



Summons and Agenda for the  
**Council Meeting**

to be held on

**24 June 2014**

at

**6.00pm**

**SELBY**  
  
DISTRICT COUNCIL

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





To: All District Councillors

cc: Chief Officers  
Directors

You are hereby summoned to a meeting of the Selby District Council to be held in the Council Chamber, Civic Centre, Doncaster Road, Selby on **TUESDAY 24 JUNE 2014** starting at **6.00pm**. The Agenda for the meeting is set out below.

Chief Executive  
16 June 2014

# AGENDA

Opening Prayers.

## 1. Apologies for Absence

To receive apologies for absence.

## 2. Disclosures of Interest

A copy of the Register of Interest for each Selby District Councillor is available for inspection at [www.selby.gov.uk](http://www.selby.gov.uk).

Councillors should declare to the meeting any disclosable pecuniary interest in any item of business on this agenda which is not already entered in their Register of Interests.

Councillors should leave the meeting and take no part in the consideration, discussion or vote on any matter in which they have a disclosable pecuniary interest.

Councillors should also declare any other interests. Having made the declaration, provided the other interest is not a disclosable pecuniary interest, the Councillor may stay in the meeting, speak and vote on that item of business.

If in doubt, Councillors are advised to seek advice from the Monitoring Officer.

## 3. Minutes

To approve as a correct record the Minutes of the meeting of the Council held on 13 May 2014 (pages 1 to 9 attached).

## 4. Presentation on the White Rose Carbon Capture Scheme

To receive the presentation.

## 5. Communications

The Chairman, Leader of the Council or the Chief Executive will deal with any communications which need to be reported to the Council.

## 6. Announcements

To receive any announcements from the Chairman, Leader or Members of the Executive.

## 7. Petitions

To receive any petitions.

**8. Public Questions**

To receive and answer questions notice of which has been given in accordance with rule 10.1 of the Constitution.

**9. Councillors' Questions**

To receive and answer questions submitted by councillors in accordance with rule 11.2 of the Constitution. (Questions received from Councillor J McCartney at pages 10 to 11)

**10. Reports from the Executive**

The Leader of the Council, and other members of the Executive, will report on their work since the last meeting of the Council and will respond to questions from Councillors on that work. (Pages 12 to 22 attached).

**11. Reports from Committees**

To receive reports from the Council's committees which need to be brought to the attention of Council. To receive questions and provide answers on any of those reports. (Pages 23 to 28 attached).

**12. Motions**

To consider any motions.

**13. The State of the Area Address**

To receive the State of the Area Address from the Leader of the Council.

**14. Welfare Reform Update**

To consider the six monthly update. (Pages 29 to 33 attached.)

**15. Community Governance Review**

The Council is asked to approve that a Community Governance Review be undertaken in Selby District. (Pages 34 to 41 attached.)

**16. Urgent Action**

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

**17. Sealing of Documents**

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

**18. Private Session**

**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 item 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.**

**19. Abbey Leisure Centre Investment**

The Council is asked to consider the report. (Pages 42 to 44 attached)

## Annual Council

Venue: Council Chamber  
Date: 13 May 2014

1	Apologies for Absence
2	Disclosures of Interest
3	Election of Chairman
4	Appointment of Vice Chair
5	Minutes of Previous Council Meetings
6	Communications
7	Leader's Report
8	Appointment to the Committees of Council and Appointments of Chairs and Vice Chairs
9	Appointment to Access Selby Board
10	Appointment of Chairs of Community Engagement Forums
11	Time of Commencement of Meetings
12	Representatives of Outside Bodies

Present: Councillor M Dyson and then Councillor J Cattnach in the Chair

I Chilvers, M Crane, J Crawford, Mrs D Davies, J Deans, Mrs S Duckett, K Ellis, Mrs G Ivey, M Jordan, D Mackay, Mrs P Mackay, Mrs C Mackman, J Mackman, B Marshall, Mrs K McSherry, C Metcalfe, Mrs E Metcalfe, R Musgrave, Mrs W Nichols, C Pearson, D Peart, Mrs S Ryder, R Sayner, Mrs A Spetch, R Sweeting and J Thurlow.

Also Present: Chief Executive, Deputy Chief Executive, Executive Director (S151), Managing Director of Access Selby, Director, Solicitor to the Council, Democratic Services Manager, Democratic Services Assistant, Honorary Aldermen, The Chairman's Chaplain Ian Ellery.

Press: 0  
Public 25

## **1. Apologies**

Apologies for absence were received from Councillors Mrs E Casling, Mrs M Davis, M Hobson, W Inness, C Lunn, J McCartney, M McCartney, I Nutt, R Packham , A Pound, R Price, I Reynolds and S Shaw-Wright.

## **2. Declarations of Interest**

There were no declarations of interest.

## **3. Election of Chairman**

It was moved by Councillor M Crane, seconded by Councillor Mrs G Ivey and unanimously agreed

### **Resolved:**

**To elect Councillor J Cattnach as Chairman of the Selby District Council for the 2014/15 Municipal Year.**

### **Investiture of Chairman**

The newly elected Chairman was invested with the Chairman's Chain of Office by the retiring Chairman.

### **Declaration of Acceptance of Office**

Councillor J Cattnach read and signed the Statutory Declaration of Acceptance of Office in accordance with the provisions of the Local Government Act 1972.

[Councillor J Cattnach in the Chair]

### **Retiring Chairman's Valedictory Address**

Councillor M Dyson gave his Valedictory Address.

Councillor J Cattnach presented Councillor M Dyson with a Silver Salver and Past Chairman's Badge to mark him holding the office of Chairman of the Council.

On behalf of all councillors, Councillors M Crane and J Crawford expressed their thanks to Councillor M Dyson and the Chairman's Consort for their year of office.

### **Newly Elected Chairman's Address**

Councillor J Cattnach addressed the meeting.



The charities that would be supported by the Chairman for 2014/15 were St Leonard's Hospice, York against Cancer and Selby District Vision.

#### **4. Appointment of Vice Chairman**

##### **Nominations**

It was moved by Councillor M Crane, seconded by Councillor Mrs G Ivey and unanimously agreed

##### **Resolved:**

**To appoint Councillor R Sweeting as Vice Chairman of the Selby District Council for the 2014/15 Municipal Year.**

##### **Declaration of Acceptance of Office**

Councillor R Sweeting read and signed the Statutory Declaration of Acceptance of Office in accordance with the provisions of the Local Government Act 1972.

#### **5. Minutes**

The minutes of the meetings of the Council held on 25 February 2014 and 29 April 2014 and the minutes of the Parish Precept Committee held on 1 March 2014 were confirmed as a correct record.

##### **Resolved:**

**To approve the minutes for signing by the Chairman.**

#### **6. Communications**

No communications had been received.

#### **7. The Leader's Report**

The Leader of the Council submitted a report setting out the information required in respect of the discharge of Executive functions for the 2014/15 municipal year.

##### **Resolved:**

**To receive and note the report from the Leader of the Council.**

#### **8. Appointments to the Committees of the Council and Appointments of Chairs and Vice Chairs**

Councillors considered Group Leaders' nominations for committee membership and the Chairs and Vice Chairs for the 2014/15 municipal year.

