



Summons and Agenda for the  
**Council Meeting**

to be held on  
**9 DECEMBER 2014**

at  
**6.00pm**

**SELBY**  
  
DISTRICT COUNCIL

---





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 Civic Centre, Doncaster Road, Selby on **TUESDAY 9 DECEMBER 2014** starting at **6.00pm**. The Agenda for the meeting is set out below.

**Mary Weastell**  
**Chief Executive**  
**1 December 2014**

Recording is allowed at Council, committee and sub-committee meetings which are open to the public, subject to:- (i) the recording being conducted under the direction of the Chairman of the meeting; and (ii) compliance with the Council's protocol on audio/visual recording and photography at meetings, a copy of which is available on request. Anyone wishing to record must contact, prior to the start of the meeting, Glenn Shelley – Democratic Services Manager via [gshelley@selby.gov.co.uk](mailto:gshelley@selby.gov.co.uk) or 01757 705101. Any recording must be clearly visible to anyone at the meeting and be non-disruptive.

# 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 meetings of the Council held on 14 October 2014 and 18 November 2014. Pages 1 to 10 attached.

## 4. Communications

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

## 5. Announcements

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

## 6. Petitions

To receive any petitions.

## 7. Public Questions

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

**8. Councillors' Questions**

To receive and answer questions submitted by councillors in accordance with rule 11.2 of the Constitution.

**9. 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 11 to 21 attached.

**10. 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 22 to 24 attached.

**11. Motions**

To consider any motions.

**12. Leisure Landlord Planned Maintenance – Revised Cost**

The Council is asked to agree to fund the additional cost of the maintenance works. Pages 25 to 27 attached.

**13. Polling District & Polling Place Review 2014**

The Council is asked to consider and approve the changes proposed. Pages 28 to 60 attached.

**14. Community Governance Review 2014**

The Council is asked to consider the report. Pages 61 to 77 attached.

**15. 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.

**16. 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.

## Council

Venue: Council Chamber  
Date: 14 October 2014

50	Apologies for absence
51	Disclosures of Interest
52	Minutes
53	Presentation by Dr Lincoln Sargeant, Director of Public Health for North Yorkshire
54	Communications
55	Announcements
56	Petitions
57	Public Questions
58	Councillors' Questions
59	Reports from the Executive
60	Reports from Committees
61	Motions
62	Medium Term Financial Strategy
63	Council Tax Support
64	Business Rates Pooling
65	Constitutional Amendments
66	Sealing of Documents
67	Urgent Action

Present: Councillor J Cattanach in the Chair

Councillors I Chilvers, M Crane, J Crawford, Mrs D Davies, Mrs M Davis, J Deans, Mrs S Duckett, M Dyson, K Ellis, M Hobson, W Inness, Mrs G Ivey, M Jordan, C Lunn, D Mackay, Mrs C Mackman, J Mackman, B Marshall, J McCartney, Mrs M McCartney, R Musgrave, W Nichols, I Nutt, B Packham, C Pearson, D Peart, A Pound, R Price, I Reynolds, Mrs S Ryder, R Sayner, S Shaw-Wright, Mrs A Spetch, R Sweeting and J Thurlow.

Also Present: Chief Executive, Deputy Chief Executive (and Monitoring Officer), Executive Director (S151), Managing Director of Access Selby, Director, Solicitor to the Council and Democratic Services Officer.

Press: None

**50. Apologies**

Apologies for absence were received from Councillors L Casling, Mrs P Mackay, Mrs K McSherry, C Metcalfe, Mrs E Metcalfe and Mrs W Nichols.

**51. Declarations of Interest**

There were no declarations of interest.

**52. Minutes**

The minutes of the meeting of the Council held on 2 September 2014 were confirmed as a correct record.

**Resolved:**

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

**53. Presentation by Dr Lincoln Sargeant, Director of Public Health for North Yorkshire**

The Council received a presentation from Dr Lincoln Sargeant, Director of Public Health for North Yorkshire on his 2014 annual report.

