5.00 pm.

284	Minutes
285	Chair's Address to the Overview and Scrutiny Committee and Work Programme
286	Work Programme
287	Joint Flooding Scrutiny Project – Final Report
288	Overview and Scrutiny Committee 2009/10 Performance Indicator Report: April 2009 – July 2009.
289	Customer Contact Centre Performance
290	Selby District Council Communication Policy
291	Update from meeting held with Veolia on 19 March 2009
292	Questions to Chief Executive

Present: Councillor J McCartney in the Chair

Councillors: Mrs S Duckett, Mrs J Dyson, W Inness, B Marshall, Mrs K McSherry and Mrs S Ryder.

Officials: Strategic Director, Head of Service – Customer and Business Support, Head of Service- Finance, Customer Services Manager and Media and Corporate Communications Manager, Principal Environmental Health Officer and Democratic Services Manager.

Public: 0

Press: 0

### 282 **Apologies for Absence**

Apologies were received from Councillors Cattanach and Saynor

### 283 **Disclosure of Interest**

None received

### 284 **Minutes**

#### **RESOLVED:**

**That the minutes of the proceedings of the meeting of the Overview**

Overview and Scrutiny Committee

24 September 2009

**and Scrutiny Committee held on 16 July 2009 be confirmed as a correct record and be signed by the Chair.**

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

The chairman reported that Mrs T Peam had left her position as Committee Administrator for the Overview and Scrutiny Committee and he requested that a letter be sent to Mrs Peam thanking her for her services.

286 **Work Programme**

The Chairman referred to the need to update the Committees' Work Programme for 2009/10.

**Resolved:**

- i) **That the meeting with John Grogan MP be held at 5pm on Thursday 8 October 2009.**
- ii) **That the possibility of establishing two task and finish groups be examined at the meeting on 8 October 2009.**
- iii) **That appropriate arrangements be made for a meeting between this committee and the local neighbourhood police team on a date to be determined.**
- iv) **That the meeting with the sub group chairs of the Local Strategic Partnership be held on 19 December 2009.**
- v) **That a review of the Streetscene Contract be undertaken at the April 2010 meeting.**
- vi) **That a review of the operation of the Leisure Centre contract be undertaken at the 18 March 2010 meeting.**

287 **Joint Flooding Scrutiny Project – Final Report**

Councillors considered the final report of the North Yorkshire Joint County and District Council Flood Scrutiny Group. The Group had been set up in Autumn 2008 with the objective of reviewing how prepared North Yorkshire was for flooding incidents and to make recommendations regarding community resilience.

The group had reviewed roles and responsibilities and procedures affecting North Yorkshire and had made seven recommendations following the review.

**Resolved:**

**That the report be noted.**

288

**Overview and Scrutiny Committee 2009/10 Performance Indicator Report: April 2009 – July 2009.**

The Head of Service – Finance updated councillors on priority areas and managing the performance of the Council by updating the Overview and Scrutiny Committee on the progress that was being made in 2009/2010 for the corporate and statutory National Indicators (NIs) for which they were responsible.

The Head of Service – Finance went through the Performance Indicators for all Boards/Committees in depth and gave councillors the relevant information they required as to exceeding targets, maintaining targets and any that needed attention.

**Resolved:**

**That the report be noted.**

289

**Customer Contact Centre Performance**

The Head of Service – Finance submitted a report updating Councillors on performance in the Customer Contact Centre. The Customer Service Manager gave members an overview of the day to day issues which arose in the centre.

It was reported that demands on the centre might well increase in the short term in view of the impending change in the arrangements for waste collection

**Resolved:**

**That the report be noted.**

290

**Selby District Council Communication Policy**

Media and Communications Manager presented the Council's Communication Policy.

The organisation of communications was improved during 2008/09 in order to ensure that key messages relating to strategic themes and priorities, as well as service specific projects were organised and developed in a strategic way.