**Resolved:**

**To make the following appointments to Committee membership and Chairs and Vice Chairs for the 2014/15 municipal year.**

**Planning Committee – 12 Members**

**Conservative**

J Deans (Chair)  
R Musgrave (Vice Chair)  
J Cattanach  
I Chilvers  
D Mackay  
Mrs E Metcalfe  
C Pearson  
D Peart  
Mr I Reynolds

**Labour**

Mrs D Davies  
J Crawford  
S Shaw-Wright

**Licensing and Appeals Committee – 10 Members**

**Conservative**

R Sayner (Chair)  
Mr K Ellis (Vice Chair)  
Mrs C Mackman  
R Sweeting  
Mrs P Mackay  
Mrs K McSherry  
S Ryder

**Labour**

B Marshall  
S Duckett  
J Thurlow

**Audit Committee - 9 Members**

**Conservative**

C Pearson (Chair)  
Mrs C Mackman (Vice Chair)  
J Cattanach  
I Nutt  
M Dyson  
S Ryder

**Labour**

J Crawford  
R Price

**Independent**

J McCartney

## **Policy Committee - 9 Members**

### **Conservative**

M Jordan (Chair)  
Mrs K McSherry (Vice Chair)  
R Musgrave  
Mrs E Metcalfe  
Mrs A Spetch  
I Nutt  
K Ellis

### **Labour**

R Packham  
Mrs M Davis

## **Scrutiny Committee - 9 Members**

### **Conservative**

D Peart  
D Mackay  
E Casling  
I Chilvers  
M Hobson  
M Dyson

### **Labour**

J Crawford (Chair)  
W Nichols (Vice Chair)

### **Independent**

Mrs M McCartney

## **9. Appointments to the Access Selby Board**

Councillors considered Group Leaders' nominations for the Access Selby Board.

### **Resolved:**

**To appoint Councillors W Inness (Chair), A Pound and S Shaw-Wright to the Access Selby Board for the municipal year 2014/15.**

## **10. Appointment of Chairs of Community Engagement Forums**

Councillors considered nominations for Chairs of Community Engagement Forums.

### **Resolved:**

**To appoint the following as Chairs of Community Engagement Forums for the 2014/15 Municipal year:**

**Tadcaster - D Mackay  
Eastern - E Casling  
Western - A Pound  
Southern - C Pearson  
Central - S Shaw-Wright**

## **11. Time of Commencement of Meetings**

Councillors were asked to agree the start times for the Council's Executive and Committees for the 2014/15 Municipal Year.

**Resolved:**

**For the first meeting of the Executive and each Committee to continue as printed in the agenda. Thereafter, start times would be determined by the Executive and each Committee at their first meeting.**

## **12. Non Executive Appointments to Outside Bodies**

Councillors considered nominations for appointments to various Non Executive Outside Bodies.

**Resolved:**

**To make the Non Executive Appointments to Outside Bodies for the 2014/2015 municipal year shown in appendix A**

The meeting closed at 4.35pm

**Selby District Council  
Representatives on Outside Bodies 2014/2015**

<b>OUTSIDE BODY</b>	<b>REPRESENTATIVE</b>	<b>TERM EXPIRES/NO. OF PLACES</b>	<b>MINUTE REFERENCE NO.</b>
National Association of Councillors (National and Northern Branch)	Cllr J Mackman Cllr S Shaw-Wright	2015 (2)	12/2014
NYCC Scrutiny of Health Panel	Cllr Mrs K McSherry  (Sub: Cllr M Dyson)	2015 (1)	12/2014
Age Concern Visiting and Support Group	Cllr Mrs A Spetch	2015 (1)	12/2014
Alzheimers Disease Society	Cllr Mrs S Ryder	2015 (1)	12/2014
Association of Voluntary Services for Selby	Cllr Mrs A Spetch	2015 (1)	12/2014
Citizens Advice Bureau – Selby	Vacancy	2015 (1)	12/2014
The Alliance (formerly known as Coalfields Communities Campaign)	Cllr S Shaw-Wright	2015 (1)	12/2014
Yorkshire Coal Industry Taskforce	Cllr S Shaw-Wright	2015 (1)	
DIAL Management Executive Committee	Cllr D Peart	2015 (1)	12/2014

<b>OUTSIDE BODY</b>	<b>REPRESENTATIVE</b>	<b>TERM EXPIRES/NO. OF PLACES</b>	<b>MINUTE REFERENCE NO.</b>
Drax Power Station Consultative Committee	Cllr I Chilvers Cllr M Dyson Cllr Mrs K McSherry Vacancy	2015 (4)	12/2014
Eggborough Power Station Consultative Committee (formerly Gale Common)	Cllr D Peart Cllr Mrs G Ivey Cllr J McCartney Cllr C Pearson Cllr Mrs S Ryder Cllr J Crawford	2015 (6)	12/2014
Oglethorpe and Dawson Education Foundation	Cllr Mrs E Metcalfe Cllr R Sweeting	2015 (2)	12/2014
Read School Drax – Governor	Cllr I Chilvers	2015 (1)	12/2014
RELATE	Cllr Mrs K McSherry	2015 (1)	12/2014
Selby Area Committee	Cllr I Chilvers Cllr Mrs C Mackman Cllr Mrs A Spetch Cllr R Price	2015 (4)	12/2014
Selby College Board of Governors	Cllr C Lunn	2015 (1)	12/2014

<b>OUTSIDE BODY</b>	<b>REPRESENTATIVE</b>	<b>TERM EXPIRES/NO. OF PLACES</b>	<b>MINUTE REFERENCE NO.</b>
Selby and District Rail Users Group	Cllr Mrs D Davies Cllr Mrs C Mackman	2015 (2)	12/2014
University of Hull– Membership of Court	Cllr Mrs C Mackman	2015 (1)	12/2014
Liaison Committee National Coal Mining Museum for England	Cllr S Shaw-Wright	2015 (1)	12/2014
Yorkshire and Humberside R.F.C.A Association	Cllr B Marshall	2015 (1)	12/2014
NY Police and Crime Panel	Cllr G Ivey	2015 (1)	12/2014
North Yorkshire Older Peoples' Partnership Board	Cllr J Cattanach	2015 (1)	12/2014
Cridling Stubbs Educational Trust Fund	Cllr G Ivey	2015 (1) Every 4 years	12/2014
PATROL	Cllr C Metcalfe	2015 (1)	12/2014

## Item 9

### Councillors' Questions

#### 1. To the Leader of the Council:

'Recently we had to deal with the out of hours emergency service on behalf of an elderly resident. This was over a weekend.

On the Monday when I contacted the call centre (after the usual ten minutes on hold) to find out about the necessary follow up work, I was surprised to be told that there was no link between the out of hours service and the call centre and that there was no record of the 'call out' or of the work carried out as a result of an emergency call out. Can I be assured that this gap in communication between the emergency call out service and the call centre will be closed?

John McCartney  
SDC Councillor Eggborough Ward.

