

**MISSION STATEMENT**

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

**Please ask for:** Ken Robinson  
**Direct Dial No:** 01757 292007  
**Fax No:** 01757 292020  
**E-mail** kerobinson@selby.gov.uk

1 February 2010

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 9 February 2010** commencing at **6.00 pm**.

Yours sincerely

Martin Connor  
Chief Executive

Opening Prayers will be offered.

## **AGENDA**

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 15 December 2009 (pages 5 to 10 attached).

4. **Communications**

Letter from Sherburn-in-Elmet Parish Council regarding street naming (pages 11 to 12 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 9 December 2009	Green	Minutes 444-458 Pages 13-27
Planning Committee 15 December 2009		Minutes 459-461 Pages 28-33

Planning Committee 3 February 2010	Green	Minutes To Follow
Licensing Committee 7 December 2009	Cream	Minutes 437-443 Pages 34-35
Licensing Committee 11 January 2010		Minutes 491-498 Pages 36-38
Audit Panel 16 December 2009	White	Minutes 475-483 Pages 39-41
Audit Panel 20 January 2010		Minutes 541-546 Pages 42-44
Economy Board 12 January 2010	Pink	Minutes 499-507 Pages 45-48
Environment Board 21 January 2010	Blue	Minutes 547-555 Pages 49-52
Social Board 13 January 2010	Yellow	Minutes 508-522 Pages 53-57
Overview and Scrutiny 14 January 2010	Peach	Minutes 523-530 Pages 58-62
Policy and Resources Committee 19 January 2010	Gold	Minutes 531-540 Pages 63-67
Selby Community Project Internal Project Board 3 December 2009	White	Minutes 1-8 Pages 68-69

8. **Budget**

Presentation by the Leader of the Council.

9. **The Move Towards an Executive Structure**

Report by the Chief Executive (pages 70 to 82 attached).

10. **Schedule of Meetings 2010/11**

To approve the Schedule of Meeting for 2010/11 (page 83).

11. **Nominations for Chairman and Vice-Chairman**

To appoint Councillors to the Offices of Chairman Elect and Vice-Chairman Elect for the 2010/11 Municipal Year.

12. **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.

13. **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.

14. **PRIVATE SESSION**

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

15. **Gypsy, Traveller and Showpeople Accommodation Requirements**

Report by the Strategic Director (pages 84 to 97 attached).

<p><b>COUNCILLORS ARE REMINDED TO UPDATE THE REGISTER OF INTERESTS AFTER ANY CHANGE IN CIRCUMSTANCES WHICH MAY AFFECT CURRENT ENTRIES</b></p>
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**SELBY DISTRICT COUNCIL**  
**Minutes**

Of the proceedings of a meeting of the Council held on 15 December 2009, in the Civic Suite, the Civic Centre, Portholme Road, Selby, commencing at 6:00 pm.

462	The Late Honorary Aldermen Les and Rachel Cunliffe
463	Apologies for Absence
464	Disclosure of Interests
465	Minutes
466	Communications
467	Public Questions
468	Councillors Questions
469	Committee and Board Minutes
470	Standards Committee
471	Local Strategic Partnership
472	Executive Structure
473	Urgent Action
474	Sealing of Documents

Present: Councillor I Chilvers (Chairman) in the Chair

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

Officials: Chief Executive, Head of Service – Finance, Head of Service – Partnerships and Commissioning, Head of Service – Development Services, Head of Service - Housing, Head of Service – Environmental Health and Leisure, Solicitor to the Council, Media and Corporate Communications Manager and Democratic Services Manager.

Public: 0

Press: 0

Father Keith Richard offered opening prayers.

**462 The Late Honorary Aldermen Les and Rachel Cunliffe**

A minutes silence was held in tribute to the Late Honorary Aldermen Les and Rachel Cunliffe.

463 **Apologies for Absence**

Apologies for absence were received from Councillor Mrs M Davis, W Martin, A Pound, S Shaw-Wright and Mrs D White.

464 **Disclosure of Interest**

None received.

465 **Minutes**

**Resolved:**

**That the minutes of the proceedings of a meeting of Council held on 20 October 2009 be confirmed as a correct record and signed by the Chairman.**

466 **Communications**

Selby DIAL

Councillors considered a letter from Councillor Thurlow as the Chairman of Selby DIAL asking for a donation towards running costs.

**Resolved:**

**That the request be considered, together with similar requests, as part of the budget process.**

467 **Public Questions**

None.

468 **Councillors' Questions**

None.

469 **Committee and Board Minutes**

Planning Committee 14 October 2009

**Resolved:**

**That the minutes be noted.**

Planning Committee 11 November 2009

**Resolved:**

**That the minutes be noted.**

Licensing Committee 9 November 2009

It was reported that the recommendation set out in minute 374 (Consent Street) should have been recorded as a recommendation to Policy and Resources Committee and not the Council. The matter had been considered by the Committee on 1 December 2009 (minute 430 refers)

**Resolved:**

**That the minutes be noted.**

Licensing Committee 23 November 2009

**Resolved:**

**That the minutes be noted.**

Economy 3 November 2009

**Resolved:**

**That the minutes be noted**

Environment Board 5 November 2009

The Chair of the Board commented on the successful implementation of the Council's Streetscene Service and expressed his thanks to staff of the Council and the contractors and appropriate councillors for their valuable assistance.

He also reported that information regarding arrangements for waste collection over the Christmas period would be circulated to councillors by e-mail.

**Resolved: That**

- (i) The minutes be received and;**
- (ii) The Council endorses the comments of the Chair regarding staff and councillors.**

Social Board – 10 November 2009

**Resolved:**

**That the minutes be noted.**

Overview and Scrutiny Committee – 19 November 2009

Councillors considered the terms of reference of the two Task and Finish Groups referred to in minutes 405 and 406.

**Resolved:**

**That the minutes be noted.**

Policy and Resources Committee 20 October 2009

The Chair of the Committee thanked those councillors and officers who had worked on the Local Development Framework.

**Resolved:**

**That the minutes be noted.**

Policy and Resources Committee- 1 December 2009

The Chair of the Committee reported that the decision set out in minute 423 (ICT Server) should have recorded as a recommendation to Council.

**Resolved: That**

- (i) the minutes be noted and**
- (ii) the recommendations set out in minutes 419( General Fund Exception), 423 ( ICT Server), 425 (Accountancy Resources),430 ( Consent Street and Britannia Car Park) and 431 (Collaboration Concordat) be approved.**

470

**Standards Committee – Appointment of Parish/Town Council Representative**

The Solicitor to the Council reported that Councillor Jenny Chappell of Eggborough Parish Council had received more votes than any other candidate in a recent poll to determine who would be one of the three Parish/Town council representatives on the Standards Committee.



**Resolved:**

**That Councillor Jenny Chappell of Eggborough Parish Council be appointed to the Standards Committee for the period ending on 30 June 2011.**

471

**Local Strategic Partnership**

The Chief Executive submitted a report updating councillors on the work of the Local Strategic Partnership (LSP).

The LSP was engaged in a process of reform in line with the development of a new Sustainable Community Strategy.

**Resolved:**

**That the report be noted.**

472

**The move towards an Executive Structure**

The Chief Executive submitted a report on action to be taken in order that an executive structure could be implemented from May 2011.

It would be necessary to amend the Council's existing Constitution and, after consultations with councillors and others, it was proposed that a new Constitution would be presented to the Council in October 2010.

As part of the modernisation process it was proposed that in addition to the two Community Engagement Forums (CEFs) running in Tadcaster and the Southern of the District there should be three more, Eastern, Western and Selby and Brayton. The Eastern CEF would be launched in April 2010 and the remaining two in October 2010.

The report gave details of the boundaries of the CEFs and the names of the Selby District Councillors who would sit on them.

It was also proposed that the number of committee cycles in 2010/2011 be reduced in order to ensure that the CEFs were adequately resourced.

Councillors questioned the Chief Executive on the report and commented on a number of issues including the chairing of CEF meetings, consultations with the public and the future developments in local services.

The Chief Executive undertook to e-mail councillors regarding the population within each CEFs' area and the rules regarding consultations in respect of a move to an executive structure.

**Resolved: That**

- (i) The proposals set out in the report be approved and adopted and;**
- (ii) Councillor W Inness be appointed chair of the Eastern Community Engagement Forum.**

473

**Urgent Action**

The Chief Executive reported that he had not been called upon to take any urgent action.

**Resolved:**

**That the report be noted.**

474

**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 7.54pm.

# Sherburn-in-Elmet Parish Council

Everstley Park Centre Low Street Sherburn-in-Elmet North Yorkshire LS25 6BA

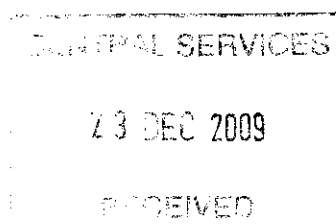
Telephone: 01977 681024

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Office hours: Mon to Wed 10am – 4pm; Thurs 10am – 3pm; Fri 1pm – 4pm

21<sup>st</sup> December 2009

Martin Connor,  
Chief Executive  
Selby District Council  
Civic Centre  
Portholme Road  
Selby  
North Yorkshire  
YO8 4SB



Dear Mr. Connor,

**Re; Street Naming, Sherburn-in-Elmet**

We noticed recently that street names were appearing on the new developments in this village, without any consultation with this Parish Council.

We wrote to Liam Heppell regarding this and I enclose copy of the E-mail reply which we received.

The Parish Council are not happy with this response and feel that we should be properly consulted with regard to street names as we always were in the past. We do not feel that the Developers should be able to name streets in our village without proper consultation with the elected representatives of this community.

We would request that this letter is treated as correspondence to the Council.

Yours sincerely,

Margaret Gibson  
Clerk to the Parish Council

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**From:** liam heppell [mailto:lheppell@selby.gov.uk]  
**Sent:** 15 December 2009 16:45  
**To:** Sherburn in Elmet Parish  
**Subject:** Street Naming

Hi Ms Gibson,

Thanks for your reply to this proposal.

The previous method of pre-consulting with Royal Mail, Parish Councils and the developer prior to allocating street names unfortunately led to an unacceptable strain on the service and in turn created horrific backlogs in the area. It was not uncommon for applications to take a number of months to resolve and in extreme cases (where developers and parished would not agree) turnaround times were closer to the 1 year mark.

There was also the problem that under the relevant act, a developer can notify us of their intentions to allocate a street name. We then have a period of 28 days in which to consider intervention and determine whether an alternative name should be used. Many of the developers who's applications were in the queue would have been within their rights to bypass the council almost completely as a result of our poor performance in this area.

As a result of this and a number of complaints received by developers we took the decision that as we are not obligated to consult with others over new schemes, it constituted an unnecessary burden on the service which needed to be removed in order that we were able to improve the service and keep in control of naming streets within our area.

Two years on from this decision, developers requests for numbering schemes are dealt with much more efficiently and now almost always within the allotted 28 days. We still would like to involve Parishes, but I fear that allowing for automatic consultation of non-statutory third parties (such as parish councils) would put the new found efficiency of the service at risk.

That said, we have spoken to a number of Parishes who have decided to 'opt-out' of supplying names for our working list, for similar reason to your concerns.

I have agreed with another Parish that they can write/email me at the time of a planning application being approved/considered should they wish to influence the naming of schemes. We would then keep suggestions on file and where possible, we would then negotiate with the developer.

Hope this explains why we made the decisions and offers an alternative way forward,

All the best, and Merry Christmas,

Liam

**Liam Heppell**  
Local Land and Property Gazetteer Custodian  
Selby District Council

As: "Excluded" Council

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Selby District Council, Civic Centre, Portholme Road, Selby, North Yorkshire, YO8 4SB - DX 27408 Selby

SELBY DISTRICT COUNCIL

**MINUTES**

Minutes of the proceedings of a meeting of the Planning Committee held on 9 December 2009 in Committee Rooms 1& 2, The Civic Centre, Portholme Road, Selby, commencing at 4.00pm.