The strategy for 2008/11 sets out the key principles under which communications work was organised and demonstrated how communications supports the work of the whole authority.

**Resolved:**

**That the report be noted.**

291

### **Update from meeting held with Veolia on 19 March 2009**

The Principal Environmental Health Officer updated members on the number of prosecutions undertaken for flytipping. He also reported on the steps the authority was taking to reduce the incidence of flytipping.

Councillors asked a number of questions relating to community involvement in reducing littering and the use of CCTV in detecting offenders.

**Resolved:**

**That the report be noted.**

292

### **Questions to Chief Executive**

There were no questions for the Chief Executive.

The meeting closed at 6.21pm.

## SELBY DISTRICT COUNCIL

Minutes of the proceedings of a meeting of the STANDARDS COMMITTEE held on 27 July 2009, in Committee Room 2, The Civic Centre, Portholme Road, Selby, commencing at 4.00pm.

166	Minutes
167	Local Hearings
168	Local Assessment Protocol
169	Update / Monitoring Officer report
170	Training for Hemingbrough Council
171	Date of Next Meeting

Present: Ms H Putman

Councillors: C Lunn, Mrs K McSherry

Mr B Crossdale (Parish Council representative), Mr R Parker (Parish Council representative)

Officials: Monitoring Officer, Senior Solicitor and Committee Administrator

Observers: Mrs W Stables and Mr T Clay

Public: 0

Press: 0

### 162 **Introduction of New Members**

The Monitoring Officer introduced Mrs W Stables and Mr T Clay who had been recommended to be the new independent member and reserve subject to final appointment at full Council on 28 July 2009.

### 163 **Appointment of Chair**

In the absence of Miss Potts, Ms H Putman took the Chair.

### 164 **Apologies for Absence**

Apologies were received from Councillor Ms M Davis

165 **Disclosure of Interest**

There were no disclosures of interests declared but the Monitoring Officer gave a brief overview as to why this was a standard item on the agenda.

166 **Minutes**

**Resolved:**

**That the minutes of the proceedings of the meeting of the Standards Committee held on 30 March 2009 be confirmed as a correct record and be signed by the Chair.**

167 **Local Hearings**

The Monitoring Officer gave background to the receipt of correspondence received from some members of the Standards Committee concerning some of the administrative procedures, which had been put in place.

Ms Putman, on behalf of the members confirmed that they were happy with his response.

The Monitoring Officer confirmed that responses were being received from Parish Councils in response to his request concerning the Declaration of Interests. He would make a full report back to the next scheduled committee meeting.

The Monitoring Officer also informed members that he had received good feedback from the Standard Board for England legal team regarding a recent Hearing meeting.

168 **Local Assessment Protocol**

The Senior Solicitor presented the Local Assessment Protocol seeking member's endorsement of the protocol, which would clarify and streamline processes for dealing with complaints and allow for the delegation to the Monitoring Officer to seek other action options where necessary without the need for the Local Assessment Sub group to formally request it.

**Resolved:**

**That the Local Assessment Protocol be endorsed and adopted.**

169            **Update Monitoring Report**

The Monitoring Officer presented the monitoring report. Whilst members were mindful that the report is a public paper, members requested further details be issued to them under separate cover to assist with the identification of cases.

170            **Training for Hemingbrough Parish Council**

The Monitoring Officer updated members on the issues concerning Hemingbrough Parish Council.

Two sessions had been organised and will be jointly run by the Yorkshire Local Council's Association and Selby District Council. The sessions will be only open to the members of the Parish Council and the clerk.

171            **Date of Next Meeting**

Due to the attendance of the Vice Chair and Monitoring Officer at the Annual Standards Board Conference it was requested that the next meeting of the Standards Committee scheduled for 12 October 2009 be rescheduled.

The meeting closed at 5.00pm.

## SELBY DISTRICT COUNCIL

Minutes of the proceedings of a meeting of the STANDARDS COMMITTEE held on 6 October 2009, in Committee Room 2, The Civic Centre, Portholme Road, Selby, commencing at 4.00pm.