#### 2. Questions for Councillor C Metcalfe:

You constantly informed us that Yorkshire Wildlife Trust would enhance Barlow Common and that they would indeed improve the management of the Common and widen the biodiversity of the site. It is clear from the reports attached to the Weekly Dispatch of 16th May that the YWT have failed miserably to live up to your words.

In comparison to the Selby District Council management plan, (also attached to the weekly Dispatch) the Yorkshire Wildlife Trust have done next to nothing on Barlow Common during 2013. There have been a couple of volunteer days, (a total just 28 volunteer visits) and that is about it.

I was also shocked at their explanation of how they have spent the £12,000 annual fee they get from SDC to maintain the common. For instance; '£1,400 for the supervision of volunteers at £50 per volunteer' and incredibly 'Volunteers Value of Contribution, £2,800, calculated at £100 per day by YWT in-kind value of a skilled volunteer. This is NOT expenditure.

The YWT are also receiving rent of over £2,000 from the operator of the fishing ponds.

The Yorkshire Wildlife Trust are not maintaining Barlow Common to the standard that they promised nor are they spending the monies from SDC or the fishing pond rent on the Common.



Is there a break clause in their lease that would enable SDC to find a partner that are interested in Barlow Common and its future?

John McCartney  
SDC Councillor Eggborough Ward.



**Cllr Mark Crane**

**Leader of the Council**

**Report to Council on 24th June 2014**

Since my last report we have held the European elections and whatever we may all think about the results the count went off smoothly in Selby, well done to the Chief Exec and her team especially Glenn and Richard.

I have spent some time since last Council meeting dealing with issues around affordable housing and looking and working on finding suitable sites. Affordable housing always arouses interest from residents and whilst we have a duty to provide them we will always seek to work with the settled community in that area. The housing trust is set up and it is an important part of this District Council going forward, we hope that it will begin to deliver housing for those most in need.

I have been involved in a meeting to discuss the future of Local Government Yorkshire & Humber, it has been suggested ending this organisation, however, I feel that for the modest cost it provides a voice for the region and also fulfils a crucial function especially for smaller councils such as ours and I wish to see it kept in a format.

I have held meetings about Olympia Park and its development, I am pleased to say that both the York NYCC and East Riding LEP plus Leeds City Region LEP are very supportive of the site and both are supporting it financially in their bids to the Government. This puts Selby in an almost unique position.

Following on from the legal challenge by SSOBT against the core strategy meetings have been held with the brewery on the possibility of mediation.

I have attended an awards presentation to some of our staff. We should be proud of the work so many of our team do and it was a privilege to join the Chairman and Cllr Ellis at this event.

Best wishes

Mark Crane

**Cllr Mrs Gillian Ivey**

**Executive Member for Partnerships and External Relations**

**Report to Council on June 24th**

Since my last report to Council, I have been working with officers on.....

- The Leisure Centre. Work on the new Leisure Centre is progressing well and a time-lapse video has recently been added to the council website which can be accessed by everyone to view progress.
- I attended the SDC Scrutiny Committee in April when Police Commissioner Julia Mulligan addressed the meeting and responded to questions.
- The Annual Leisure Review has recently taken place and results will be presented to the Executive in July.  
Membership has increased both in Selby and in Tadcaster;  
participation in group fitness classes has also increased.  
Sports development work in the community is working well with the 'Move It & Lose it' and 'Healthy Active Children' programmes proving popular and well-supported.  
In addition, the Pitch up and Play (football) sessions in Selby, Sherburn and Tadcaster have seen over 300 youngsters participating.

**The Council in Partnership**

Unfortunately I missed the last Police and Crime Panel meeting due to breaking my wrist the week before. Panel members discussed the Commissioners proposals to refresh the Police & Crime Plan and to amend Community Safety Partnership structures.

I have however continued to attend the Scrutiny meetings here at Selby to discuss the Community Safety Partnership changes and will take a detailed paper to the next Executive in early July. It is proposed to have a single CSP for North Yorkshire, with another for York, and local delivery groups in each district.

The North Yorkshire Strategic Housing Board was held on June 2<sup>nd</sup>.

The Housing Board which includes York, is working more closely now with the LEP and members agreed that representatives from East Yorkshire will attend in future, which aligns with the LEP area.

Board membership also now includes a building industry representative and a registered provider representative (members accepted nominations for an East Yorkshire councillor, Barratt Homes and Broadacres / Yorkshire Coast Homes respectively)

The Sub Regional Housing Strategy is to be reviewed and amended in September for 2015 onwards and will come back to the Local Authorities for ratification. Each Council will however be asked to develop an individual Homelessness Policy.

WLCT, SDC and the Chamber of Trade are working with Selby Cycle Club to organise the second Selby Cycle Sportive on August 31<sup>st</sup>. The event is publicised nationally and entries are already streaming in for the 30, 60 and 100 mile routes – all of which will both start and finish in the centre of Selby.

*Gillian Ivey*



**Councillor Cliff Lunn**

**Executive Member for Finance**

**Report to Council on 24th June 2014**

Since the last Full Council, when a report was given, I have attended the following meetings for SDC:

**28<sup>th</sup> Feb**

I attended a meeting of the Local Authority Building Control Partnership.

The accounts for the year were presented and these showed a considerable improvement on the previous year and indicated a small profit. The first month's trading indicates a continuation of this upturn in line with increased activity in the construction industry.

The partnership is experiencing difficulty in attracting the skilled workforce it needs for future expansion and so is instituting its own training program.

**3<sup>rd</sup> March**

I attended a meeting of the Tough Stuff Board. Cllr Metcalfe chaired the meeting and details are in his report.

**6<sup>th</sup> March**

Executive Meeting

I had no papers to deliver at this meeting. Minutes are available online.

**27<sup>th</sup> March**

Program Board

A discussion took place on the progress of the new Leisure Centre.

**3<sup>rd</sup> April**

Executive Meeting

I delivered a paper on the replacement of assisted living equipment, and the executive approved funding of £150,000 from the Access Selby Reserve.

We discussed the new NNDR reliefs from government and approved that they be passed on to all qualifying retailers etc. including those for which this Council has a specific policy.

I was away for the month of May.

**5<sup>th</sup> June**

Executive Meeting

I delivered a paper on ICT policies. The policies are designed to make us compliant with all ITC legislation and designate specific responsibilities to specific people within our organisation.



**Councillor John Mackman**

**Executive Member for Place Shaping**

**Report to Council on 24 June 2014**

This report covers the period from the Council meeting on 25 February 2014. During this period I have attended Executive/Executive Briefing meetings, Selby Internal Drainage Board, North Yorkshire and York Spatial Planning and Transport Board, Leeds City Region Planning Portfolios Group, CEF and local Parish Council meetings as and when required:

Reporting on key items:

**1) The Local Plan Core Strategy (CS)**

As Council is aware the Selby District Core Strategy Local Plan was formally adopted by the Council on 22 October 2013.