444	Apologies for Absence and Notification of Substitution
445	Disclosures of Interest
446	Minutes
447	Chair's Address to the Planning Committee
448	Planning Application Received - 2009/0581/FUL - Sportsground, Mill Lane, South Milford
449	Planning Application Received - 2009/0635/FUL - Birchwood Farm, Bonby Lane, Skipwith
450	Planning Application Received - 2009/0257/FUL - The Cottage, Colton
451	Planning Application Received - 2009/0828/COU - Land South Of Whitefield Lane, Whitley
452	Planning Application Received - 2009/0724/FUL - Tesco Supermarket Portholme Road Selby
453	Planning Application Received - 2009/0412/FUL - Manor Farm, Little Fenton
454	Planning Application Received - 2009/0807/HPA - The Heathers, 20A Park Lane, Barlow
455	Planning Application Received - 2009/0609/FUL - Fox and Pheasant, Main Street, Hemingbrough
456	Private Session
457	Hazelwoods Equestrian Centre
458	Gypsy Site Towton

Present: Councillor J Mackman in the Chair

Councillors I Chilvers, J Deans, D Fagan (for Mrs E Metcalfe), Mrs C Goodall, W Inness, D Mackay and Mrs S Ryder (for C Pearson),

Officials: Head of Service – Development Services, Solicitor to the Council, Manager of Development Management, Principal Planning Officer, Planning Officer, Trainee Solicitor, Democratic Services Manager and Public Speaking Officer

Also in Attendance Highways Officer, NYCC and Retail Consultant.

Public 7  
Press 0

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

Planning Committee  
9 December 2009

Apologies were received from Councillors J McCartney, Mrs E Metcalfe and C Pearson

Substitute Councillors were Councillor Mrs S Ryder (for C Pearson) and D Fagan (for Mrs E Metcalfe)

445 **Disclosure of Interest**

Councillor Innes declared a personal and prejudicial interest in minute relating to Birchwood Farm.

Councillor Fagan declared a personal and prejudicial interest in minute relating to The Cottage, Colton

446 **Minutes**

**Resolved:**

- **That, subject to the deletion of Councillor from the list of councillors present, the minutes of the proceedings of the meeting of the Planning Committee held on 11 November 2009, be confirmed as a correct record and be signed by the Chair.**

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

The Chair informed councillors of the following issues:

Performance continued to exceed targets

The number of applications for the current year was 703 compared with 820 for the same period in 2008

Windfarms

3 applications had been validated and 2 more were expected. A firm of consultants had been engaged to provide advice.

Staffing Update

The post vacated by Rob Brigden had been filled and the vacancy created by the retirement of Richard Pollard had been filled.

Training

Training would be made available from January 2010 on the following topics

Planning Committee  
9 December 2009

448

### **Planning Applications Received**

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

Application: 2009/0581/FUL

Location: Sportsground, Mill Lane, South Milford

Proposal: Erection of a sports pavilion with changing rooms and creation of a sports playing pitch and associated parking.

The Manager of Development Management presented the report and updated councillors on issues contained within it.

Agent – Roger Lee

Mr Lee informed councillors of the following issues:

Sport England support the proposal

The pavilion had been moved further from residential properties

The conditions suggested by officers were acceptable

Parish Council – Bill Hobman

Mr Hobman informed councillors of the following issues:

The Parish Council supports the proposal

Local residents had been fully consulted

It was important that sports facilities in the area be developed

The proposal provided much needed facilities which would benefit the community at large

Resolved:

That the application be APPROVED subject to the following conditions -

1. The development for which permission is hereby granted shall be begun within a period of three years from the date of this permission.

Reason:

In order to comply with the provisions of Section 51 of the Planning and Compulsory Purchase Act 2004.

3 years

2. Prior to the commencement of development details of the materials to be used in the construction of the exterior walls and roof(s) of the building, hereby approved, shall be submitted to and approved in writing by the Local Planning Authority, and only the approved materials shall be utilised.

Reason:

In the interests of visual amenity and in order to comply with Policy ENV1 of the Selby District Local Plan.

3. Before the development, hereby approved, shall be commenced the approval of the Local Planning Authority is required to a scheme of landscaping and tree planting for the site, indicating inter alia the number, species, heights on planting and positions of all trees, shrubs and bushes, details of boundary treatments, details of areas of hardstanding and the methods for the translocation of the existing hedgerow, shown blue on the attached plan. Unless otherwise approved in writing by the Local Planning Authority the works comprising the approved scheme shall be carried out in their entirety within the period of twelve months beginning with the date on which development is commenced, or within such longer period as may be agreed in writing with the Local Planning Authority. All trees, shrubs and bushes, including those of the translocated hedge shall be adequately maintained for the period of five years beginning with the date of completion of the scheme and during that period all losses shall be made good as and when necessary.

Reason:

To safeguard the rights of control by the Local Planning Authority in the interests of amenity having had regard to Policy ENV1 of the Selby District Local Plan.

4. Before the playing field and sports pavilion, hereby approved, shall be brought into use the passing places shown on the submitted plans and signage shall be constructed/ erected. The passing places shall be 6 metres in length, 2 metres wide with 45 degree splays and shall provide for a carriageway width of 5 metres. Signage for the passing places shall be in accordance with the Traffic Signs Regulations and General Directions 2002. The passing places shall thereafter be retained for the lifetime of the development.



Reason:

In the interests of highway safety and in accordance with Policy T2 of the Selby District Local Plan.

5. No development shall take place until details of the proposed means of disposal of foul and surface water drainage, including details of any balancing works and off-site works, have been submitted to and approved by the Local Planning Authority. The approved scheme shall be implemented prior to the use hereby approved commencing and shall be retained and maintained thereafter throughout the lifetime of the development.

Reason:

To ensure that the development can be properly drained having had regard to Policy ENV1 of the Selby District Local Plan.

6. No forms of artificial lighting shall be employed on the site south of Mill Lane, and outlined in red on the submitted plans at any time.

Reason:

In the interests of protecting the residential amenity of the occupiers of nearby residential properties in accordance with Policy RT3 of the Selby District Local Plan.

7. The use of the playing field south of Mill Lane, and outlined in red on the submitted plans, for formal recreation and training shall not take place outside of the period 09.00 hours to 20.00 hours Mondays to Fridays and between 09.00 hours and 18.30 hours on Saturdays and Sundays.

Reason:

In the interests of protecting the residential amenity of the occupiers of nearby residential properties in accordance with Policy RT3 of the Selby District Local Plan.

8. The playing or practicing of cricket shall not take place in the areas shown hatched in red on the approved plan.

Reason:

In the interests of protecting the residential amenity of the occupiers of nearby residential properties in accordance with Policy RT3 of the Selby District Local Plan.

9. This permission shall relate to drawing numbers SCSA/Planning-02, and SCSA/Planning-03C.

Reason:

For the avoidance of doubt as what hereby has been permitted.

10. Unless otherwise approved in writing by the Local Planning Authority, there shall be no excavation or other groundworks, except for investigative works, or the depositing of material on the site until the access to the site have been set out and constructed in accordance with the published Specification of the Highway Authority and the following requirements:

- (i) The existing access shall be improved so that part of the access road extending 6 metres into the site shall be constructed in accordance with Standard Detail number 7,
- (ii) Provision shall be made to prevent surface water from the site/plot discharging onto the existing highway in accordance with the specification of the Local Highway Authority.

All works shall accord with the approved details unless otherwise agreed in writing by the Local Planning Authority.

**INFORMATIVE - Condition HC07**

You are advised that a separate licence will be required from the Highway Authority in order to allow any works in the adopted highway to be carried out. The 'Specification for Housing and Industrial Estate Roads and Private Street Works' published by North Yorkshire County Council, the Highway Authority, is available at the County Council's offices. The local office of the Highway Authority will also be pleased to provide the detailed constructional specification referred to in this condition.

Reason:

In accordance with policy number and to ensure a satisfactory means of access to the site from the public highway in the interests of vehicle and pedestrian safety and convenience.

11. No part of the development shall be brought into use until the approved vehicle access, parking, manoeuvring and turning areas have been constructed in accordance with the submitted drawing SCSA/Planning-03C.

Reason:

In accordance with policy number and to provide for appropriate on-site vehicle facilities in the interests of highway safety and the general amenity of the development.

**Councillor Innes declared a personal and prejudicial in the following item (minute 449) and left the meeting.**

449

**Application 2009/0635/FUL**

**Location: Birchwood Farm, Skipworth, Proposed erection of a single storey dwelling with detached garage following the demolition of the existing two storey dwelling, log store, garage and pole barn**

The Manager of Development Management presented the report.

**Applicant – Mr Benson**

Mr Benson informed councillors of the following issues

Wife and granddaughter, who will both live at the property, have medical conditions which require particular facilities to be incorporated into building  
The council's local plan states that the needs of the disabled need to be taken into account

The increase in area referred to in the officer's report is incorrect

The proposed development is less intrusive than that which could be constructed under permitted development

There is case law to support development of this nature

There is support from the medical professionals caring for applicant's wife

Medical conditions require the provision of wide corridors and doorways

It is only a three bedroom bungalow

**Resolved:**

**That the application be REFUSED for the following reason**

The proposal would result in a replacement dwelling of a size and scale not commensurate with that of the original dwelling resulting in an obtrusive development in this countryside location contrary to Policy H13 of the Selby District Local Plan and the guidance contained in PPS7.

**Councillor Innes returned to the meeting  
Councillor Fagan declared a personal and prejudicial interest in the following item (minute 450 ) and left the meeting.**

450

**Application 2009/0257/FUL  
Location: The Cottage, Colton, Erection of three dwellings with garages, associated access and works**

The Manager of Development Management update councillors on the issues set out in his report.

**Objector – Nick Baker**

Mr Baker informed councillors of the following issues:

Represented a number of local residents  
Concerns about impact on the village and Green Belt  
Effect on the character of the village  
Previous decision was to refuse the application, have all the concerns raised on that occasion been addressed under the new application  
Effect on the street scene, there is a height difference of 1.7 metres between existing and proposed houses  
Houses behind the development will be blocked in  
Tight site

**Agent – Roger Lee**

Mr Lee informed councillors of the following issues

The proposal is acceptable in terms of Policies GB2 and H7  
Colton not entirely a linear development other properties have dwellings behind them  
Outline planning permission was granted in 2007  
Since full planning permission was refused in 2008 the plans had been amended  
Counsel's opinion supports the officer's recommendation to approve.

**Moved and seconded**

**That the application be refused**

**Moved and seconded, as an amendment**

**That the matter be deferred pending a site visit**

**Amendment carried**  
**Substantive motion carried**

**Resolved:**

**That the matter be deferred pending a site visit.**

**Councillor Fagan returned to the meeting**  
**Councillor Deans joined the meeting**

451

**Application 2009/0828/COU**  
**Location: Land South of Whitefield Lane, Whitley, Retrospective application for the Change of use of land from agricultural to motocross use**

The Manager of Development Management updated councillors on the report.

**Agent – John Goodwin**

Mr Goodwin informed councillors of the following issues

Apologies for the fact that the application is retrospective  
Activity needs to be in a rural area  
Proposals have been revised to meet officers' recommendations  
The site is landscaped and has adequate parking  
No objections received from consultees  
Local opposition is at a level lower than that for previous application

**Parish Council – Simon Humphrey**

Mr Humphrey informed councillors of the following issues

Whiteley Parish Council objects to the proposal  
Detailed objections had been submitted to the Council but do not appear in the officer's report  
Development is within a Green Belt  
Visual impact  
Motocross not appropriate in the area  
Highway and road safety concerns  
Noise levels  
Unauthorised use of site

**Resolved:**

**That the application be APPROVED subject to conditions which will be decided at an extraordinary meeting of the Committee to be held on Tuesday 15 December 2009 in the Civic Centre, Selby at 4pm.**

**At this stage in the meeting the committee held a ten minute recess**

452

**Application 2009/0724/FUL**

**Location: TESCO Store, Selby, Erection of a replacement store with associated car parking, landscaping and ancillary works following demolition of Council depot and existing store**

The Senior Planning Officer updated councillors on the report. The Highways officer, North Yorkshire County Council, the Council's retail consultant and the Development Policy Manager submitted their comments on the application.

**Agent – Michelle Bath**

Ms Bath informed councillors of the following issues

TESCO were committed to investing in Selby  
Only application for food store provision  
Brand new store rather than extension  
Bigger than scheme previously approved  
Eco store with low carbon footprint  
Service area has been relocated further away from residential property  
175 jobs will be created  
Contribution will be made towards highway improvements  
Positive benefits for the town centre

At this stage of the meeting, the time being 7pm, and in accordance with Standing Order 5.20, the Committee decided to continue until all the business has been concluded.

Moved by Councillor Cattanach and seconded by Councillor Marshall

**That the application be approved**

**Moved by Councillor Mackman and seconded as an amendment**

**That the Committee is minded to approve the application subject to the existing store opening hours being retained and the Section 106 agreement being ratified by the Committee.**

**Amendment carried**

**Substantive motion carried**

**Resolved:**

**That the Committee is minded to approve the application subject to the existing store opening hours being retained and the Section 106 agreement being ratified by the Committee.**

453

**Application 2009/0412/FUL**

**Location: Manor Farm, Little Fenton, erection of wind turbine**

The Senior Planning Officer presented the report and updated councillors regarding the presence of a pipeline on the site.