320	Minutes
321	Parish Council Representation - Election
322	Parish Council Training
323	Update / Monitoring report
324	Annual Standards Board Conference Preview
325	Standards for England

Present: Miss B Potts (Chair),  
Councillors Mrs K McSherry  
Ms H Putman (V Chair)  
Mrs W Stables (Independent Member)  
Mr R Parker (Parish Council Representative)

Officials: Monitoring Officer, Senior Solicitor and Democratic Service Manager and Officer

Public: 0  
Press: 0

### 318 **Apologies for Absence**

Apologies were received from Councillor Ms M Davies.

### 319 **Disclosure of Interest**

None.

### 320 **Minutes**

#### **Resolved:**

**That the minutes of the proceedings of the meeting of the Standards Committee held on 27 July 2009 be confirmed as a correct record and be signed by the Chair.**



321 **Parish Council Representative – Election**

The Monitoring Officer reported that six nominations had been received for the third Parish Council representative on the Committee. An election will take place and the results will be reported back to the next Standards Committee once an appointment has been made by the Council.

**Resolved:**

**That the report be noted.**

322 **Parish Council Training**

A report from the Monitoring Officer was discussed.

**Resolved**

- i) **That the report be noted**
- ii) **To conclude that the requirement for training in respect of one case heard by the Hearings and Considerations Sub-Committee (SDC 2008003) and two other cases referred for other action by the Local Assessment Sub-Committee (SDC2009004 and SDC2009005) has been satisfied and the matters can be closed.**

323 **Update / Monitoring Report**

A report from the Monitoring Officer was submitted and discussed.

**Resolved:**

**That the recommendation of the report be approved.**

324 **Annual Standards Board Conference Preview**

A verbal update on the Standards Board conference was given by the Monitoring Officer. Vice Chair Ms Putman and the Monitoring Officer will be attending the conference on the 12 & 13 October 2009. The Code of Conduct will be one of the Topics. The Senior Solicitor was asked to bring the redrafted Code of Conduct to the Standards Committee on 4 January 2010.

The Monitoring Officer will report back to the Standards Committee on 4 January 2010 on the Conference.

**Resolved**

**That the report be noted.**

325

**Standards for England**

The Monitoring Officer reported that the Standards Board for England had been renamed Standards for England. The reason given by the Board for the change is that they have moved from being an organisation focused mainly on handling complaints to the strategic regulator of standards among local politicians.

**Resolved:**

**That the report be noted.**

Minutes of the proceedings of a meeting of the Policy and Resources Committee held on 1 September 2009, in Committee Room 2, The Civic Centre, Portholme Road, Selby, commencing at 4.00pm.

204	Minutes
205	Chair's Address
206	Treasury Management
207	Performance Indicators
208	Waste Collection Policies for Residents
209	Strategic Housing Market Assessment
210	Referral from Planning Committee
211	LDF Task and Finish Task and Finish Group
212	Discretionary Rate Relief Panel

Present: Councillor M Crane in the Chair

Councillors: Mrs E Casling, D Fagan, Mrs G Ivey, M Jordan, J Mackman, C Metcalfe, Mrs W Nichols, R Packham and. B Percival.

Officials: Chief Executive, Deputy Chief Executive, Strategic Director, Accountancy Services Manager, Corporate Improvement Officer, Development Policy Manager, Senior Development Policy Officer (Affordable Housing), Principal Officer (Waste & Recycling) and Democratic Services Manager.

Press 0

Public 0

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

None

203 **Disclosures of Interest**

None received

204

## **Minutes**

### **Resolved:**

**That the minutes of the proceedings of this Committee held on 14 July 2009, subject to the amendments to the preamble to minute 143 set out below, be confirmed as a correct record and be signed by the Chair.**

**Insert 'originally' after 'was' in the first line of the second paragraph, insert 'Supplementary Planning Document (SPD)' before 'process' in the last line of the third paragraph and insert 'However' at the beginning of the fourth paragraph.**

205

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

No address was made.