Subsequently, a High Court legal challenge has been made against the adoption of the Core Strategy by Samuel Smith's Old Brewery (Tadcaster) on a number of grounds including 'Duty to Cooperate' which came into force whilst the Strategy was being examined. A second High Court challenge against adoption of the Core Strategy by a local resident was dismissed by the High Court on the grounds that the claim was totally without merit.

The legal challenge by SSOBT is due to be heard in the new Planning Court in Leeds on the 10<sup>th</sup>, 11<sup>th</sup> and 14<sup>th</sup> July. Witness statements on both sides have been submitted to Court supported by substantial amounts of evidence. Next steps in the procedure are skeleton legal arguments from SSOBT 4 weeks before High Court and SDC skeleton arguments 2 weeks prior to Court. There is no fixed timetable for a Court decision but it is envisaged that September is the earliest likely date for a decision.

Meanwhile, the adopted Core Strategy is part of the development plan and carries substantial weight alongside the National Planning Policy Framework in the determination of planning applications.

Within the Leeds City Region authorities it is interesting to note that neither Leeds, Calderdale, Craven, Kirklees, York or Bradford have yet achieved adopted Core Strategy status. Perhaps a pointer to how challenging the process is.

**2) Housing Monitoring and Delivery**

In line with Policy SP6 (Managing Housing Land Supply) of the adopted Core Strategy, early housing monitoring figures for the 2013/14 year indicate that there is a shortfall in housing delivery within the district and the Core Strategy housing

target of 450 dwellings per annum is not being achieved. This issue of under delivery now requires action by the Council and the shortfall accounted for within the authorities monitoring report (AMR) and 5 year Housing Land Supply 2013/14, due for publication in December 2014.

The new planning system places the housing target at the core of the development plan. The need to deliver housing is paramount nationally and after record lows of house building across the country, the Government recognises that the housing crisis needs to be addressed through significantly boosting housing supply as required by the (NPPF/NPPG).

In the light of the above, officers are working on a programme to identify land supply issues which may result in significant under delivery or performance and are investigating remedial action to tackle shortfall in housing delivery.

### **3) The Sites and Policies Local Plan (SAPP)**

The Policy team has begun to undertake the various background documents and studies that will underpin the SAPP, so whatever the outcome of the Courts, the production of planning policy documents can continue in a timely fashion.

In order to speed up the adoption process the plan will be pared back to the essential components and to issues/topics where this is evidence to support the policies. The plan will not seek to have a policy for every eventuality, but a broad suite of policies/principles that may apply to every situation.

Currently it is envisaged that the SAPP will reach the issue and options consultation stage towards the end of 2014 with adoption at the end of 2016. These forecasts assume that the adoption of the Core Strategy is upheld and that all stages of the SAPP including the EIP proceed smoothly with no suspension of the hearings or further changes in the National Planning regime.

### **4) Local Development Scheme (LDS)**

The recently approved LDS for 2013-2016 included the sites and Policies Plan (SAPP), the Community Infrastructure Levy (CIL) and the Appleton Roebuck and Acaster Selby Neighbourhood Plan.

The Core Strategy challenge does not affect the Community Infrastructure Levy however the Appleton Roebuck and Acaster Selby Neighbourhood Plan group will need to consider how best to take the Neighbourhood Plan forward in the light of the challenge.

### **5) Duty to Cooperate (DTC)**

I attended the May meeting of the Leeds City Region Planning Board, the main agenda items discussed included:

- The draft LCR Statement of Cooperation to be agreed by all participating authorities. The Statement sets out how the authorities and other partners liaise and engage at the City Region level, as an important part of demonstrating the Duty to Cooperate.



- The work undertaken on the geography of housing markets throughout the City Region. The project identifies where there may be strategic issues throughout the City Region which need to be addressed under Duty to Cooperate.
- The future work programme including Green Belt review and sharing of methodologies.
- Forthcoming visit of the Planning Minister.
- Assessing housing need – developing a common methodology for the objectively assessed housing need.

## **6) Programme for Growth**

### **6.1 Housing Trust**

The Trust's application for charitable status has been submitted to the charity commission and registration as a registered provider with the HCA (Homes and Communities Agency) is in progress following on from acceptance of our preliminary application.

The Trust is progressing with the pre-construction tender work for the two Tadcaster pilots. The detailed construction drawings will be completed shortly and both projects are currently on schedule to complete the tendering process in August. Subject to agreement of the asset transfer, funding conditions, loan, partnering and legal agreements it is expected that work on both sites will commence by the end of 2014 with Kirkgate due for completion in April 2015 and St Joseph's Street in October 2015.

Further investigation of the Housing Development Strategy 'Phase 1' sites is in progress and a report is scheduled for the Executive in June.

### **6.2 Gateways**

The planning applications for the two immediate roundabout makeovers have been submitted and are scheduled to go to the June Planning Committee. Release of community landfill funding by 'Entrust' the Government Body which certifies project funding depends on the schemes obtaining planning permission.

Subject to planning permission and confirmation of funding we anticipate that work on the ground will commence in the summer months and be completed by October 2014.

Design of the heritage sculptures has been agreed by the project team and lighting schemes are being evaluated subject to budget considerations.

Concurrently officers under delegated powers are expected to conclude a contract to sell advertising on roundabouts, verges, pieces of public realm and other key street scene views. The income generated will be used to maintain roundabouts and improve public realm. This contract to secure managing agents for advertising is a

key component of the 'Gateways Project' providing the financial means to fund maintenance and future projects.

### **6.3 Bondgate**

The Programme for Growth Board as part of the Environmental Site Acquisitions Project commissioned a programme of site investigation in relation to the potential for development of the land at Bondgate.

The detailed findings of the Geo-Survey report have yet to be evaluated. However, it is expected that development of the site will be possible but that development costs will be somewhat higher than normal.

### **7) Potential Sites for the Travelling Community**

The Executive continues to review all options for traveller sites as the authority remains exposed to unauthorised developments and failure to meet its statutory obligations.

The Secretary of State has still to make decisions following call-in of the temporary permissions at Byram-cum-Sutton and Hillam. These sites are in the Green Belt and would normally be regarded as inappropriate development in the Green Belt unless 'very special circumstances' are proven.

The owner of private land at Hazel Old Lane Hensall who recently put the land forward for consideration as a traveller site has subsequently withdrawn the application. SDC officers are consulting with colleagues at North Yorkshire County Council who identified a number of potential sites within County ownership which may be available to SDC including land on the A163 at Barlby. Discussions with County are on-going.

The Planning Committee refused permanent planning permission for the temporary traveller pitch at Towton and SDC has received a planning application for the site at Hillcrest (old A1 site) to change the temporary permission granted by the Secretary of State into a permanent permission.

**John Mackman**  
**Executive Member**



**Councillor #**     U    

**Executive Member for Communities**

**Report to Council on 24 June 2014**

Since last council I have been working on the following projects:

**Tough Stuff/Retail Board Update**

Progress is being made on a number of fronts in Tadcaster namely the refurbishment of the **Central Area Car Park**. Hard standing is now complete and additional landscape planting is being progressed to soften the appearance of the car park.