**Andrew Marshall- Applicant**

Mr Marshall informed councillors of the following issues.

The whereabouts of the pipeline is known  
Family have farmed in the area for 100 years  
The turbine will provide electricity for the farm  
There will be a reduction in non renewable energy demands  
There is no impact on neighbours or on wildlife  
Modern version of traditional farming practice

**Resolved:**

**That the application be GRANTED subject to the following conditions:-**

01. The development for which permission is hereby granted shall be begun within a period of three years from the date of this permission.

Reason:

In order to comply with the provisions of Section 51 of the Planning and Compulsory Purchase Act 2004.

02. The development hereby permitted shall take place strictly in accordance with the terms of the submitted application and plans. The maximum height to tip of turbine blade will be 24 metres.

Reason

This condition is imposed because in reaching its decision, the Local Planning Authority has had regard to all the information submitted.

- 03 This permission is for a period not exceeding 25 years from the date that electricity from the development is first connected. Within three months of the cessation of electricity generation at the site, a scheme for the removal from the site of the turbine and associated works, including, unless otherwise agreed by the Local Planning Authority, the turbine foundations and underground cabling, and the restoration of the land to its previous condition, shall be submitted to and approved in writing by the Local Planning Authority. Thereafter restoration shall be completed in accordance with the approved scheme within 12 months of the restoration scheme being approved by the Local Planning Authority, or such other period as the Authority may agree.

Reason

This condition is imposed to protect the visual amenities of the area and to ensure that the turbine is removed from the site at the end of their operational life, and to protect the character of the countryside and visual amenity of the area and to accord with the objectives of Local Plan Policies ENV6, ENV9 and ENV10.

- 04 No development shall take place until details of the external appearance (including colour finishes) of the turbine to be erected have been submitted to and approved in writing by the Local Planning Authority. Thereafter the development shall be carried out as approved and the agreed colour finishes of the wind turbines shall not be changed without the prior consent in writing of the Local Planning Authority.

Reason:

This condition is imposed in order to ensure there is a satisfactory relationship between the proposed development and the surrounding area.



- 05 If the wind turbine hereby permitted fails to produce electricity for a continuous period of 12 months, the wind turbine and ancillary equipment shall be removed from the site within a period of 9 months from the end of the 12 months period and the site returned to its former agricultural use.

Reason

This condition is imposed to protect the amenity of local residents from the adverse effects due to noise nuisance.

06. The level of noise emissions from the combined effects of the wind turbine generators when measured at residential properties and in accordance with The Assessment and Rating of Noise from Wind Farms, ETSU-R-97" shall not exceed:

(a) during the night-time 5 dB above the night-time LA90 10 min background noise level at wind speeds not exceeding 12 meters per second;

(b) during the day-time 5dB above the day-time LA90 10 min background noise level not exceeding 12 metres per second;

(c) during quiet waking hours 5dB above the LA90 10 min background noise level not exceeding 12 metres per second measured at the relevant time of day.

Background noise levels shall be determined at residential properties, when the turbines are not operating, during the assessment carried out under the previous conditions.

Reason: In the interests of residential amenity

- 07The position of the gas pipeline be investigated

454

**2009/0807/HPA**

**Location: The Heathers 20a Park Lane, Barlow, erection of garden store, 2.3 metre boundary wall, replacement of conservatory creating covered walkway.**

The Planning Officer presented the report.

**Resolved:**

**That the application be GRANTED subject to the following conditions**

01. The development for which permission is hereby granted shall be begun within a period of three years from the date of this permission.

Reason:

In order to comply with the provisions of Section 51 of the Planning and Compulsory Purchase Act 2004.

02. The development hereby permitted shall be carried out in complete accordance with the approved plans and specifications reference APS 0080-5 and APS 0080-6 submitted on the 23rd September 2009

Reason

To ensure that no departure is made from the details approved and that the whole of the development is carried out, in order to ensure the development accords with Policy ENV 1

455

**2009/0609/FUL**

**Location: Fox and Pheasant, Main Street, Hemingbrough, retrospective application for the retention of barbeque and covered seating area**

The Planning Officer updated councillors on the report

Moved by Councillor Cattnach and seconded by Councillor Chilvers

That application be approved subject to the inclusion of a condition forbidding the use of a sound system

Moved by Councillor Deans and seconded by Councillor Innes as an amendment

That the application be refused on the grounds of the unacceptable impact on a residential amenity and the negative impact on a conservation area.

Amendment carried

Substantive motion carried

**Resolved:**

**That the application be REFUSED on the grounds of the unacceptable impact on a residential amenity and the negative impact on a conservation area.**

456 **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 3 and 5 of Part 1 of Schedule 12A to the Act.**

457 **Hazelwoods Equestrian Centre**

The Council's Solicitor reported on a recent judicial review of the notices which had been issued by the Planning Inspectorate in connection with this case. As a consequence of the review it was necessary that another planning inquiry be held.

**Resolved:**

**That the report be noted**

458 **Gypsy Site, Towton**

The Trainee Solicitor reported on a recent court hearing when temporary permission for the gypsy site at Towton was extended until 2014.

**Resolved:**

**That the report be noted.**

The meeting closed at 7.48 pm.

## SELBY DISTRICT COUNCIL

### MINUTES

Minutes of the proceedings of a meeting of the Planning Committee held on Tuesday 15 December 2009, in Committee Rooms 1& 2, The Civic Centre, Portholme Road, Selby, commencing at 4.00pm.

459	Apologies for Absence and Notices of Substitution
460	Declarations of Interest
461	Planning Application Received - 2009/0828/COU - Land South Of Whitefield Lane, Whitley

Present: Councillor J Mackman in the Chair

Councillors: J Cattanach, I Chilvers, J Deans, Mrs S Ryder (sub for W Inness), D Mackay, B Marshall, R Sweeting (sub for Mrs E Metcalfe), C Pearson

Officials: Head of Service – Development Services, Manager of Development Management, Solicitor to the Council, Trainee Solicitor, Overview and Scrutiny Coordinator

Also in Attendance: Planning Officer, Planning Enforcement Officer

Public: 2

Press: 0

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

No apologies were received from Councillors

Substitute Councillors were Mrs S Ryder (sub for W Inness) and R Sweeting (sub for Mrs E Metcalfe)

#### 460 **Disclosure of Interest**

None

## Planning Applications Received

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

### **2009/0828/COU – Motocross site on land south of Whitefield Lane, Whitley**

The Manager of Development Management presented the list of conditions:

01. Within **1** month of the date of this permission details of the materials to be used to form the bunds and the construction specification of the bunds shall be submitted to and approved in writing by the LPA. The bunds shall be completed in full accordance with the approved scheme.

Reason: In the interest of pollution control.

02. Within one **1** month of the date of this permission details shall be submitted to and approved in writing by the local planning authority of a work programme for the completion of the bunds. The bunds hereby approved shall be completed within 9 months of the date of the approval of the work programme and shall be constructed in completed conformity with the approved scheme. The bunds shall be retained for the lifetime of the development.

Reason:

To ensure that the site is adequately screened in the interest of visual amenity.

03. Within **3** months of the date of this permission details of the landscaping for the bunds shall be submitted to and approved in writing by the Local Planning Authority. The landscaping shall be completed within the first growing season after the completion of the bunds and shall be retained for a period of 5 years. Should any of the landscaping die, become diseased or be damaged it shall be made good.

Reason: In the interest of visual amenity.

04. Within **3** months of the date of this permission details of all boundary treatment including any gates or fences (but excluding the bunds referred to in conditions 1, 2 & 3) shall be submitted to and approved in writing by the Local Planning Authority. All boundary treatment shall be erected in accordance with the approved scheme.

Reason: In the interest of visual amenity.

05. The development hereby permitted shall be carried out in complete accordance with the approved plans and specifications reference 2130/1 submitted on the 18th September 2009

Reason

To ensure that no departure is made from the details approved and that the whole of the development is carried out, in order to ensure the development accords with Policy ENV 1

06. Within 1 month of the date of this permission a scheme to control noise from motocross events shall be submitted in writing to and approved by the local planning authority. The scheme shall be implemented in full accordance with the Code of Practice on Noise from Organised off Road Motor Cycle Sport 1994 (in particular Sections 5 & 6) and shall be employed throughout each motocross event that takes place including any practice events.

Reason

In order to prevent a loss of amenity resultant from the operation of the proposed development to accord with Policy ENV1 of the Selby District Local Plan

07. Within 1 month of the date of this permission a scheme showing the proposed size, type, position and direction of loud speakers for the public address system shall be submitted and approved in writing by the Local Planning Authority. The public address system shall be used to provide instruction to riders and for safety and emergency announcements and shall not be used for any other purpose. The approved scheme shall be implemented for the lifetime of the development.

Reason:

In order to prevent a loss of amenity resultant from the operation of the proposed development to accord with Policy ENV1 of the Selby District Local Plan

08. The noise barrier scheme as set out in accordance with the approved plans shall be in place during each motocross event that takes place including any practice events.

Reason:

In order to prevent a loss of amenity resultant from the operation of the proposed development to accord with Policy ENV1 of the Selby District Local Plan

09. Records shall be kept by the operators of the site showing that noise tests are carried out by the site operators on participating bikes at every event in accordance with the current Autocycle Union requirements. The records shall be made available to the Local Planning Authority at any time.

Reason:

In order to prevent a loss of amenity resultant from the operation of the proposed development to accord with Policy ENV1 of the Selby District Local Plan

10. Within **3** months of the date of this permission the access to the site shall have been set out and constructed in accordance with the published Specification of the Highway Authority and the following requirements:

(i) The crossing of the highway verge and/or footway shall be constructed in accordance with the approved details and/or Standard Detail number E3.

(ii) Any gates or barriers shall be erected a minimum distance of 15 metres back from the carriageway of the existing highway and shall not be able to swing over the existing or proposed highway.

(iii) Provision shall be made to prevent surface water from the site/plot discharging onto the existing or proposed highway in accordance with the Specification of the Local Highway Authority.

All works shall accord with the approved details unless otherwise agreed in writing by the Local Planning Authority.

Reason:

In accordance with policy T2 of the Selby District Local Plan and to ensure a satisfactory means of access to the site from the public highway in the interests of vehicle and pedestrian safety and convenience.

11. Within **3** months of the date of this permission the visibility splays of 215 metres measured along both channel lines of the major road (Whitefield Lane) from a point measured 4.5 metres down the centre line of the access road shall be constructed. Once created, these visibility areas shall be maintained clear of any obstruction and retained for their intended purpose at all times.

Reason

In accordance with policy T2 of the Selby District Local Plan and in the interests of road safety.

12. Within **1** month of the date of this permission details including a method statement shall be submitted to and approved in writing by the Local Planning Authority of a water bowser system to dust down the track. The water bowser shall be on site within **1** month of the date of the agreement of the method statement and shall be retained for the lifetime of the development and shall be used in complete conformity with the method statement as approved.

Reason: - To reduce the impact of dust pollution on the amenities of the occupiers of the nearest neighbouring properties.

13. The site shall not be used for anymore than **12** formal motocross events in any one calendar year (1 January to 31 December). Such events shall be limited to no more than 1 a month and are limited to a Wednesday or Sunday between the hours of 0700 to 1800.

Reason: To allow the Council to have control over the development to restrict noise nuisance and disturbance to the nearest residential properties.

14. The practise events (excluding the Kick start club) shall be limited to 12 sessions within any calendar year (January 1<sup>st</sup> - 31 December) during the hours of 10.00 hours to 16.00 hours.

Reason: To allow the Council to have control over the development to restrict noise nuisance and disturbance to the nearest residential properties.

15. The kick start club practise sessions shall be limited to no more than 2 sessions within in any calendar month and shall be limited to 09.30 to 14.30 hours.

Reason: To allow the Council to have control over the development to restrict noise nuisance and disturbance to the nearest residential properties.

16. Should the site not be used for a consecutive period of 12 months for motocross then the use shall cease and the land returned to its former condition.

Reason:  
In the interest of visual amenity and protection of the green belt.

17. No form of artificial lighting shall be employed on the site.



Reason: To protect the open character and appearance of the green belt.

18. By 30 November of every year details of the events for the forthcoming year shall be submitted to and approved in writing by the Local Planning Authority. Records shall be kept of the frequency of the events on site which shall be made available to the Local Planning Authority on demand.

Reason: To allow control over the development.

**INFORMATIVE**

After each event the site shall be cleared of litter and the site maintained in a clean, tidy and safe condition

**INFORMATIVE**

You are advised that a separate licence will be required from the Highway Authority in order to allow any works in the adopted highway to be carried out. The 'Specification for Housing and Industrial Estate Roads and Private Street Works' published by North Yorkshire County Council, the Highway Authority, is available at the County Council's offices. The local office of the Highway Authority will also be pleased to provide the detailed constructional specification referred to in this condition.