206

## **Treasury Management**

Councillors received the report of the Head of Service – Finance informing them of the operation of the treasury management function for the year ended 31 March 2009.

The report commented on the action taken by the Council in response to the downturn in the economy.

### **Resolved:**

**That the 2008/09 Treasury Management Annual Report be approved.**

207

### **Performance Indicators**

The Head of Service – Finance updated councillors on the progress that had been made in 2009/10 on the corporate and statutory National Indicators for which the Committee were responsible.

Councillors commented on the statistics for Access Selby and it was reported that a full report on this topic would be submitted to the next meeting.

#### **Resolved:**

**That the report be noted**

208

### **Waste Collection Policies for Residents**

The Head of Service – Partnership and Commissioning submitted a report giving details of the policies applicable to the existing waste and recycling collection service. The report also suggested making changes to some of the policies in order more adequately to support resident's needs when the new service was introduced in October 2009.

#### **Recommended to Council:**

**That the revised policies be approved and adopted.**

209

### **Strategic Housing Market Assessment**

The Head of Service – Development Services submitted a report setting out the key findings of the Council's Strategic Housing Market Assessment.

The Assessment had been carried out in accordance with Government guidelines and provided the Council with a wide range of information which would assist in the production of future development policy.

#### **Resolved: That**

- (i) The findings of the Strategic Housing Market Assessment be noted, and**
- (ii) A charge of £25 plus postage be made in response to requests for copies of the document.**

210

### **Referrals from Other Boards**

Planning Committee 19 August 2009

#### Minute 197– Replacement Document Converter System

Councillors were asked to approve the allocation of £4800 from the ICT replacement reserves to finance the project.

**Resolved : That a budget of £4800, drawn from the ICT Replacement reserve 2009/10, be approved.**

211

### **Local Development Framework Task and Finish Group**

Councillors received the Minutes of the Local Development Framework Task and Finish Group held on 6 July 2009.

#### **Resolved:**

**That the minutes be received and the recommendations be approved.**

**Discretionary Rate Relief Panel**

Councillors received the Minutes of the Discretionary Rate Relief Panel held on 14 July 2009.

Councillors considered the National Non Domestic Rates (Business Rates) Hardship Relief Policy and Procedure which the panel had recommended for approval

**Resolved:**

**That the minutes be received.**

**Recommended to Council:**

**That the National Non Domestic Rates (Business Rates) Hardship Relief Policy and Procedure be approved.**

The meeting closed at 5.05 pm.

## SELBY DISTRICT COUNCIL

Minutes of the proceedings of a meeting of the Policy and Resources Committee held on 29 September 2009, in Committee Room 2, The Civic Centre, Portholme Road, Selby, commencing at 4.00pm.

295	Minutes
296	Chairs Address
297	Policy & Resources Committee 2009/10 Performance Indicator Report April 2009 – August 2009
298	Corporate Plan Update
299	General Fund Revenue Budget Management 2009/10 to 31 July 2009
300	General Fund Capital Budget Management 2009/10 to 31 July 2009
301	Statement of Accounts/Annual Governance Statement
302	Financial Planning Policies
303	Customer Contact Centre Performance
304	Referrals from other Boards and Committees
305	Private Session
306	Retail, Commercial and Leisure Study

Present: Councillor M Crane in the Chair

Councillors: Mrs E Casling, I Chilvers (substitute for J Mackman), D Fagan, M Jordan, C Lunn (substitute for G Ivey), Mrs P MacKay (substitute for C Metcalfe), E Metcalfe (substitute for B Percival), R Packham and S Shaw-Wright

Officials: Strategic Director, Deputy Chief Executive, Head of Service – Finance, Head of Service – Development Services, Democratic Service Manager and Officer, Development Policy Manager and Customer Service Manager

Also in Attendance: Andy Marr, Audit Commission

Press 0

Public 0

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

Apologies were received from Mrs G Ivey, J Mackman, B Percival, C Metcalfe

Substitute councillors were I Chilvers, C Lunn and E Metcalfe.