Work has been completed for the provision of information boards and finger post signage directing visitors to town centre destinations from the car park; Advertising planning permission has been applied for.

**Replacement and standardisation of all litter bins in the conservation area**

This additional work has been done in partnership with the T&V CEF Partnership Board who have funded some of these initiatives.

**The Riverside Project** is now back on track, with the Town Council making a very clear statement of commitment and the development of a revised business case is in hand. Funding contributions from TTC and NYCC have been agreed.

We are working in partnership with NYCC Passenger Transport for a **major refurbishment of the Bus Station**. (The structure and the adjoining block paver standing area used by waiting buses). NYCC are project managing the refurbishment as well as contributing a substantial sum towards the work.

**Future projects** We are currently working on identifying and assessing other SDC owned land within the defined limits of the retail area, possibly for housing. We are also working with the T@V CIC to develop a Town Gateway Proposal for Tadcaster. Work is under way to analyse the findings of the recent Retail Study commissioned by the board and to develop action plans under a number of themes, such as the built Environment/Street Scene and Leisure and Culture, with the aim of increasing footfall to support the local retail economy.

**Empty Homes Strategy Update**

The Board has received its first progress report from Access Selby on the implementation of the Empty Homes Strategy. Community Officers have identified those properties across the district that have been empty for two years or more and are actively engaging with landlords to assist them in bringing the properties back into use; where there is resistance to co-operate then enforcement will take place. The next progress report is diarised for September.

**Special C.E.F. Event**

On June 2<sup>nd</sup>, representatives from all the C.E.F.s met at the Riley Smith Hall in Tadcaster. The aims: to share and celebrate achievements, to identify what can be improved, and to create more

community engagement across Selby District. My Thanks to all who attended and contributed, making it a successful evening.

### **STEP/Retail/Growing Enterprise Update**

The Selby Town Enterprise Partnership (or STEP) has made a great deal of progress in recent months and now has a strong partnership board in place (made up of business representatives, the college the town council and the LEP) a draft strategy in place, its own branding and a dedicated co-ordinator to make sure the partnership delivers and that things happen on the ground.

The STEP has undertaken work to better understand retail spend patterns in the district – the latest figures show that less than 10% of district spend takes place in the town of Selby (and this includes the Three Lakes shopping centre). Our analysis has found that while people in the town and the adjacent villages do shop in the town, people living in villages 5-10 miles from the town generally do not shop in Selby. The STEP is developing a number of initiatives to bring these people into the town, particularly on Saturdays, as the figures show us that the out-commuting rates (at 49%) are high.

As a result, the STEP is getting behind the Selby Food Festival on 12 July and is using this event to promote the town to a wider audience and increase footfall in and around the town centre. We are also looking at how we can help ensure the Cycling Sportive on 31 August (when over 700 cyclists and their families will be in the town) provides an opportunity for us to showcase the town at its best and ensure that retailers benefit from the extra visitors.

The STEP is pulling together a wider calendar of events for the town to ensure that opportunities aren't missed to promote Selby's offer. The STEP will be using this and the findings of a new retail study to develop a longer-term action plan for the town.

I am also working with Rose Norris on a Growing Enterprise programme of support to new and existing businesses. Building on the good work which the council has been doing as part of the Open for Business initiative, we are working with the LEP and Business Support North Yorkshire on a programme which will involve setting up high-quality shared pop-up shops in empty premises to encourage business incubation, enable new businesses to have a shop-front, and provide a more interesting and appealing offer in the town. We are also exploring opportunities for market stall taster days, again with a focus on Saturdays. The programme will be supported by business coaching and mentoring and will link closely to Selby College and opportunities for young people. Although this work will commence in Selby, we hope to take a similar approach to Sherburn and Tadcaster, tailored to work in those towns.

Another aspect of the Growing Enterprise programme will be the wider skills agenda and work is underway to develop a comprehensive programme to develop skills at a number of levels and to ensure that the district's workforce is ready to participate in economic growth.

Chris Metcalfe



**Councillor M Jordan – Chair of Policy Review Committee**

**Scrutiny Committee Update – Council 24 June 2014**

Policy Review Committee meeting of 14th April 2014

The first item on the agenda was the Housing Rents for 2014/15, however, due to timing and decisions already made, officers informed the committee that this item no longer required discussion.

Moving onto a discussion about the annual report for the policy Review Committee further highlighted an issue that needs resolving. The Committee met 7 times (as opposed to 5) due to having to meet timing schedules for specific items. The issue is forward planning and I highlighted this in a recent Audit Committee meeting that I attended (as a substitute member). Officers are aware of this and I am assured efforts are being made to resolve this.

There then followed a verbal update from an officer regarding the effects of the Welfare Reform act. A Task and Finish Group was set up and has met once to set down the information required and any recommendations that the officers might wish us to consider. We are looking specifically at any hardships caused by the change in the rules governing Welfare and what can be done to mitigate them. We also need to understand the numbers affected by the changes.

We followed this with looking at final outcomes of reports/documents and specifically noted that there appears to be no outcome at all with regard a perfectly reasonable Labour Group request to have some sort of Planning Conditions attached regarding Parking of Construction Vehicles and the cleaning there of, with particular regard to the cumulative impact on the surrounding area. It was also noted that the Executive have yet to discuss/accept the Guidance notes prepared with regard the Renewable Energy Strategy that were put forward after our January meeting.

Finally we looked at the Work Programme for the coming year and I take the opportunity to ask all Cllrs if they have anything they would wish the Policy Review Committee to consider.

Footnote. Apparently Selby AVS are organising a Forum with a Fracking Expert to come to a CEF.



## **Councillor J Crawford – Chair of Scrutiny Committee**

### **Scrutiny Committee Update – Council 24 June 2014**

The Scrutiny Committee has met three times since the last report to Council on 25 February 2014. One of these meetings took place on 24 February 2014, the day before the Full Council meeting.

#### **24 February 2014**

The Committee held an question and answer session with Selby and Ainsty MP Nigel Adams. Some of the issues covered included:

- The future of Eggborough Power Station and the conversion to biomass affecting the two power stations in the district.
- The overall economic situation in the district.
- Dredging tidal rivers.
- Cuts to travel provisions to take children to school.
- HS2.
- The state of the roads in the County and the funding to improve these.
- Encouraging investment in the Selby High Street.

#### **26 March 2014**

### **Merger of the North Yorkshire Community Safety Partnership and Local Delivery of Community Safety Partnership Priorities.**

Following announcement at the January meeting of the plans by the Police and Crime Commissioner to merge the North Yorkshire Community Safety Partnerships, the Committee decided to have a meeting to discuss the proposals and provide their comments.

The Committee raised concern at the lack of information in the proposals and stated that they were unable to make a decision based on the information provided. The Committee was informed that there was meant to be a 'Shadow Board' discussing the proposals which was meant to have met before the Scrutiny Committee meeting, which would have provided more information on the proposals however that meeting had been cancelled.

Concern was raised at the lack of information stating how local services were to be delivered and that representatives on the proposed North Yorkshire Community Safety Partnership would not include elected Members. Concern was also raised at the lack of information provided on the bidding process and what this would entail. Members queried whether funding would be released

for local services or all areas would need to submit a bid for any piece of work they wished to carry out.