**INFORMATIVE**

The operation and control of the site shall be in accordance with the guidance issued by the Off Road Promoters Association (ORPA) at all events and practice sessions on site.

**INFORMATIVE**

You are hereby informed to contact Selby District Council in relation to the erection of any pre-directional signs which maybe used to publicise the event which maybe erected on private land to ascertain if advertisement consent is required. Should the proposed advertisement be on highway land then please contact the Highway's section of North Yorkshire County Council to ascertain if you require consent from them to erect the sign.

**Resolved:**

**That the application be Granted subject to the conditions listed by the Manager of Development Management.**

The meeting closed at 4.35pm.

## SELBY DISTRICT COUNCIL

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

437	Apologies
438	Disclosure of Interest
439	Minutes
440	Procedure
441	Chairs address to the Licensing Committee
442	Private Session
443	Application for grant of Hackney Carriage Licence

Present: Councillor R Sayner in the Chair

Councillors: Councillor Mrs D White, Councillor Mrs D Davies, Councillor Mrs S Duckett, Councillor Mrs J Dyson, Councillor K Ellis, Councillor Mrs P Mackay and Councillor Mrs S Ryder.

Officials: Senior Solicitor, Licensing Enforcement Officer and Committee Services Officer.

Public: 0

Press: 0

### 437 **Apologies for Absence and Substitution**

Apologies were received from Councillors Mrs K McSherry and Eileen Metcalfe (Due to substitute for Councillor Mrs K McSherry).

### 438 **Disclosure of Interest**

There were none.

### 439 **Minutes**

#### **Resolved:**

**That the minutes of the proceedings of the meeting of the Licensing Committee held on 9 November 2009 be confirmed as a correct record and be signed by the Chair.**

440

### **Procedure**

The Procedure was noted.

441

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

The Chair notified the Licensing Committee that there would be refresher training for councillors arranged by the Licensing Enforcement Officer and Senior Solicitor.

442

### **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 disclosure of exempt information as defined in Section 100(1) of the Act as described in paragraph 3 of the new Schedule 12 (A) of the Local Government (Access to information) (Variation) Order 2006.**

443

### **Application for grant of Hackney Carriage Licence**

#### **Resolved: That**

In the absence of the applicant this item be deferred until the next Licensing Committee meeting due to be held on 11 January 2010.

The meeting closed at 10:20am.

SELBY DISTRICT COUNCIL

**MINUTES**

Minutes of the proceedings of a meeting of the Licensing Committee held on 11 January 2010, in Committee Room 2, The Civic Centre, Portholme Road, Selby, commencing at 10:00 am.

491	Apologies
492	Disclosures
493	Minutes
494	Chair's Address
495	Hackney Carriage and Private Hire Vehicles – Review of Legislation
496	Procedure
497	Private Session
498	Application for grant of a Hackney Carriage Licence

Present: Councillor R Sayner in the Chair

Councillors: Mrs D Davies, Mrs S Duckett, K Ellis, Mrs K McSherry, Mrs P Mackay, Mrs S Ryder and Mrs D White

Officials: Senior Solicitor, Licensing Enforcement Officer and Democratic Services Manager.

Public: 0

Press: 0

491 **Apologies for Absence and Substitution**

Apologies were received from Councillors Mrs J Dyson and J McCartney.

492 **Disclosure of Interest**

None.

493 **Minutes**

**Resolved:**

**That the minutes of the proceedings of the meetings of the Licensing Committee held on 23 November and 7 December 2009 be confirmed as a correct record and be signed by the Chair.**

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

The Chair informed the Committee that arrangements were being made for further training to be provided on licensing matters.

She reminded councillors of the need to appoint a substitute in the event that they were unable to attend meetings.

495 **Hackney Carriage and Private Hire Vehicles – Review of Legislation**

Councillors considered a report by the Licensing Officer concerning a consultation exercise instigated by the Institute of Licensing to establish the effectiveness of existing legislation affecting Hackney Carriage and Private Hire Vehicles.

In view of the age of the legislation there were wide differences in standards across the country, which could place drivers, passengers and the public at risk.

The consultation sought the views of the public as well as those involved in the taxi industry.

**Resolved:**

**That the Licensing Officer acting in consultation with the Chair of the Committee be authorised to respond to the consultation document**

496 **Procedure**

Councillors considered the procedure to be followed when dealing with the application for a Hackney Carriage Licence.

**Resolved**

**That the Procedure be noted.**

497 **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.**

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

Councillors received the report of the Licensing Officer for the grant of a Hackney Carriage Licence for a Ford Focus, a vehicle not fully accessible to the disabled.

The Licensing Enforcement Officer outlined the details of the case.

The driver concerned outlined his reasons for the application.

Councillors considered the application against the Council's guidelines on hardship and decided to grant a licence for a vehicle, which was not fully accessible to the disabled. They also advised the applicant that, in view of his medical condition, to consider applying for an exemption certificate

### **Resolved: That**

- (i) the application for a Hackney Carriage Licence for a vehicle not accessible to the disabled be granted on the grounds of financial hardship and**
- (ii) the applicant be advised to apply for an exemption certificate.**

The meeting closed at 10:31 am.

# Selby District Council

## MINUTES

Of the proceedings of a meeting of the Audit Panel held on 16 December 2009, in Committee Room 2, The Civic Centre, Portholme Road, Selby, commencing at 4:00 pm.

475	Apologies
476	Disclosure of Interests
477	Minutes
478	Risk Management
479	Private Session
480	Internal Audit
481	Environmental Health (Sustainability)
482	Land Sales
483	Action Plan

Present: Councillor J Cattnach (In the Chair)

Councillors: M Jordan, Mrs K McSherry (for Mrs E Casling), R Packham and Mrs A Spetch.

Also in attendance: Ms M Dixon – Audit Commission  
Mr J Ingham – Audit Manager, North Yorkshire Audit Partnership

Officials: Head of Service – Finance, Environmental Health Manager, Senior Environmental Health and Climate Change Officer and Democratic Services Manager.

Public: 0  
Press: 0

### 475 **Apologies for Absence**

Apologise for absence were received from Councillors Mrs E Casling and Mrs W Nichols

Substitute councillor was Mrs McSherry for Mrs Casling.

### 476 **Disclosure of Interest**

None

477 **Minutes**

**Resolved:**

**The minutes of the Audit Panel held on 23 September 2009, with the substitution of 'Packham' for 'Packam' in the list of councillors present, be approved as a correct record.**

478 **Review of Risk Management Strategy**

The Audit Manager submitted a report setting out the revised Risk Management Strategy for 2007-10.

The document set out the strategy for implementing and embedding risk management within the Council.

**Resolved:**

**That the action taken by officers in furthering the progress of risk management be endorsed.**

479 **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.**

480 **Internal Audit- Interim Report 2009/10**

The Head of Service – Finance submitted a report giving details of the work undertaken by the North Yorkshire Audit Partnership during the second quarter of the financial year 2009/10.

The report highlighted the need for the Council to continue with its commitment and effort with Risk Management.

Councillors discussed the summary of audits which were detailed in the report.

**Resolved: That**

- (i) The report be noted;**
  - (ii) The follow up reports on security and telephones be**
- Audit Panel



- submitted to the April 2010 meeting of the Panel and;**
- (iii) Future reports should indicate whether any follow up action taken has proved satisfactory.**

481

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

Councillors considered an Audit report on Environmental Health Sustainability.

The Environment Health Manager and the Senior Environmental Health and Climate Change Officer reported on the action taken to address the issues raised in the report.

**Resolved: That**

- (i) The report be noted and;**
- (ii) The officers be thanked for attending the meeting.**

482

### **Land Sales**

Councillors considered an Audit report on Land Sales together with a report by the Solicitor to the Council commenting on the Auditor's findings.

**Resolved: That**

- (i) The report be noted and;**
- (ii) A further review be undertaken in April 2010**

483

### **Action Plans**

Members considered the action plan produced following the last meeting.

**Resolved:**

**That the report be noted.**

The meeting closed at 4.59pm

## Selby District Council

Minutes of the proceedings of a meeting of the Audit Panel held on 20 January 2010, in Committee Room 2, The Civic Centre, Portholme Road, Selby, commencing at 4:00 pm.

541	Apologies
542	Disclosure of Interest
543	Minutes
544	Action Plan
545	Private Session
546	Corporate Risk Register

Present: Councillor J Cattanach (In the Chair)

Councillors: R Packham and Mrs A Spetch

Officials: Audit Manager, Senior Development Policy Officer (Affordable Housing), Improvement Officer and Democratic Services Manager

Public: 0

Press: 0

### 541 **Apologies for Absence**

Apologies were received from Councillors Mrs E Casling, M Jordan and Mrs W Nichols.

### 542 **Disclosure of Interest**

None

### 543 **Minutes**

#### **Resolved:**

**That the minutes of the Audit Panel held on 16 December 2009 be confirmed as a correct record and be signed by the Chair.**

544 **Action Plan**

Councillors considered the action plan summarising decisions taken at previous meetings of the panel.

**Resolved:**

**That the plan be noted**

545 **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.**

546 **Review of Corporate Risk Register**

The Audit Manager presented councillors with the latest Corporate Risk Register which was reviewed on a quarterly basis by the Operational Management Team.

There were 18 risks on the register requiring active management and 25 on the whole register. Ten risks had been removed as they no longer existed.

A discussion took place on the report and particular issues were identified on risk 48(Council depot), risk 43 (Commissioning of Services), risk 38(Savings and Efficiency strategy) and risk 34 ( Renaissance programme, Sherburn).

The Senior Development Manager (Affordable Housing) updated councillors on risk 54 (Affordable Housing).

The Improvement Officer reported on action being taken to improve the situation relating to risk 53 (Poor Quality Data).

**Resolved: That**

- (i) the Improvement Officer and the Senior Development Manager be thanked for attending the meeting**
- (ii) a further report be submitted to the April 2010 meeting concerning risk 38 (Savings and efficiency strategy)**

- (iii) a further report on the risk register, incorporating any amendments, made by the Operational Management Team (OMT) be submitted to the April meeting and**
- (iv) as part of its review of the register OMT be requested to review the decision to remove risk 4 (Land around the Civic Centre) from the register.**

The meeting closed at 4.56pm.

Selby District Council

**MINUTES**

Minutes of the proceedings of a meeting of the Economy Board held on 12 January 2010, in Committee Room 2, The Civic Centre, Portholme Road, Selby, commencing at 5.00pm.

499	Apologies for Absence and Substitution
500	Disclosure of Interest
501	Minutes
502	Chair's Address to the Economy Board
503	Performance Indicator Report: April 2009 – November 2009
504	General Fund Budget Estimates and Revenue Capital Bids Report 2010/11 – 2012/13
505	Private Session
506	Bus Station Café – New Lease Applications
507	Industrial Units Rents Review

Present: Councillor D Fagan in the Chair

Councillors: J Deans, Mrs C Goodall, D Mackay (for Mrs P Mackay), N Martin, I Nutt, C Pearson, R Sweeting and J Thurlow

Officials: Head of Service – Finance, Development Policy Manager, Support Services Manager, Overview and Scrutiny Coordinator

Public: 0

Press: 0

**499 Apologies for Absence and Substitution**

Apologies were received from Councillor E Metcalfe

Substitute Councillor was Councillor D Mackay to replace Councillor Mrs P Mackay

**500 Disclosure of Interest**

Councillor D Fagan declared a personal interest in the agenda relating to the Industrial Units Rent Review (Item 8). It was agreed that Councillor C Pearson would stand in as Chair for Item 8 and that the Agenda running

order would change with Item 9 being dealt with before Item 8.

501 **Minutes**

**Resolved:**

**That the minutes of the proceedings of the meeting of the Economy Board held on 3 November 2009 be confirmed as a correct record and be signed by the Chair.**

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

The Chair addressed the Economy Board, explaining that the Christmas period had been relatively quiet.

It was noted that one of the companies mentioned in the Chairs' address in September had commenced fitting out a unit in Sherburn and later this year would seek to recruit around 70 staff.

Work was noted as still ongoing with the Italian company on a site in Selby and a planning application is expected during January 2010.

Work had commenced on producing an economic assessment of the district which would be presented to the Board at the April meeting.

Business Link has provided an update on their performance and to date had provided in depth support to over 400 companies in the district.

Members were informed that NYNET had launched a Smart parks project, with the aim of connecting to two rural Business Parks in North Yorkshire and one of the less well connected Business Parks in Yorkshire, through a FTTP (Fibre to the Premise) Broadband connection. NYNET have asked for expression of interest by 12 February and Selby District Council would inform local establishments of this opportunity.