294 **Disclosures of Interest**

None.

295 **Minutes**

**Resolved:**

**That the minutes of the proceedings of this Committee held on 1 September 2009 be confirmed as a correct record and be signed by the Chair.**

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

The Chair reported that he had had discussions with Reverend Canon of Selby Abbey concerning the railings surrounding the Abbey. Tenders had been invited to complete the work.

**Resolved**

- i) That the proposals to undertake work to the railings be approved**
- ii) That officers be requested to investigate the possibility of the work being funded through the Renaissance Project – Yorkshire Forward.**

297 **Policy and Resources Committee 2009/10 Performance Indicator Report: April 2009 – August 2009**

The Head of Service – Finance updated councillors on the progress that had been made in April 2009 – August 2009 and which was continuing in 2009/10 on the corporate and statutory National Indicators for which the Committee were responsible.

**Resolved**

**That the report be noted.**

298

### **Corporate Plan Update**

The Head of Service – Finance submitted a report updating Councillors on the delivery and performance of the Corporate Plan for the period April – August 2009.

#### **Resolved**

**That the report be noted.**

299

### **General Fund Revenue Budget Management 2009/10 to 31 July 2009**

Councillors considered a report by the Operational Management Team giving details of major variations between budgeted and actual expenditure and income for the General Fund for the 2009/10 financial year to 31 July 2009.

The Head of Service – Finance referred to decisions relating to budget issues made at the Economy Board on the 8 September 2009 minute 240 refers, Environment Board on 3 September 2009 minute 218 refers, Social Board on 22 September 2009 minute 259 refers.

#### **Resolved**

**That the actions of officers be endorsed and the report be noted.**

#### **Recommended to Council**

- i) That drawdowns from the Building Repairs Reserve totalling £15,440 as set out in paragraphs 4.23 and 4.24 be approved.**
- ii) That a drawdown of £20,000 from the Special Projects Reserve as set out in paragraph 4.10 of the report be approved.**
- iii) That the General Fund budgets be adjusted to reflect the savings expected to be achieved this year as per Appendix B, and that the Council's Medium Term Financial Plan be amended to take account of projected savings in 2010/11 and 2011/12 where these are not currently allowed for in the budget.**

- iv) That the £3,420 additional expenditure on Car Parks, as outlined in paragraph 4.21 be approved, and that the cost be met from the contingency reserve
- v) That a draw down from the Contingency Reserve of £41,000 to cover costs associated with the Leisure Services Transfer be approved
- vi) That approval be given to transfers to and from Housing Revenue Account balances for Housing Rents and Subsidy of £255,000 and (£545,000) respectively.
- vii) That £11,000 be drawn down from the Spend and Save Reserve to cover the cost of Local Taxation and Benefits staff in the redeployment pool
- viii) That £30,000 be drawn down from the Contingency Reserve to cover Industrial Units business rates and bad debt write-offs.

300

### **General Fund Capital Programme – Budget Management to 31 July 2009**

Councillors consider a report by the Operational Management Team setting out the position of the General Fund Capital Programme for 2009/10 to 31 July 2009.

#### **Resolved**

**That the position on the General Fund Capital Programme for 2009/10 at July 2009 be noted.**

**The actions of officers monitoring the programme be endorsed.**

#### **Recommended to Council**

- i) The proposal for an additional £5,199 of funding required to finance the shortfall on the Access Selby Project be approved.
- ii) That the budget for repairs to the Civic Centre in 2009/10 be reduced to £100,000 and that the drawdown from the Buildings Repairs Reserve is reduced accordingly.
- iii) That the budget for the Renaissance Project be reduced by £1,122,300 to reflect the cessation of the Sherburn Project.