The Committee felt that while there could be some merits in the proposals, further information was required for them to make an informed decision and agreed to raise the issue at the next meeting which the Police and Crime Commissioner would be attending.

## **23 April 2014**

### Julia Mulligan, Police and Crime Commissioner, North Yorkshire

Julia Mulligan, Police and Crime Commissioner (PCC), North Yorkshire was present to provide an overview of her role and answer questions from the Committee.

The Committee were informed of the proposed changes to Community Safety Partnerships (CSP) with it being proposed to have one CSP for North Yorkshire and one for York. The PCC explained that it would be up to each Partnership to determine on how it spent its money. The PCC explained that in some areas, outcomes had been poorly evidenced and it was important to demonstrate value for money.

Further information from the PCC was also provided on the upcoming Police and Crime Plan and the work being done with regard to mental health.

The Committee questioned the PCC on several areas including the possible loss of the Night Marshalls service, reducing the amount of paper work that Police Officers have to complete and funding for local projects.

### Access Selby 3<sup>rd</sup> Interim Key Performance Indicator Performance Report: April 2013 – December 2013.

Councillor Mark Crane, Leader of the Council presented this report.

Concern was raised that some of the satisfaction figures in the report did not match the feedback being given by residents. Councillor Crane explained that at the end of a service or repair, residents were asked to provide their views on the service received. It was explained that other methods of receiving a broader range of feedback were being looked into.

The Committee queried targets around the letting of large units and the percentage of Council Tax debt being recovered.

### Access Selby Service Provision – Assets

The Lead Officer, Assets presented the report which gave an overview of the Assets service and current levels of service and performance. Discussion took place on achieving the best value from industrial assets and the key challenges being faced by the Asset Management Strategy.

### Waste and Recycling Task Group

The Committee considered the findings of Task and Finish Group's review into Waste and Recycling. The report was endorsed and approved to go to the Executive. It is currently scheduled to go before the Executive at their meeting in July.

### Scrutiny Annual Report 2013/14

The Committee considered the Annual Report which provided details of the work of the Scrutiny Committee during 2013/14.

Jack Crawford  
Chair, Scrutiny Committee





## **Councillor C Pearson – Chair of Audit Committee**

### **Audit Committee Update – Council 24 June 2014**

Audit Committee Update to Full Council 24<sup>th</sup> June 2014

Audit Committee Update

Since the last full council the Audit committee have met twice once on the 16<sup>th</sup> April and again on the 14<sup>th</sup> May

There has been some changes of committee members, Cllr Mrs Nichols left the committee and was replaced by Cllr Price and Cllr Mrs McCartney has been replaced by Cllr J McCartney.

April 16<sup>th</sup> 2014

The chair announced that the committee had been asked to look at the constitution and the committee agreed that this would be done at Special meetings.

The committee considered the Audit Strategy Memorandum and the Audit Progress Report which were presented by Cameron Waddell of Mazars LLP and were accepted by the committee.

Your Audit committee received a report about Certification of Grants and Return to Work Plan 2013/14 from Allison Kent of Mazars LLP which was accepted by the committee.

A report of the Annual Governance Statement was presented by John Barnett of Veritau North Yorkshire and this was noted by the committee

A report on the Internal Audit Progress 2013/14 was presented by John Barnett of Veritau North Yorkshire; the committee noted the progress and approved the report.

The Internal Audit Charter was presented by John Barnett of Veritau North Yorkshire, the report was approved.

The Internal Audit Plan was presented by Roman Pronszyn of Veritau North Yorkshire and was approved.

The Audit Committee Annual Report was presented to the committee by Karen Iverson, Executive Director. The committee agreed that the information submitted in the report was accurate and should go to Full Council

After moving private session the committee received a report on Information Governance and Data Protection 2013-14 this was noted.

May 14<sup>th</sup> 2014

A Special Audit Committee was held to start the process of reviewing the constitution of the Council and a report was presented by Gillian Marshall, Solicitor to the Council.

The committee considered how to conduct the review and it was agreed that we would look at the constitution in parts at each of our special meetings

It was also agreed that each member of the Audit Committee would be sent a paper copy of the present constitution and to meet again at another Special Audit Committee on the 12<sup>th</sup> June 2014 at 14:00 to consider the changes to be made to part 4 of the constitution.

Cllr Chris Pearson  
Audit Committee Chairman



## Public Session

Report Reference Number C/14/1

Agenda Item No: 14

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<b>To:</b>	<b>Council</b>
<b>Date:</b>	<b>24 June 2014</b>
<b>Author:</b>	<b>Simon Parkinson</b>
<b>Lead Officer:</b>	<b>Simon Parkinson – Community Support</b>
<b>Executive Member</b>	<b>Councillor Mark Crane</b>

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**Title: Welfare Reform - Six Month Update**

**Summary:** To provide a 6 month review detailing the effect of the Welfare Reform changes in Selby district.

**Recommendation: That councillors note the report.**

### Reason for recommendation

Officers brought an update on welfare reform issues to the Council meeting on 11<sup>th</sup> December 2014. Councillors requested that a further six month update be provided to the June meeting.

#### 1. Introduction and background

- 1.1 The Welfare Reform change that has had greatest impact on social tenants is the Housing Benefit Size Criteria/Spare Room Subsidy (universally known as the Bedroom Tax) which came into force on 1<sup>st</sup> April 2013. As with previous updates, this report will focus on the effects of this change.
- 1.2 The other significant change saw the introduction of the Benefit Cap in July 2013. There has been little impact from this change in Selby district but we will touch on this briefly later.

## 2. The Report

### 2.1 Housing Benefit Size Criteria/Spare Room Subsidy

2.1.1 This change applies to working-age people living in social housing. It means that Housing Benefit is no longer paid towards bedrooms that tenants are deemed not to need. Any social tenant assessed as having more bedrooms in their accommodation than they need is now considered to be under-occupying that property.

2.1.2 The legislation states that one bedroom is permitted for:

- Every adult couple (married or unmarried)
- Any other adult aged 16 or over
- Any two children of the same sex aged under 16
- Any two children aged under 10
- Any other child (other than a foster child or child whose main home is elsewhere)
- A carer (or team of carers) who do not live with at the property but provide a member of the household with overnight care

Any tenant assessed as under-occupying will receive a percentage reduction to their Housing Benefit entitlement. The percentage reduction will depend on how many rooms the tenant is under-occupying by:

14% if someone is considered to have one extra bedroom.

25% if someone is considered to have two or more extra bedrooms.

2.1.3 The number of people affected by the Spare Room Subsidy continues to fall;

Tenure	% reduction	Number affected June 2014	Average Reduction	Highest Reduction	Lowest Reduction	Number affected June 2013
Council	25%	59	£23.38	£28.32	£18.03	(63)
	14%	249	£12.12	£15.13	£5.35	(301)
HA	25%	11	£24.88	£29.54	£20.95	(19)
	14%	145	£13.45	£21.00	£0.37	(185)

The reason for these reductions is likely to be connected to households moving house or to a change of circumstances within the household.