503 **Performance Indicator Report: April 2009 – November 2009**

The Head of Service – Finance presented the report to the Economy Board.

**Resolved:**

**That the report be noted**

504

**General Fund Budget Estimates and Revenue Capital Bids Report  
2010/11 – 2012/13**

The Head of Service – Finance presented the report to the Economy Board and highlighted the salient points, which included savings made and having taken into account the anticipated rise in pension costs from April 2011.

The Head of Service – Finance also made the Board aware of the additional information circulated in relation to Appendix 4 of the report.

**Resolved:**

**That the report be approved**

**Recommended to Council:**

- i. **That the Council meeting of 9 February 2010 accept the report and;**
- ii. **That the Council meeting of 9 February 2010 indicate which bids they support as detailed within the report**

505

**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.**

506

**Bus Station Café – New Lease Applications**

The Support Services Manager presented the report and circulated amendments to denote that there were 3 tenders received rather than the 2 hitherto noted in the report.

The Support Services Manager confirmed that the report conclusions were based on market testing that had been carried out and that there was a need to maximise income for the Council in reaching a decision in the tender process. It was also confirmed that the Bus Station Café had been empty for c.1 year and that this stage had been reached through the normal tender process and the need to have further information from each of the applicants.

Following discussions and a vote taken by the Economy Board Members, it was decided to override anonymity. The Support Services Manager duly

named the three applicants who had submitted tenders.

The Support Services Manager confirmed to the Board that all 3 provided a similar service.

**Resolved:**

- i. **To note the report and;**
- ii. **Authorise officers to invite the best and final offers from the three interested parties and award the lease to the winning party.**

507

**Industrial Units Rents Review**

Councillor C Pearson took the position of Chair of the Economy Board and the Support Services Manager duly presented the report.

Explaining the choice of Option 4, the Support Services Manager stated that any backdating of rent reductions would represent a significant cost to the Council. Also, any information relating to bad debts incurred as a result of non-payment of rents can be made available to the Board at a later date if required.

**Resolved:**

**To approve the officer recommendation of Option 4 as noted in the Report**

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

**To authorise the implementation of reduced rents for commercial units across the district in line with market testing as outlined within the options set out in the report.**

The meeting closed at 5.50pm.



## SELBY DISTRICT COUNCIL

### MINUTES

Minutes of the proceedings of a meeting of the Environment Board held on 21 January 2010, in Committee Room 2, The Civic Centre, Portholme Road, Selby, commencing at 4:00 pm.

547	Apologies for absence
548	Disclosure of interest
549	Minutes
550	Chair's Address to the Environment Board
551	Climate Change Action Plan – Report for Information
552	Verbal Report on the Consultation for the Proposed New Bio Mass
553	Street Scene Update
554	PI Report April 2009 – November 2009
555	General Fund Budget Estimate 2010/11 – 2012/13

Present: Councillor C Metcalfe in the Chair

Councillors: I Chilvers (*for I Nutt*), Mrs C Goodall (*for R Sweeting*), R Packham, C Pearson (*for M Jordan*), A Pound, J Thurlow, and Mrs D White.

Officials: Principal Officer (Waste and Recycling), Head of Service – Partnerships and Commissioning, Head of Service – Finance and Central Services, Environment Health Manager, Senior Environmental Health Officer – Environmental Protection and Committee Services Officer.

Public: 0

Press: 0

#### 547 **Apologies for Absence and Substitution**

Apologies were received from Councillor I Nutt, R Sweeting, M Jordan and C Lunn.

Substitute Councillors were I Chilvers (*for I Nutt*), C Goodall (*for R Sweeting*) and C Pearson (*for M Jordan*).

#### 548 **Disclosure of Interest**

None.

549

## **Minutes**

### **Resolved:**

**That the minutes of the proceedings of the meeting of the Environment Board held on 5 November 2009 be confirmed as a correct record and be signed by the Chair.**

550

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

The Chair informed the Councillors that the last meeting that had been scheduled for 7 January 2010 had been cancelled due to bad weather conditions and rescheduled for the current date of 21 January 2010.

He also congratulated Enterprise on behalf of the Environment Board for the high standard of work they carried out over the Christmas period.

551

## **Climate Change Action Plan**

Councillors discussed the progress made in meeting the objectives identified in the reviewed action plan attached to Selby District Council's Climate Change Strategy 2008 to 2013. Clarity was sought on what should be interpreted by parts of the commentary used on the table within the report.

### **Resolved:**

**That the Senior Environmental Health Officer – Environmental Protection, circulates to the Environment Board a briefing note on the Climate Change Action Plan report.**

552

## **Verbal Report on the Consultation for the Proposed New Bio Mass**

### **Resolved:**

**Councillors noted the comprehensive briefing note circulated by Diana Adamson (Senior EHO) prior to Board.**

553

## **Streetscene Update**

Councillors received the report of the Principal Environmental Services Officer updating members on the implementation of the Council's new Environmental Services Contract with Enterprise Managed Services Ltd.

It was explained that the performance indicators displayed vast improvements and that the public's response to recycling had been very positive.

An evaluation of the Alternate Bin Collections (ABC) roll-out was planned for early 2010 and work was now being done to look at potential improvements to the street cleansing and grounds maintenance regimes.

**Resolved:**

**That the progress made on the implementation of the new Environmental Services Contract be noted and the success of the recycling efforts made post ABC be celebrated.**

554

**Performance Indicator Report: April 2009 – November 2009**

The Head of Service – Partnerships and Commissioning presented a report to assist councillors in focussing on priority areas and managing the performance of the Council by providing an update on the progress made in 2009/2010 and is being made for the corporate and statutory National Indicators for which they were responsible.

**Resolved:**

**That the report be noted.**

555

**General Fund Budget Estimate 2010/11 – 2012/13**

The Head of Service – Finance presented a report to councillors with information on the budget estimates relating to Environment Board Services for 2010/11 – 2012/13.

**Resolved:**

**That councillors note the budget estimates for 2010/11 – 2012/13; and**

**Recommended to Council**

- (i) That the report be considered at the meeting of**

**Council on 9 February 2010.**

- (ii) That the bids indicated be considered at the meeting of Council on 9 February 2010.**

The meeting closed at 17:05.

SELBY DISTRICT COUNCIL

**MINUTES**

Minutes of the proceedings of a meeting of the Social Board held on 13 January 2010 in Committee Room 2, The Civic Centre, Portholme Road, Selby, commencing at 5.00pm.

508	Apologies for absence
509	Disclosure of interests
510	Minutes
511	Chair's Address to the Social Board
512	Abbey Leisure Centre Refurbishment
513	Performance Indicators April 2009 – November 2009
514	Community Safety Partnership Plan Progress Report
515	Housing Assistance Policy
516	Housing Revenue Account Business Plan Update
517	Housing Rents and Miscellaneous Charges 2010/11
518	Housing Revenue Account, Revenue and Capital Budget Estimates 2010/11 – 2012/13
519	General Fund, Revenue and Capital Budget Estimates and Revenue Capital Bids 2010/11-2012/13
520	Decent Homes Progress Report
521	Contract Variation Wigan Cultural and Leisure Trust- Addition of Market Place and Amphitheatre facilities
522	Concessionary Fares Scheme Participation Agreement

Present: Councillor Mrs G Ivey in the Chair

Councillors: I Chilvers, Mrs C Goodall, D Mackay, Mrs P Mackay (substitute for K Ellis), Mrs M McCartney and A Pound

Officials: Head of Service – Housing, Head of Service – Finance, Head of Service – Partnership & Commissioning, Accountancy Services Manager, Housing Strategy and Enabling Manager, Community Safety Partnership Manager, Property Services Manager and Committee Services Officer.

Public: 0

Press: 0

**508 Apologies for Absence and Substitution**

Apologies were received from Councillor K Ellis, Councillor Mrs C Mackman and Peter Furminger (Tenants Representative).

Substitute Member was Councillor Mrs P Mackay for Councillor K Ellis.

509 **Disclosures of Interest**

None.

510 **Minutes**

**Resolved:**

**That the minutes of the proceedings of the meeting of the Social Board held on 10 November 2009 be confirmed as a correct record and be signed by the Chair.**

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

None given.

512 **Abbey Leisure Centre Refurbishment**

Stuart Holden, Project and Facility Development Officer from Wigan Leisure and Cultural Trust gave a presentation on the refurbishments being made to Abbey Leisure Centre.

**Resolved:**

**That Mr Holden be thanked for his presentation.**

513 **Social Board Performance Indicators – April 2009 – November 2009**

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.

**Resolved:**

**That the report be noted.**

514 **Community Safety Partnership Plan Progress Report**

The Community Safety Partnership Manager submitted a report and gave councillors an update on the Community Safety Partnership Plan and the five Priority Themes.

**Resolved:**

**That the report be noted.**

515

### **Housing Assistance Policy (Private Sector) 2010/11**

The Housing Strategy and Enabling Manager submitted a report setting out a proposed revised Private Housing Assistance Policy to replace the Policy originally agreed in June 2003.

The Policy was based on the expectation of funding from the North Yorkshire Sub-Regional Housing Investment Programme 2008-11.

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

**That the Private Housing Assistance Policy 2010-11 be approved.**

516

### **Housing Revenue Account Business Plan Update**

A presentation on the Housing Revenue Account Business Plan was given by the Accountancy Services Manager.

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

- i) That the Business Plan be approved; and**
- ii) That the savings target of 4% (£375k) equating to £125k each year be approved; and**
- iii) That the savings target be included in the Council's Savings and Efficiency Strategy and progress monitored accordingly.**

517

### **Housing Rents and Miscellaneous Charges 2010/11**

The Head of Service – Finance submitted a report to enable councillors to consider the level of any increases to miscellaneous charges, and to take action to produce a balanced Housing Revenue Account (HRA) for the 2010/11 financial year.

The DWP had agreed that the Hostel Heating and Lighting Charges would be frozen for 2010/11.

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

**That the proposals for rents and miscellaneous charges be set out in the report be approved and the levels of Hostel Heating and Lighting charges for 2010/11 remain at the same level as 2009/10.**

518

### **Housing Revenue Account, Revenue and Capital Budget Estimates 2010/11 – 2012/13**

Head of Service – Finance presented Councillors with information on the budget estimates relating to Social Board (Housing Revenue Account) Services for 2010/11 – 2012/13.

Amended Appendix 1 and Appendix 2 were circulated at the meeting by the Accountancy Services Manager.

**Resolved:**

**That the report be noted.**

**Recommended to Council:**

**That the budget estimates for 2010/11 – 2012/13 be approved.**

519

**General Fund, Revenue and Capital Budget Estimates and Revenue Capital Bids 2010/11 – 2012/13**

Head of Service – Finance presented Councillors with information on the budget estimates relating to Social Board Services for 2010/11 – 2012/13.

**Resolved:**

**That the report is noted.**

**Recommended to Council:**

- i) That the budget estimates for 2010/11 – 2012/13 be approved; and**
- ii) That the bids indicated in the report be considered by Council for approval.**

520

**Decent Homes Progress Report**

A report was submitted by the Property Service Manager to provide councillors with an update on the delivery of the council's Decent Homes programme.

The Property Service Manager reported that the latest costs had been received as follows:

Jan 2010 - Predicted Total Spend £11,882,310.37

Jan 2010 - Revised Total Spend £11,641,446.54.



This means that the projected £80,000 over spend would become an £160,000 under spend on available budget.

**Resolved:**

**That the report be noted.**

521

**Contract Variation Wigan Leisure and Cultural Trust – addition of Market Place and Amphitheatre facilities**

A report was submitted by the Property Service Manager to gain councillor agreement to proposals for WLCT (Abbey Leisure Centre) to manage events taking place at the Market Place and the Amphitheatre, Water Lane, Selby.

**Resolved:**

**That the contract with WLCT to incorporate the booking protocols be approved.**

522

**Concessionary Fares Scheme Participation Agreement**

Head of Service – Finance presented a report on the Concessionary Fares Scheme to seek approval for an updated participation agreement in respect of the North Yorkshire Concessionary Fares Partnership.

**Recommended to Policy & Resources Committee:**

- i) That the Participation Agreement be approved; and**
- ii) That the Council's Section 151 Officer, Head of Service - Finance and Accountancy Services Manager be given delegated powers to take Administrative decisions affecting the scheme; and**
- iii) That the Council's Section 151 Officer, in consultation with the Chair of Social Board be given delegated powers to make decisions on Policy affecting the scheme.**

The meeting closed at 6.45pm.