301

### **Statement of Accounts 2008/09 and Annual Governance Report**

The report had been considered by the Audit Panel on 23 September 2009 who had supported the proposals of the District Auditor

The Head of Service – Finance presented the revised Statement of Accounts to councillors. The accounts had been amended following the conclusion of the external audit but this process would not affect the unqualified audit opinion that would be issued.

Andy Marr, District Auditor presented the Annual Governance Report for 2008/09. The report summarised the findings from the annual audit and identified the key issues which the Council should consider.

#### **Resolved**

**That the Statement of Accounts for 2008/09 and the Annual Governance Statement be approved.**

302

### **Financial Planning Policies**

The Head of Service – Finance submitted a copy of the updated financial planning policy statement for councillor's approval.

#### **Resolved**

**That the Financial Planning Policies Statement set out at Appendix A be approved.**

303

### **Customer Contact Centre Performance**

Councillors considered a report by the Head of Service – Finance giving details of the performance of Access Selby since it's opening in May 2008.

A discussion was held on pressures which may be felt in Access Selby as a result of changes to the council's waste collection arrangements it was reported that a further report would be submitted to the January 2010 committee.

#### **Resolved**

**That the report be noted.**

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

### **Economy Board 8 September 2009**

Rural Capital Programme

Councillors were asked consider the commitment needed to the Rural capital programme.

#### **Resolved**

**That the recommendation be noted and that a further report be submitted to a future meeting of the committee.**

### **Planning Committee – 16 September 2009**

Public Speaking Leaflet.

Councillors considered a recommendation from the Planning Committee suggesting changes to the existing arrangements for Public speaking at Planning meetings

#### **Resolved**

**That the matter be referred back to the Planning Committee for reconsideration.**

### **Social Board - 22 September 2009**

Douglas Street, Selby

The Board had recommended that 6 affordable units be developed through the Broadacre Housing Group.

#### **Resolved**

**That the recommendation be approved.**

## Decent Homes Target

Councillors considered a recommendation of the Board to approve a supplementary estimate from HRA Balances of £1.887 million to maintain momentum in meeting the Decent Homes target.

### **Recommended to Council**

**That approval be given to a supplementary estimate from HRA Balances of £1.887 million to maintain momentum to meet the Decent Homes target.**

305

### **Private Session**

#### **Resolved**

**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 5 of Part 1 of Schedule 12A to the Act.**

306

### **Retail, Commercial and Leisure Study**

Councillors considered a report by the Development Policy Manager on the outcome of legal discussions concerning a consultancy company.

### **Recommended to Council**

**That £18,365 be drawn down from the contingency reserve.**

#### **Resolved**

**That a report be submitted to a future meeting explaining the actions taken under delegated powers in connection with this matter and**

- a) Reviewing the terms of the delegations**
- b) Outlining what further action, if any, could be taken in this case**

The meeting closed at 5.20 pm.

Draft Minutes of the meeting of the Selby Community Project - Internal Project Board held at 4.00 pm on Thursday 30 July 2009 in Committee Room 3, Civic Centre, Selby.

Present: Councillor M Crane (MC) (Chair)  
M Connor, (MCo) Chief Executive  
J Lund, (JL) Deputy Chief Executive  
Councillor D Fagan (DF)  
Councillor M Jordan (MJ)  
Councillor N Martin (NM)  
Councillor C Mackman (CM)

In attendance: K Goodwin, (KG) Project Lead – Selby Community Project - Selby District Council  
R Bullen, (RB) Associate Director, Turner & Townsend Project Management  
Karen Iveson – Head of Finance and Central Services – Selby District Council  
M Davis, PA to the Deputy Chief Executive & Strategic Director

1. Welcome Action

Councillor Crane welcomed everyone to the meeting of the Internal Project Board (IPB).

2. Apologies

There were no apologies for absence.