2.1.4 The North Yorkshire Home Choice Allocations Policy has been amended to support the welfare reform changes. The policy now allows councils to prioritise applicants who are under occupying and allows a degree of discretion and flexibility when considering arrears that are as a result of the spare room subsidy.

The policy also only allows properties with the correct number of bedrooms to be offered to households, thus ensuring that we are not placing people in potentially vulnerable financial situations.

- 2.1.5 The number of new tenancies has increased over the last 2 years. In 2013/14 we issued 279 new tenancies compared to 235 in 2012/13.

There remains a significant demand for smaller properties.

At the end of 2013/2014 there were 919 active 'Home Choice' housing applications. Of these 288 were under 60 and only eligible for a 1 bed property.

In May 2014 we let 41 properties across the full range of property type: 8 bungalows, 2 bedsits, 14 flats, 6 two-bed houses and 9 three- bed houses.

There are currently 10 general needs 'small' VOID properties across the district; 4 of these are one-bed flats (1 in Womersley/3 in Selby) and 6 are two-bed houses (1 in Sherburn/5 in Selby).

There is the discretion to offer some one bedroom bungalow accommodation to over 55's in instances where there is a clearly defined support need.

- 2.1.6 The number of tenants in rent arrears has dropped. There were 629 in arrears at 31<sup>st</sup> March 2014 compared to 679 in arrears on the same date 2013. We continue to work closely with tenants and other internal departments and external bodies to provide support and guidance to those experiencing financial difficulties.

- 2.1.7 We take every opportunity to engage with tenants to ensure they are receiving all the support and guidance that is currently available to them. Community Officers continue to work pro-actively with tenants in arrears. Since January, they have been visiting all tenants with low arrears to ensure that the correct support and intervention is available for each case. We are also currently looking to provide an additional dedicated tenancy support resource to provide more focused advice and support in individual cases.

- 2.1.8 Discretionary Housing Payment (DHP) is available to people who find themselves in financial hardship due to the welfare reform changes. Additional funding continues to be available in 2014/15 to support the extra demand that has resulted from these changes.

DHP should not be regarded as a long term solution and should only be used to support individuals while they look to move house or stabilise their financial position.

We continue to promote DHP to those in most need of support. The current figures for DHP take-up are as follows;

<b>Tenancy</b>	<b>May 2013</b>	<b>May 2014</b>
Council	51	70
HA	22	22
Private	2	8

2.1.9 In addition we have increased training and support to staff working in this area and are constantly reviewing procedures in line with emerging best practice. We are grateful to the Selby District Advice & Information Network which is supporting our work through various initiatives including providing expert welfare benefit training and advice to our front line staff.

## **2.2 Benefit Cap**

2.2.1 The 'Benefit Cap' introduced a maximum limit on the total amount of benefit that people can receive. The Cap limits benefit to;

- A maximum of £500 a week
  - If the household is made up of a couple (with or without children), or
  - If the recipient is a lone parent and has children living with them who are included in their Housing Benefit entitlement.
- A maximum of £350 a week If the recipient is a single person and
  - has no children; or
  - has children but they don't live with the recipient and are not included in their Housing Benefit calculation.

2.2.2 5 households living in Selby district are currently affected by the Benefit Cap. These can be broken down into the following tenures;

1 Council	Highest Reduction £14.67pw Lowest Reduction £14.67pw
4 Housing Association	Highest Reduction £102.62pw Lowest Reduction £9.15pw

2.2.3 There is no evidence of any negative impact from the Benefit Cap.

## **3. Legal/Financial Controls and other Policy matters**

### **3.1 Legal Issues**

3.1.1 The provision of financial support to individuals falls within the councils legal responsibilities and will be subject to relevant terms and conditions.

## **3.2 Financial Issues**

- 3.2.1 We continue to monitor the effect on welfare reform changes on the relevant income and expenditure budgets.
- 3.2.2 All support incentives are delivered in line with current budget provision.

## **4. Conclusions**

- 4.1 A total of 464 social tenants have been affected by the Spare Room Subsidy (308 Council/156 Housing Association). At the same time last year 568 tenants were affected (364 Council/204 Housing Association).
- 4.2 The Council offers a range of support services to help those affected. This includes one to one support and advice as well as access to a range of financial assistance tools.
- 4.3 The Council continues to monitor the effect of the Spare Room Subsidy to identify trends, to ensure the effective use of existing resource and to identify areas where further additional support may be required.
- 4.4 There is no evidence of any negative impact in the district from the Benefit Cap.

## **5. Background Documents**

There are no background documents associated with this report.

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## **Public Session**

**Report Reference Number C/14/2**

**Agenda Item No: 15**

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**To: Council**  
**Date: 24 June 2014**  
**Author: Richard Besley, Democratic Services Officer**  
**Lead Officer: Jonathan Lund, Deputy Chief Executive**

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**Title: Community Governance Review**

### **Summary:**

This report sets out the requirements of the Council to undertake a Community Governance Review of its parishes and their electoral arrangements in accordance with the Local Government and Public Involvement in Health Act 2007.

The review will focus on the parished areas of the District and will take place partly as a result of the recent electoral ward review undertaken by the Local Government Boundary Commission for England and because guidance advises that a review should be undertaken every 10 – 15 years.

### **Recommendations:**

- i. To conduct a Community Governance Review, in accordance with the Local Government and Public Involvement in Health Act 2007, with the timetable and Terms of Reference set out at Appendix A**
- ii. To authorise the Deputy Chief Executive to take all necessary steps in relation to the conduct of the Review**

### **Reasons for recommendation**

A Community Governance Review (CGR) offers an opportunity to put in place strong, clearly defined boundaries, tied to firm geographic features and remove the many anomalous parish boundaries that exist in the district.



## **1. Introduction and background**

- 1.1. The Local Government and Public Involvement in Health Act 2007 in establishing CGRs abolished the need for Periodic Reviews by the Boundary Commission for England.
- 1.2. The Act also changed the ability of a principal Council to make local alterations to the size of a Parish Council. This Council has over the years acted upon requests from parishes such as Bilbrough and Sherburn in Elmet to increase or decrease the number of seats. These relatively quick and easy amendments can now only take place after a CGR.
- 1.3. With the growth of communities within the District the former historical parish boundaries are sometimes crossed with new developments which make existing boundaries anomalous and confusing.
- 1.4. Examples of this are found:
  - Selby/Brayton (Westbourne Road estate)
  - Selby/Wistow (Clog Mill Gardens development)
  - Thorpe Willoughby/Hambleton (Hambleton properties captured within the By-pass)
  - South Milford/Sherburn in Elmet (properties south of the railway line)

## **2. The Report**

- 2.1 The report asks for a review to take place in the coming months, for the whole or part of the District to consider one or more of the following:
  - Consider the drawing of boundary lines between Parishes and whether they currently reflect their communities;
  - The electoral arrangements for parishes (the ordinary year of election; council size, the number of councillors to be elected to the council, and parish warding);
  - Grouping parishes under a common parish council or de-grouping parishes;
  - Creating, merging, altering or abolishing parishes; and
  - The naming of parishes
- 2.2. To assist in scoping the size of the potential review the Council wrote to all Parish Councils to invite details of known anomalies or changes which the Parishes would like to promote. This exercise has highlighted the issues set out at 1.4 above and indicates that a CGR is both necessary and timely.