## SELBY DISTRICT COUNCIL

### MINUTES

Minutes of the proceedings of a meeting of the Overview and Scrutiny Committee held on 14 January 2010, in Committee Room 2, The Civic Centre, Portholme Road, Selby, commencing at 5.00 pm.

523	Apologies for Absence
524	Disclosures of Interest
525	Minutes
526	Chair's Address to the Overview and Scrutiny Committee
527	Presentation from the Shire Group of IDBs
528	Q & A with the Planning Department
529	6 monthly review of the SOAA with the Leader of the Council
530	Questions to the Chief Executive

Present: Councillor J McCartney in the Chair

Councillors: J Cattanach, Mrs J Dyson, Mrs M Hulme, W Inness, B Marshall, Mrs K McSherry, Mrs S Ryder and Mrs A Spetch.

Officials: Chief Executive, Head of Service – Customers and Business Support, Head of Service Development Services, Manager of Development Management, Overview and Scrutiny Coordinator

Also in Attendance: Councillor M Crane (Leader of the Council), Councillor Mrs G Ivey, Craig Benson (Shire Group of IDBs) and Ian Benn (Shire Group of IDBs)

Observers: Democratic Services Support Assistant

Public: 0

Press: 0

#### 523 **Apologies for Absence**

Apologies were received from Councillors Mrs J Dyson and R Sayner

#### 524 **Disclosures of Interest**

None were received

525

## **Minutes**

### **RESOLVED:**

**That the minutes of the proceedings of the meeting of the Overview and Scrutiny Committee held on 19 November 2009 be confirmed as a correct record and be signed by the Chair.**

526

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

The Chair of Overview and Scrutiny informed the Committee that following a site visit to Mayfair Security as part of the CCTV Task and Finish Group, an open invitation was extended to all Selby District Councillors to go and visit the operation and the way in which CCTV provision is managed for the District.

527

### **Presentation from the Shire Group of IDBs**

Ian Benn (Divisional Manager) and Craig Benson (Finance Officer) from the Shire Group of Internal Drainage Boards (IDBs) presented their report detailing the review of sub catchment areas undertaken by DEFRA to reduce the number of IDBs from 165 to c.23.

The presentation detailed the need for the new Aire and Don sub catchment area to work more effectively in a water level management capacity, rather than solely in a land drainage role. The Shire Group officers explained the difference between both aspects to the Committee.

They also raised the issue of District Councillors not attending meetings of the previous IDB and the Committee replied that councillors felt it was not their place to comment on largely technical matters in an IDB meeting. The advantages of attendance were raised by the Shire Group officers, explaining that in the future, the new IDB would have responsibilities related to strategic and policy considerations. Councillor Mrs Gillian Ivey explained that she was a regular attendee at the previous IDB for Knottingley and Gowdall and had informed the District Council of proposed changes, the DEFRA review and financial implications in her role as a representative on an outside body.

The officers explained that the DEFRA changes had gone through a consultation process and were now coming into force, with the financial implication of the increased levy cost for Knottingley and Gowdall to an extra £70,000. They also explained that the increased cost would not represent any change of service in terms of infrastructure management/maintenance, as it was the result of a flat rate being applied across the amalgamated IDBs joining together in the new Aire and Don IDB. It was further developed that the new IDB had the power to alter the

rate through a range of different options, including geographically related differential rates. It was concluded by the Shire Group officers that this would have to be a decision for the IDB. The Leader of the Council felt that opportunities for savings in the running costs of the new IDB had to be explored.

The new IDB membership was explained to the Committee, with 5 out of the 25 membership positions reserved for Selby District Council. Other councils (Doncaster, Wakefield and Barnsley) accounted for a further 8 members and landowners took the remaining 12 places.

The issue of central government funding matching the levy precept on Selby District Council was raised by the Chief Executive. The Divisional Manager explained that the continuation of this would be at the discretion of central government.

It was concluded by the Shire Group officers that the changes had not been the decision of the existing IDBs, but rather a decision reached by DEFRA. They explained that the aim should be to make the most out of the situation and work together to ensure that the IDB functioned effectively for all constituent partners.

The Chair of Overview and Scrutiny thanked both Shire Group officers for their attendance.

528

### **Q & A with the Planning Department**

The Head of Service Development Services introduced the reason for the Q&A session, explaining that the queries raised were in line with the service changes in Planning. As such, the new arrangements since 1 October 2009 were detailed to the Committee, with the use of Access Selby to filter straightforward calls with a planning theme and help planning officers to engage with their essential duties more effectively. The data supplied by Access Selby was referred to as highlighting the fact that out of 3039 planning contacts, only 604 required the attention of a planning specialist.

The Chair of Overview and Scrutiny explained that there was a need to look at the position of Parish Clerks as separate from that of the general public in terms of requiring answers to planning queries. The Head of Service Development Services explained that under the current system, Parish clerks get a more responsive service than the one they had received in the past with 2 working days being the timescale provided by the Planning Department to respond to those items referred to them by Access Selby.

The Manager of Development Management explained that the changes to the system of contacting the Planning Department were well advertised on the website and with letters to planning agencies.

It was confirmed by the Head of Service Development Services that a formal corporate complaints system was in place.

The Manager of Development Management informed the Committee that Access Selby had a set list of questions to ask all enquirers – name, postcode, address and nature of query. The Chief Executive confirmed that dates of birth were requested when the query related to an age restrictive issue such as bus passes.

The Manager of Development Management explained that emails sent through to the Planning Department for specialist attention were monitored by himself and the two Principal Planning Officers. The Head of Service Development Services also explained that Access Selby had improved upon their system to allow him to effectively monitor email responses relating to Planning.

In response to committee queries over the role played by Access Selby in the process, the Manager of Development Management explained that the Planning Department had provided Access Selby with issue flow charts, referred to as campaigns, which allow Access staff to deal with a whole range of varied planning queries. The Head of Service Development Services referred to the statistical information provided by Access Selby to show the extent of the success of the campaigns in that only 20% of queries are forwarded to a planning specialist. He also confirmed that the number of contacts in the information related to all queries received, including councillors.

The Manager of Development Management had no objection to councillors presenting their queries to officers by visiting the Planning Department rather than going through Access Selby.

On the issue of Parish Councils, the Manager of Development Management explained that a meeting with them in October 2009 referred to a grant available through BT Connect and DCLG (Department of Communities and Local Government) to help fund modernisation for Parish Councils. It was explained that this related to computers, projectors and other modern equipment to allow for easier communication. The relevant links will be sent through to Councillors and the Overview and Scrutiny Coordinator. A review of the take up of the funding by Parish Councils was agreed to be looked at by Overview and Scrutiny as part of their 2010/11 work programme.

The Chair of Overview and Scrutiny thanked both officers for their

attendance.

529 **6 monthly review of the State of the Area Address with the Leader of the Council**

The Leader of the Council provided a brief verbal update to the Overview and Scrutiny Committee. He noted that the consultation response had been low and that he was surprised at the lack of support within the results to improve the look of the District.

The Chief Executive noted that the reasons for the poor levels of response were being reviewed in order to improve upon the consultation for next year.

The Chair of Overview and Scrutiny raised the issue of the efforts undertaken by the refuse and recycling collection staff during the period of the inclement weather. The Committee also noted that other methods of contacting the communities around the District were being explored by the Media & Corporate Communications Manager.

On the unrelated issue of the new hospital/Civic Offices development, the Leader of the Council explained that BAM would be undertaking the work on the site and that a buyer event in February would aim to attract the interest and involvement of local contractors. He concluded by stating that the first sod would be cut in February hopefully by the Selby resident and Military Medal recipient, Lance Corporal Colin Spooner.

The Chair of Overview and Scrutiny thanked the Leader of the Council for his attendance.

530 **Questions to the Chief Executive**

There were no questions to the Chief Executive, but he reiterated his praise for the efforts of the refuse and recycling collection staff during the period of inclement weather.

The meeting closed at 7.06pm.

## SELBY DISTRICT COUNCIL

### MINUTES

Minutes of the proceedings of a meeting of the Policy and Resources Committee held on 19 January 2010, in Committee Room 2, The Civic Centre, Portholme Road, Selby, commencing at 4.00pm.

531	Apologies for absence
532	Disclosure of interests
533	Minutes
534	Chair's Address
535	General Fund Budget
536	Performance Indicators
537	Referrals from other Committees and Boards
538	Discretionary Rate Relief Panel
539	Private Session
540	Land Transaction

Present: Councillor M Crane in the Chair

Councillors: Mrs D Davies (substitute for S Shaw-Wright), J Deans (substitute for Mrs E Casling), D Fagan, Mrs G Ivey, M Jordan, C Metcalfe, R Packham and B Percival.

Officials: Chief Executive, Deputy Chief Executive, Strategic Director, Head of Service – Finance, Solicitor to the Council, Development Policy Manager, Senior Accountant and Democratic Services Manager

Press : 0  
Public: 0

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

Apologies were received from Councillors Mrs E Casling, J Mackman and S Shaw-Wright.

Substitute councillors were Mrs D Davies (for S Shaw-Wright) and J Deans (for Mrs E Casling)

#### 532 **Disclosures of Interests**

None.

533

## **Minutes**

### **Resolved:**

**That the minutes of the proceedings of this Committee held on 1 December 2009, with the substitution of 'Recommended to Council' for 'Resolved' in minute 423 be confirmed as a correct record and be signed by the Chair.**

534

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

The Chair advised the Committee that discussions had taken place at the last meeting of the Overview and Scrutiny Committee concerning the amalgamation of a number of Internal Drainage Boards. One of the consequences of the amalgamations was that the levy on the Council would be increased by £75,000.

He also reported that a confidential update on land transactions in Selby would be made later in the meeting (minute 540 refers).

535

## **General Fund Budget Estimates, Revenue and Capital Bids 2010/2011 – 2012/13**

Councillors received the report of the Head of Service – Finance setting out the budget estimates for the Policy and Resources Committee.

The estimates for 2010/11 – 2012/13 were based on a present policy basis and included known commitments. Inflation provision of 2 % had been allowed for on salaries to take account of pay awards for 2011/12 and 2012/13 and 1% on superannuation costs. Owing to the pressures on the budget, no other inflation had been provided for unless a contract was currently in force that had an inflationary provision within its terms. Councillors questioned the Head of Service – Finance on the content of the report.

### **Resolved:**

**That the General Fund Budget Estimates for 2010/2011 – 2012/2013 be endorsed.**

### **Recommended to Council:**

**That the report be considered at the meeting on 9 February 2010.**

**That the bids indicated be considered on 9 February 2010.**



536

## **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.

She informed councillors of the most recent figures for customer services.

Councillors commented on the increased demands placed on staff at Access Selby as a result of the recent bad weather.

### **Resolved:**

**That the report be noted.**

537

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

### **Economy Board 12 January 2010**

Minute 507 Industrial units Rent review

Councillors considered a recommendation concerning the implementation of reduced rents for commercial units.

### **Resolved:**

**That the recommendation be approved**

### **Social Board 13 January 2010**

Minute 515 Housing Assistance Policy

Councillors considered a recommendation regarding the adoption of a revised Housing Assistance Policy.

### **Recommended to Council:**

**That the Private Housing Assistance Policy 2010-11 be approved.**

Minute 516 Housing Revenue Account Business Plan

Councillors considered recommendations concerning the adoption of the plan.

**Resolved:**

**That the recommendations be approved.**

Minute 517 Housing Rents and Miscellaneous Charges

Councillors considered a recommendation regarding the level of hostel heating and lighting charges.

**Resolved:**

**That the recommendation be approved.**

**Minute 522 Concessionary Fares scheme.**

Minute 522 Concessionary Fares Scheme

Councillors considered recommendations regarding the adoption of an updated Participation Agreement.

**Recommended to Council:**

**That the updated Participation Agreement be approved.**

538

**Discretionary Rate Relief Panel**

Councillors considered the minutes of the Discretionary Rate Relief Panel held on 1 December 2009.

**Resolved:**

**That the minutes be received.**

539

**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.**

**Land Transactions in Selby**

The Development Manager updated councillors on the progress made since the last meeting on the development of property in Ousegate, Selby. Agreement had been reached with the landowner on steps which would safeguard the Council's position.

**Resolved:**

**That the report be noted.**

The meeting closed at 4:39 pm.

Draft Minutes of the meeting of the Selby Community Project - Internal Project Board held at 9.30am on Thursday 3 December 2009 in Committee Room 2, 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, (KI) Head of Finance and Central Services – Selby District Council  
L Gill, Temporary Support Secretary, Strategic Management Team

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 – 30 July 2009

The minutes from the meeting held on 30 July 2009 were approved as a correct record.

4. Matters Arising

There were no matters arising.

5. Financial Update

RB gave a financial update on the project informing the IPB that last week the GMP (Guaranteed Maximum Price) was agreed with BAM.