3. Minutes of last Meeting – 14 May 2009

The minutes from the meeting held on 14 May 2009 were approved as a correct record.

4. Matters Arising

There were no matters arising.

5. Design and Cost Sign Off

**Design**

RB advised that some detail changes had been made to the design following consultation with the Heads of Service and officer sign off had now been achieved. Members of the Board were invited to sign off the plans themselves at the end of the meeting.

JL informed the IPB that two of the committee rooms would be designed as group rooms for the political parties. These rooms would be used as meeting rooms during the day and group rooms when required. These rooms would also have a bank of lockable cabinets/cupboards for use by the groups.

There are 7 meeting rooms in the Civic Suite area which will also be used by the NHSNYY. There are other meeting rooms within the new Civic Centre for officer meetings and smaller breakout areas for staff meetings. The toilets are at the correct ratio for the number of staff. It was felt that the layout and provision is right for the organisation in 2012.

One request raised at planning was to have the large glazed wall tinted or mirrored as it was felt by some that if the neighbouring residents could not see people in the building they would not feel overlooked. However residents were concerned that they could then be overlooked in secret. There is now an opportunity to go back and consult residents with detailed landscape designs and detailed planting. The project architect has advised that once the contractor has been selected this matter should be raised with the contractor's landscape design consultant and then submit the most appropriate proposal.

Following questions from members JL confirmed that there would be no designated members' room but there is a shared cafe. A system for meeting room bookings had been designed to ensure that appropriate rooms would be available for both SDC and NHSNYY and especially for Council and Committee meetings.

## **Costs**

RB circulated a table of costs for July 2009 based on the pre-tender estimate.

Following Members' questions RB confirmed that the successful contractor is expected to commit to a guaranteed maximum price (GMP). If the contractor has omitted something from their GMP they pay the extra cost. If SDC or NHSNYY add something extra or vary the design they bear the cost.

The existing furniture will be moved to the new building and new furniture which is easier to stack and store will be purchased for the new meeting rooms.

The IT cabling is included in the fixtures and fittings and all IT hardware will be moved to the new building.



JL advised that negotiations are still ongoing with NHSNYY regarding the split on the shared costs.

## 6. Outcome of Contractors Presentation and Tenders

RB advised that 5 bidders gave presentations to SDC and NHSNYY and consultant teams. There were four presentations made by each bidder. The final scores for the presentations had been agreed. The formal tenders were returned on 20 July 2009 giving the costs for stage 2. These are still being reviewed and the results and a recommendation will be presented to the Joint Integrated Board (JIB) on the 12 August 2009 for ratification.

Following concern by members regarding assurance about the financial stability of the chosen contractor, RB confirmed that each of the 5 bidders were subject to financial checks pre-tender and will be checked again before the next stage. There will also be a parent company guarantee and bond. Discussions will take place with the successful bidder to assess the solvency of their supply chain at the next stage.

The contractor will also be asked how they would involve the local community and systems will be in place to ensure local contractors can bid to work on the project.

## 7. Project Update Report

RB gave an update on the project.

Following planning permission on 27 May 2009 there were a number of conditions applied to the permission and although most were expected a couple needed further meetings with the architect and planning officers.

A further bat survey is being undertaken in July and the remaining issues will pass on to the contractor for them to discharge.

Following questions regarding consideration to environmental issues during the build RB confirmed that as the hospital build was working to BREAAAM standards the civic centre would also be an environmentally sustainable building.

Stage 2 of the project to reach a GMP will be between 1 September to 20 November 2009.

NHSNYY has to submit a Full Business Case (FBC) to take to their Board and the Strategic Health Board. The FBC should be approved by the middle of February 2010.

8. Date of Next Meeting

The next meeting will be held on 29 October 2009.

9. Any Other Business

Members were asked to sign the final design plans for the ground floor and first floor to show their agreement to the designs.

The meeting closed at 4.55 pm.