### **3. Legal/Financial Controls and other Policy matters**

#### **3.1 Legal Issues**

3.1.1 Any changes approved by Council as a result of a CGR would need to be submitted to the Secretary of State by way of an Order from Council.

#### **3.2 Financial Issues**

3.2.1 There will be a financial cost in conducting the CGR particularly in respect of the preparation of plans and the consultation process. This can be met within existing budgets.

### **4. Conclusion**

4.1 It is both necessary and timely to undertake a CGR. There are a number of issues to address including those arising from the recent Local Government Boundary Review of the District Council's wards. If Council agrees to conduct a review the Terms of Reference and Timetable are set out at Appendix 1.

### **5. Background Documents**

The Local Government Boundary Commission for England – Guidance on Community Governance Reviews

[www.communities.gov.uk](http://www.communities.gov.uk)

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**Appendices:** **Appendix 1 – Terms of Reference (with timetable)**

## **Selby District Council**

### **Review of Community Governance Arrangements within the District of Selby**

#### **Terms of Reference**

##### **Introduction**

Selby District Council is conducting a Review of Community Governance Arrangements within the Selby Local Authority area in accordance with Part 4 Chapter 3 of the Local Government and Public Involvement in Health Act 2007. The Council is required to have regard to the Guidance on Community Governance Reviews issued by the Secretary of State for Communities and Local Government. This guidance was considered when drawing up the Terms of Reference (TOR).

##### **What is a Community Governance Review?**

It is a review that can take place for the whole or part of the District to consider one or more of the following:

- Consider the drawing of boundary lines between Parishes and whether they currently reflect their communities;
- The electoral arrangements for parishes (the ordinary year of election; council size, the number of councillors to be elected to the council, and parish warding);
- Grouping parishes under a common parish council or de-grouping parishes;
- Creating, merging, altering or abolishing parishes; and
- The naming of parishes

The review will focus primarily on the parished areas of the District.

The Council is required to ensure that community governance within the area under review will be: reflective of the identities and interests of the community in that area and is effective and convenient.

In doing so the community governance review is required to take into account:

- The impact of community governance arrangements on community cohesion; and
- The size, population and boundaries of a local community or parish.

The aim of the review is to consider and bring about improved community engagement, better local democracy and efficient, more effective and convenient delivery of local services and ensures electors across the whole District will be treated equitably and fairly.

##### **Why undertake this Community Governance Review?**

This review is taking place partly as a result of the electoral ward review undertaken by the Local Government Boundary Commission for England in 2012/14.

Also Government guidance advises that a review should be undertaken every 10 – 15 years.

Parish Councils play an important role in terms of community governance within the District. They need to be robust, representative and able to meet new challenges. In addition there needs to be clarity and transparency in the areas that parish councils represent and the electoral arrangements of parishes – the warding arrangements and the allocations of councillors – are appropriate, equitable and readily understood by their electorate.

### **Areas to be reviewed**

In March 2014 the District Council wrote to all Parishes and requested that they consider their current arrangements and make submissions to the Council identifying any proposed changes. In communities where no Parish Council exist that are administered by Parish Meetings, they were canvassed to see if they wish to consider becoming a Parish Council

The response showed that:

- that where known anomalous boundaries occur the Parish Councils wish them to be addressed,
- two further parish/town councils have identified similar cases they wish to be considered as part of the review,
- one warded town council would like the boundary between the two wards redrawn
- one Parish Council seeks to have the number of seats reduced and
- one parish, currently served by a Parish Meeting, would like the name of the parish changed.

### **Who will undertake the Review?**

The District Council is responsible for conducting the review. Council Officers will develop and Councillors will approve both draft and final recommendations during the process. The Council will be required to approve the final recommendations prior to the Community Governance Order being made. A full consultation process will form part of the Review to take full account of the views of local people.

### **Timetable for the review**

A timetable for the review is attached as an Annexe. The Council will need a degree of flexibility in the interests of ensuring that it manages the review process efficiently. Any adjustments to the programme and timetable will be approved by the Council and published on its website.

### **Electorate forecasts for the District**

Due to the review of the wards within the District, this Review will be conducted using electoral data taken from the 17 February 2014 electoral register.

When the Council comes to consider the electoral arrangements of the parishes in its area, it is required to consider any change in the number or distribution of the electors which is likely to occur in the period of five years beginning with the day when the review starts. Electorate forecasts have been prepared by the Council using extant planning permissions, the Local Plan/the Local Development Framework to project the five-year electorate forecast.

These forecasts will be made available to all interested parties as early as possible in the review process, so that they are available to all who may wish to make representations.

## **Representations**

Selby District Council welcomes all representations from any person or body who may wish to comment or make proposals on any aspect of the matters under review. Representations should be addressed to:

The Review Manager  
Democratic Services  
Selby District Council  
Civic Centre  
Doncaster Road  
Selby YO8 9FT.

Representations may be sent by email to:

[rbesley@selby.gov.uk](mailto:rbesley@selby.gov.uk).

Or via the Council's website at [www.selby.gov.uk](http://www.selby.gov.uk)

All initial representations were requested by 12 May 2014.

The Council will consult with the local government electors for the area under review and any other person or body who appears to have an interest in the Review and take the representations that are received into account by judging them against the criteria in the Local Government and Public Involvement in Health Act 2007.

All representation received will be published, as will the reasons for accepting or rejecting any such representations. In accordance with the Act, representations received in connection with the Review will be taken into account, and steps will be taken to notify consultees of the outcome of the Review.

Local electors may also petition the Council making one or more specific recommendations for consideration as part of the Review. If any valid petitions are received during the consultation stages of the Review the Council will respond to them even though it is not legally required to do so where it is currently conducting a review for the whole or a significant part of its area. (Sections 39 - 43 of the Act set out the criteria which a petition must meet in order to be legally valid.)

## **How will the results be disseminated?**

The Council will publish full details on the Council's website; press releases will be issued at key points and key documents will be on deposit at libraries and council buildings.

This Review is deemed to have commenced on the date of this Notice

Dated: 4 June 2014

Richard Besley

Democratic Services

## Community Governance Review 2014 Programme and Timeline

Publish Draft Terms of Reference	24 March 2014
Invite Submissions	24 March 2014
Deadline for submissions (8 weeks)	12 May 2014
Prepare Scoping and Timetable report	13 May – 10 June 2014
Deadline for Council	11 June
Report to Council	24 June 2014
Consultation on local Issues (Open Review)	25 June – 20 August 2014
Deadline for submissions (8 weeks)	20 August 2014
Prepare final proposals	3 September 2014
Publish final proposals	16 September 2014
Report to Council	9 December 2014
If required: Organisation of Community Governance Order	Following Council decision in December 2014