6. Project Update Report

RB gave an update informing the IPB that BAM had been appointed as the contractor in September. During September, October and November BAM have worked on developing the design of the project. BAM have market tested in excess of 90% of the packages using 3 suppliers for

each package and are now going through a procurement exercise with sub contractors.

RB advised that the key next steps were:-

- Full Business Case to PCT board for approval in December.
- Full Business Case to Strategic Health Authority board for approval on 26 January 2010.

RB informed that it is vital we instruct BAM as soon as possible after the decision on the FBC by Strategic Health Authority.

7. Date of next meeting

The next meeting will be held on 11 February 2010.

8 Any Other Business

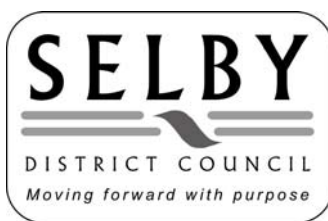
There was some discussion in relation to the specification and it was agreed that members would be able to view sample boards supplied by BAM when work commences.

**BAM/RB**

**It was agreed to circulate the decision of the Strategic Health Authority by email in January.**

**KG**

The meeting closed at 10.00am.



**Agenda Item No: 9**

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**Title:** The move towards an executive structure  
**To:** Council  
**Date:** 9 February 2010  
**Author:** Martin Connor, Chief Executive

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**1 Purpose of Report**

- 1.1 For the Council to consider the next stage of a process to facilitate the move to an executive structure by May 2011

**2 Recommendation**

- 2.1 **That the Council:**
- i. Adopts the timetable for securing a decision for a move to an executive at the October 2010 meeting of Council**
  - ii. Agrees the timetable and form of consultation included in this report**
  - iii. Agrees the division of functions between Council and Executive**
  - iv. Adopts the Strong Leader model as its preferred option**
  - v. Considers whether it would wish to include the potential reduction in the size of its membership as part of the consultation process**

**3 Executive Summary**

- 3.1 Council agreed at its last meeting to consider a report in October 2010 which would formally move the Council to an executive structure. I signalled my intention to present a further report to this Council setting out the timetable to enable such a move and indicating the consultation regime which would accompany this process. This report and its accompanying appendices seeks to inform Council of the intended process and gain approval to move to the next stage.

## 4 The Report

4.1 The widespread adoption of executive arrangements was facilitated (and indeed encouraged) by the Local Government Act 2000. The Act incorporated a late amendment which allowed councils with a population of less than 85,000 to adopt alternative arrangements to an executive model in the form of a streamlined committee structure and Selby District Council chose to follow this course. The executive model choices at the time were as follows:

- Mayor and Cabinet
- Leader and Cabinet
- Mayor and Council Manager

The Leader and Cabinet model offered a choice between a strong leader model and a weak leader model. The former allowed the leader to choose his/her own cabinet and the latter placed the appointment of cabinet members in the hands of the Council as a body.

4.2 As this was a new, and to some a radical, concept the move to an executive model required a full consultation programme to be followed. The preference of the government of the time was for the widespread adoption of the mayoral model, particularly but not exclusively, for the larger cities. In order to encourage this, the thinking was that if the public understood the benefits of the mayoral model they would rise up and bring about wholesale change and that local government would be awash with high profile accountable mayors. The reality, of course, was that the public was either disinterested or else not convinced by the argument and only a handful of councils ended up with an elected mayor. I personally know of no council which adopted the mayor and council manager model.

4.3 As a consequence of the above, the consultation documentation had to explore, in an even handed way, the pros and cons of all four models, though councils were able to express a preference to their communities. I attach at Appendix A an extract from the Local Government Act 2000 and at Appendix B an extract from the official guidance given at the time to inform the consultation process.

- 4.4 After this initial flurry of consultation and the ensuing changes to council governance, the government, realising that the cabinet model was to become the prevalent choice at a local level, became more relaxed about the form and degree of consultation which would support any subsequent change to democratic models. Whilst moving from a cabinet or mayoral model to alternative arrangements (only available to authorities with a population of less than 85,000) was more difficult, a move from alternative arrangements to an executive model required much less effort and was likely to raise no objection from government. Indeed, by 2006 my conversations with the Department for Communities and Local Government (DCLG) indicated that consultation sufficient to avert community challenge would be quite sufficient to secure ministerial support.
- 4.5 The 2000 Act was then superseded by the Local Government and Public Involvement in Health Act 2007 which formally relaxed the consultation requirement. I include an extract from the 2007 Act at Appendix C to this report. The requirement now is that a council wishing to adopt an executive model (or new executive model) must only consult on its proposed model rather than presenting the pros and cons of all four models. This council might, of course, choose to do otherwise but I think it is a strong indication of government intent that the consultation requirement has been so watered down.
- 4.6 My view is that we should hold true to our stated objective of stronger community engagement and allow sufficient time and information to promote informed community debate. I would suggest, therefore, that we allow a full 12 week consultation period and explain why the Council believes that a move to its preferred executive model is more appropriate than maintaining the status quo. The preferred model to which I refer is the Strong Leader and Cabinet model which has been the basis of significant previous discussion.
- 4.7 The whole process leading up to the October 2010 decision and beyond is outlined at Appendix D and gives an indication of the complexity of the project. Nonetheless, I am confident that the various stages can be completed on schedule.



- 4.8 Turning to the specific issue of consultation, I believe that we should use a combination of the following:
- Online consultation and
  - Reply paid questionnaires available at Access Selby, Tadcaster Office and Sherburn Library
  - Direct contact with LSP partners and stakeholders
  - Consultation with Parish Councils, either directly or through the CEFs
  - Consultation via the CEFs
  - Direct consultation with focus groups if necessary to ensure robust results

The process will be widely publicised in the local press and on the web site.

I also feel that we should avoid the summer months as previous experience would suggest that response rates will be lower at this time. Consequently a period covering 12 weeks from 23 February 2010 to 31 May 2010 would, I suggest, allow time for the results to be analysed in good time for the process to be completed before the October deadline and also allow a preliminary result to be presented to Council in June.

- 4.9 It is intended that the consultation process will allow informed debate on the Council's proposals and explain how the new system will improve accountability and speed up the decision making process. In doing this, it will be necessary to set out the proposed division of functions between the Council as a body and its Leader and Cabinet. Whilst the division of functions is heavily prescribed by regulation and the Council's scheme will comply fully with those regulations, set out below is a general description of the proposals for the Council's consideration:

- Determination of the Council's Policy Framework and Budget and other constitutional and quasi –legislative functions will be the responsibility of the full Council;
- Town and Country Planning, Licensing and Registration, Health and Safety at Work, Elections and the employment of staff including functions which involve either determining an application from a person for a licence, approval, consent, permission or registration or direct regulation of a person or any related enforcement actions (including prosecutions) will be non-executive responsibilities undertaken by Council or by regulatory committees;
- All other functions will be the responsibility of the executive

In each case, unless prohibited by legislation, the functions may be delegated.

4.10 It is also important to remember the proposed role of the CEFs and I believe that it will aid debate if some explanation is given to the community of the Council's future intentions for the CEFs in promoting local determination and involvement. Whilst touching on the CEFs, I was asked at the last Council meeting to provide an indication of the relative populations of the five CEF areas and these are as follows:

- Tadcaster and villages 11,300
- Eastern 19,000
- Selby and Brayton 19,500
- Sherburn and West 14,000
- Southern 17,300

4.11 At the last meeting of Council, some discussion took place regarding the possibility of reducing the overall size of the Council. This would require application to the Electoral Commission and could not be achieved before the 2015 district elections but if the Council intends to pursue this course of action there is some sense in including this matter as part of the consultation process.

## 5 Financial Implications

5.1 Where possible, the costs will be contained within current budgets but I have asked the Leader to include an uncosted bid in the budget proposals for the coming financial year to recognise the potential costs of consultation etc.

## 6 Conclusions

6.1 I look to the Council's support for the proposals set down in this report.

## 7 Link to Corporate Plan

7.1 This report links to the Better use of Resources and Organising to Deliver themes of the Corporate Plan.

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

8.1 The report does not link to any specific priority but the new provision links to the heart of the community and provision of services.

## 9 Impact on Corporate Policies

<b>9.1</b>	<b>Service Improvement</b>	<b>Impact</b>
	The proposal should lead to improved value for	

	money, improved accountability and more transparent decision making whilst the CEFs will improve community engagement and local determination	
<b>9.2</b>	<b>Equalities</b>  The proposal increases the equality of access to our community to both services and policy formulation.	<b>Impact</b>
<b>9.3</b>	<b>Community Safety and Crime</b>  The CEF proposals would refocus our input to community safety through community engagement	<b>Impact</b>
<b>9.4</b>	<b>Procurement</b>	<b>No Impact</b>
<b>9.5</b>	<b>Risk Management</b>  The risk of not implementing the changes revolves around our ability to implement community engagement requirements and move to a more accountable democratic structure.	<b>Impact</b>
<b>9.6</b>	<b>Sustainability</b>	<b>No Impact</b>
<b>9.7</b>	<b>Value for Money</b>  The proposals will allow community input to local service provision, hopefully draw down external funding and at the same time allow the implementation of a new requirement for community engagement. The move to an executive model should reduce democratic costs and increase accountability.	<b>Impact</b>

## 10 Background Papers

10.1 None

## Extract from Local Government Act 2000

### *Procedure with respect to operation of executive arrangements*

#### 25 Proposals

- (1) Subject to section 31, every local authority must—
- (a) draw up proposals for the operation of executive arrangements, and
  - (b) send a copy of the proposals to the Secretary of State.
- (2) Before drawing up proposals under this section, a local authority must take reasonable steps to consult the local government electors for, and other interested persons in, the authority's area.
- (3) In drawing up proposals under this section, a local authority must decide—
- (a) which form the executive is to take, and
  - (b) the extent to which the functions specified in regulations under section 13(3)(b) are to be the responsibility of the executive.
- (4) In drawing up proposals under this section, a local authority must consider the extent to which the proposals, if implemented, are likely to assist in securing continuous improvement in the way in which the authority's functions are exercised, having regard to a combination of economy, efficiency and effectiveness.
- (5) A local authority must comply with any directions given by the Secretary of State for the purposes of this section.
- (6) Proposals under this section must include—
- (a) such details of the executive arrangements as the Secretary of State may direct,
  - (b) a timetable with respect to the implementation of the proposals, and
  - (c) details of any transitional arrangements which are necessary for the implementation of the proposals.
- (7) A copy of proposals under this section which is sent to the Secretary of State must be accompanied by a statement which describes—
- (a) the steps which the authority took to consult the local government electors for, and other interested persons in, the authority's area, and
  - (b) the outcome of that consultation and the extent to which that outcome is reflected in the proposals.
- (8) The Secretary of State may by order specify a date by which every local authority, or every local authority falling within any description of authority specified in the order, must comply with this section.

## Extract from Official Guidance to the 2000 Act

### CHAPTER TWO

## Explaining the new political management arrangements – providing information in a fair and balanced way

The debate about new political arrangements needs to be launched in a way that attracts the attention of the widest range of public and other stakeholders. The key challenge in the debate is to provide information in a fair and balanced way. This chapter provides advice about how these objectives may be achieved.

The focus groups that we consulted indicated some broad preferences in terms of how information should be provided to them:

- the use of a variety of mechanisms for distributing and presenting information;
- providing information through familiar or well established routes as well as “one-off” special channels;
- avoiding jargon, using plain language, good quality design;
- the option of information from sources other than the local authority in order to demonstrate that the information provided is not biased or partial.

These preferences should be given serious consideration in the information-provision strategies of all local authorities.

The first three preferences reflect in any case what is good practice among local authorities. Leaflets, posters, tapes, videos, websites, presentations, public meetings and face-to-face canvassing provide illustrations of the variety of means that might be used to communicate to the public and other stakeholders. To rely on just one method is unlikely to produce an adequate information dissemination. Local authorities should use a variety of techniques to ensure the maximum possible exposure among the public for the launch of the debate.

New Council Constitutions: Consultation Guidelines for English Local Authorities

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It is important to recognise that “one-off” leaflets or events may be useful but information provided through regular channels such as newsletters, newspapers or websites may have a better chance of being read.

The use of jargon-free, clear and eye-catching presentation is also vital.

Good design is about presenting material in a way that is eye-catching and clear but not misleading. If documentation looks too official or is full of small lettering it is more likely to be left to one side. If it is too garish is likely to be thrown away along with other circulars. The ideal is to pitch the material in a way that encourages people to read on and find out more. Public relations officers are well versed in this part of the consultation process. Box 2.2 below is a checklist used at the University of Central England on communicating with the public.

#### Box 2.2: Ten top tips for communicating with the public

1. **Keep it simple** – it’s not talking down to your audience – we all live busy lives and your message is more likely to be taken in by more people if you don’t impose on too much of their time.
2. **Know what they know** – talk to your audience in a language they understand. Words like partnership, social justice and political scrutiny mean a lot less outside the walls of the council office.
3. **Make it relevant** – or appeal to the ‘what’s in it for me?’ question on your audience’s mind.

Why should they be interested in your proposal?

4. **Hit the right note** – too many public sector messages latch onto a theme just as it's going out of fashion. You will build more rapport with your audience if your message demonstrates you are on the same wavelength.
5. **Use the right megaphone** – people from different age and income groups use different media. The best website in the world won't reach the pensioner in the next street if they don't have access to a computer.
6. **Be realistic** – what you have to say is important to you but may be unlikely to stir your audience to the same degree. If you want people to do something, make it non-burdensome and think about offering a reward. **the public (continued)**
7. **Be consistent** – make sure that the posters on the library noticeboard, the advocate at the public meeting and the advert on the radio all say the same thing, or your audience will get confused.
8. **Be corporate** – make sure whatever communication you are involved in knits in with other projects your colleagues could have running. Someone might respond to one piece of consultation, but they are unlikely to be impressed if the requests arrive like buses.
9. **Ask for help** – whatever action you take will affect people's perceptions of you and your organisation. Don't hand it to someone as a development opportunity – talk to your communication department.
10. **Test it out** – when you have a final idea about what you want to say, see if it works. At best you might want to use your community forum, at least you might want to ask a couple of people not involved with the council.

## Describing the New Arrangements

### THE BASIC OPTIONS FOR EXECUTIVES

The basic executive options will need to be described in a way that makes it as easy as possible for the public to understand. This section examines how that might be done for most areas. Chapter 4 picks up the issue of how the 'alternative arrangements' will have to be presented in shire districts with populations below 85,000. 'Executive' is a jargon word but one that is going to be important in describing future arrangements. However, it might be better to use it alongside a phrase such as 'leadership'. All organisations have leaders so the public and other stakeholders should find it easy to understand what role they are initially being asked to think about.

It should be made clear to the public that these leadership figures are going to be responsible for a lot of the day-to-day decisions of their local authority. However it should also be stated these executive arrangements are only one part of a more complex system. As the LGA *Let's talk about it* guide puts it the information provided to residents would need to point out that, for example, the budget and major policy measures will still be decided by all councillors not just those chosen to serve in the executive.

The first key choices revolve around who is in the leadership group and how they are chosen. The fundamental question to pose to residents is: how would you like your local council to be led, and hence how do you want it to lead your community?

**(a) Option 1** by a person who is directly elected by the people (called the mayor).

Alongside the mayor, a wider group of councillors would be elected (called the council). From that group, the mayor would ask a small number of councillors (usually called the cabinet) to join her or him to share in the leadership of the authority.

Box 2.4: **Key principles: why reform?**

**(b) Option 2** by a councillor chosen by fellow councillors (usually called a council leader). All councillors would be elected by the public and together would form the council. The council leader or the council would in turn choose a small group of councillors (a cabinet) to share the leadership of the authority.

**(c) Option 3** by a person directly elected by the public (called the mayor) and an officer appointed by the whole body of separately elected councillors and the mayor (who together form the council). The mayor and the officer (known as the council manager) would together provide leadership to the authority. The mayor would provide political leadership and the council manager would provide managerial leadership.

So at the heart of the new arrangements is a desire to create a sharper and better defined focus for leadership. The different executive options provide for different ways of putting together that leadership structure.

The second group of choices, whatever the chosen leadership option, concern the further aspects that need to be put in place to achieve more accountable leadership. In short, these choices are about the overview and scrutiny functions which in any local authority are central to the objective of accountable and transparent decision making.

## Extract from the Local Government and Public Involvement in Health Act 2007

### 33E Proposals by local authority

- (1) This section applies to a local authority which wishes to make a change in governance arrangements.
- (2) The local authority must draw up proposals for the change.
- (3) The proposals must include—
  - (a) a timetable with respect to the implementation of the proposals, and
  - (b) details of any transitional arrangements which are necessary for the implementation of the proposals.
- (4) The following subsections apply if the proposed change is of the kind set out in—
  - (a) section 33A (different form of executive), or
  - (b) section 33C (move to executive arrangements).
- (5) The proposals may provide for the change in governance arrangements to be subject to approval in a referendum.
- (6) Before drawing up its proposals, the local authority must take reasonable steps to consult the local government electors for, and other interested persons in, the authority's area.
- (7) In drawing up the proposals, the local authority must consider the extent to which the proposals, if implemented, would be likely to assist in securing continuous improvement in the way in which the local authority's functions are exercised, having regard to a combination of economy, efficiency and effectiveness.
- (8) After drawing up the proposals, the local authority must—
  - (a) secure that copies of a document setting out the proposals are available at their principal office for inspection by members of the public at all reasonable times, and
  - (b) publish in one or more newspapers circulating in its area a notice which—
    - (i) states that the authority has drawn up the proposals,
    - (ii) describes the main features of the proposals,
    - (iii) states that copies of a document setting out the proposals are available at their principal office for inspection by members of the public at such times as may be specified in the notice, and
    - (iv) specifies the address of their principal office.



**Move to an Executive structure - Council - 7.2.10****Key areas of work****APPENDIX 'D'****Date of Council meeting**

<b>15-Dec-09</b>	<p>Authority to proceed with preferred option Implementation date - May 2011 CEF boundaries and makeup, Chair for CEF3 CEFs - CEF3 and CEFs 4&amp;5 - implementation dates</p> <p>Consultation process Reduced cycle of meetings New Constitution</p>	<p>Roll-out of CEFs 3 by April 2010 and 4&amp;5 by October 2010 Development of CEFs 1 and 2 by October 2010 Set up and analyse by end of May and end September 2010 to report back Timetable of meetings by end January 2010 Set up and implement remote access for councillors (IDeA) by end February 2010 Review all by end September 2010</p>
<b>09-Feb-10</b>	<p>Agree preferred option + implementation timetable and division of functions Consultation process</p> <p>Timetable of meetings (<i>reduced cycle</i>)</p> <p>Proposal to request a review of a reduction in the number of cllrs</p>	<p>Implement consultation programme - mid-February to mid-May 2010. Analyse results by end of May and end September 2010 to report back Publish proposals by mid-February 2010 Produce timetable with reduced number of meetings including programme of all 5 CEF meetings by end January 2010 to ensure capacity in key areas Effective from 2015</p>
<b>02-Mar-10 Extra</b>	Council tax setting	
<b>06-Apr-10</b>	Board/Committee work programmes	<p>Board/Committee work programmes produced and submitted to Boards/Cttees during February and March 2010</p> <p>Roll out CEF 3 by mid-April 2010 Arrangements for General Election - poss 6 May 2010</p>
<b>25-May-10 Annual</b>	<p>Makeup of Boards and Committees Time of meetings Chairs and Vice-Chairs CEF Chairs Reps. on outside bodies</p>	<p>Review reps on outside bodies - inc division of Executive and non-Executive reps. by beginning of April 2010</p>
<b>01-Jun-10</b>	<p>Authority to set up Remuneration Panel Outcome of consultation Authority for cllrs. training &amp; development programme</p>	<p>Prepare remit, set up Panel; report back by end September 2010 Report preliminary results; outcome by end September 2010 Report outline of training &amp; development programme; produce training &amp; development programme by end September 2010</p>
<b>27-Jul-10</b>	Normal business	Budget process - September 2010 to February 2011

<b>26-Oct-10</b>	<p>Response to consultation Resolution to agree proposals; and Implementation of proposals New Constitution Remuneration Panel findings</p> <p>Cllrs. Training and Development Programme</p>	<p>Analysis of consultation complete by end September 2010 Notification to Secretary of State by 31 December 2010</p> <p>New Constitution produced by end September 2010 Report back from the Panel by end September 2010 Include findings in budget process and implement from May 2011 Training &amp; development programme - implemented within given timescales</p> <p>Roll out CEFs 4 &amp; 5 by mid-October 2010 Publish Council resolution and inform the Secretary of State by mid-November 2010</p>
<b>21-Dec-10</b>	Normal business	
<b>01-Mar-11</b>	<p>Council tax setting Timetable of meetings Forward Plan</p> <p>O&amp;S work programme CEF work programmes Nominations for Chairman and Vice-Chairman</p>	<p>Produce timetable of meetings by end January 2011 Produce Forward Plan of Key Decisions for initial four-month period by end January 2011 New Scrutiny arrangements implemented by May 2011 Only key dates and issues. Effective from 1 April 2011</p>
<b>05-Apr-11</b>	Normal business	<p>Arrangements for District elections - 5 May 2011 and Induction Day New Executive arrangements take effect from 8 May 2011</p>
<b>17-May-11 Annual</b>	<p>Appointment of Leader Executive appointments and Deputy Leader Allocation of seats on regulatory Cttees and O&amp;S Chairs and Vice-Chairs for above CEF Chairs Time of meetings New O&amp;S arrangements Reps. on outside bodies - non-Executive Councillor Champions</p>	<p>Leader appoints</p> <p>New Scrutiny arrangements implemented in May 2011 Review reps on outside bodies by beginning of April 2011</p>

## 2010/11 Schedule of Meetings including CEF Meetings

		2010												2011															
	May	June	July	August	September	October	November	December	January	February	March	April	May																
M	3	Bank holiday			2	Licensing				1	Licensing			3	Bank holiday			2	Bank holiday	M									
T	4		1	Council						2				4	Social	1	P & R	1	Council (Tax)		3			T					
W	5		2							3	CEF E P/B	1	East CEF Forum	5	CEF E Forum	2		2				4			W				
T	6	Poss General Election	3		1					4		2		6	Environment	3		3					5	District Council Elections	T				
F	7		4		2					5		3	1	7		4		4				1	6			F			
M	10	Licensing	7	Licensing	5	Licensing	9	6	Licensing and Tad CEF	4	Licensing	8	Tad CEF Forum	6	Licensing	10	Licensing	7	Licensing	7	Licensing	4	Licensing	9	Licensing		M		
T	11		8	Economy	6					7	Audit Panel	5		9		7	Audit Panel	11	CEF D FORUM	8		8	CEF D FORUM	5	Council	10	CEF D FORUM	T	
W	12		9	East CEF Forum	7					8	East CEF Forum	6		10		8		12	Planning	9	Planning	9	Planning	6	Planning	11	Planning	W	
T	13	O & S	10	Environment	8					9		7	South CEF Forum	11		9	O & S	13		10	O & S	10	Environment	7		12		T	
F	14		11		9					10		8		12		10		14		11		11		8		13		F	
M	17		14	Standards/Standards Sub	12	Standards Sub	16			13		11	Standards/Standards Sub	15		13		17	Tad CEF Forum	14		14	Tad CEF Forum	11		16		M	
T	18	P&R	15	Social	13	P & R	17			14	Economy	12	CEF D FORUM	16		14	P & R	18	Economy	15	Audit Panel	15		12		17	Annual Council	T	
W	19		16	East CEF P/B	14					15	East CEF P/B	13		17	Planning	15	Planning	19		16	East CEF Forum	16	Economy	13		18	CEF E Forum	W	
T	20		17	O & S	15	South CEF Forum	19			16	Environment	14		18		16	South CEF Forum	20		17	South CEF Forum	17		14		19	South CEF Forum	T	
F	21		18		16					17		15		19		17		21		18		18		15		20		F	
M	24	Standards Sub	21	Tad CEF Forum	19					20	Standards Sub	18		22	Standards Sub	20	Standards Sub	24		21	Standards Sub	21		18		23		M	
T	25	Annual Council	22	Audit Panel	20					21	Social	19	CEF D P/B	23	Economy	21	Council	25		22		22	Social	19		24		T	
W	26	Planning	23	Planning	21	Planning	25	Planning	22	Planning	20	Planning	24		22			26		23	CEF E Forum	23		20		25	East CEF Forum	W	
T	27		24		22					23	O & S	21		25	Environment	23		27		24		24	P & R	21		26		T	
F	28		25		23					24		22		26		24		28		25		25		22	Bank holiday	27		F	
M	31	Bank holiday	28		26					27		25	CEF E Forum	29		27		31	Standards/Standards Sub	28		28	Standards/Standards Sub	25	Bank holiday	30	Bank holiday	M	
T			29	Special P&R	27	Council	31			28	P & R	26	Council	30	Social	28				29	Audit Panel	26		31				T	
W			30		28					29		27								30		30		27				W	
T					29					30		28								31	O & S	28							T
F					30					31		29											29					F	