Key points in the presentation included:

- Obesity was a key concern in the district with two thirds of adults classed as either overweight or obese. Dr Sargeant explained that some funding was available to educate people on weight management and it was hoped this would lessen the risk of diseases associated with being overweight. Work was also being done with Clinical Commissioning Groups (CCGs) in the area.
- Reintroducing physical activity into everyday life. This included incorporating measures into designs for planning applications and considering how designs could assist people to be physically active. It was also aimed to have better access to healthy food.
- With regard to mental health, work was being done to invest in initiatives to promote mental health such as suicide prevention and reducing the effect of loneliness along with investment in the North Yorkshire County Council communities' programme. Work was also being done on how groups could work together to create dementia friendly communities.
- Information was provided on the Better Care Fund which was designed to provide health and social care closer to people's homes. It was important to make use of community assets and the Vale of York CCG was doing some work with partners on community health hubs.

- There needed to be closer working with the voluntary and community sectors to plan health and care services run by volunteers.

Questions were asked about funding for school related projects; . the support available to Dementia sufferers and their families; the Better Care Fund and how to incorporate health into planning applications.

#### **54. Communications**

The Chief Executive informed the Council that, following a ballot of staff the Christmas floating day would be taken on Friday 2 January 2015.

#### **55. Announcements**

None were received.

#### **56. Petitions**

No petitions were received.

#### **57. Public Questions**

No questions from members of the public were received.

#### **58. Councillors' Questions**

No questions from Councillors were received.

#### **59. Reports from the Executive**

The Leader of the Council reported on the work he had recently undertaken. He reported on the progress regarding the electrification of the Trans Pennine route to Selby and the latest developments concerning further funding for Olympia Park. The Leader of the Council also added that the Council had been awarded funding from the Government for its Better Together programme with North Yorkshire County Council.

A query was raised concerning the recent survey conducted by an external company on behalf of Selby District Council. A concern had been raised by a resident that the company had been supplied with the names and telephone numbers of residents. The Leader agreed to look into this and a note was subsequently circulated to all Councillors indicating that the market research company used by the Council was required to use its own databases to survey a statistically representative sample of residents in Selby and no data had been provided to them by Selby District Council

Councillor Mrs G Ivey, Deputy Leader of the Council and Lead Executive Member for External Relations and Partnerships, reported on her recent work. In addition to the report in the agenda, Councillor Ivey reported back on a recent meeting of



the Police and Crime Panel that had been held in Selby where the Police and Crime Commissioner had presented her Police and Crime Plan. Discussion had also taken place at the meeting concerning the closure of the custody suite at Selby.

Councillor C Lunn, Lead Executive Member for Finance, reported on the work he had undertaken since the last meeting of the Council. This included information on the different financial reports which had been considered by the Executive and progress with work on the Programme for Growth.

Councillor J Mackman, Lead Executive Member for Place Shaping, reported an update on housing delivery and various pieces of work being undertaken under the Programme for Growth. A query was raised regarding a number of residents in Council properties whose downstairs toilets had been removed instead of being repaired. It was agreed officers would look into this issue and respond.

The Leader of the Council presented Councillor Metcalfe's report in his absence. With regard to car parks, it was agreed that the pay machines in all car parks needed to be replaced to accept new coinage and give the option to residents for pay by card.

**Resolved:**

**To receive and note the reports from the Executive.**

**60. Reports from Committees**

The Chair of Policy Review Committee, Councillor M Jordan, reported on work of the Committee since the last update to Council.

Councillor J Crawford, the Chair of Scrutiny Committee, reported on work of the Committee since the last update to Council. He was pleased the Executive shared the Committee's wish to examine satisfaction performance indicators to ensure the robustness of the data. Councillor Pearson, the Chair of Audit Committee, reported on work of the Committee since the last update to Council.

**Resolved:**

**To receive and note the reports from the Committees.**

**61. Motions**

None received.

**62. Medium Term Financial Strategy**

Councillor Lunn, Lead Member for Finance presented the report which provided an update to the revised Medium Term Financial Strategy (MTFS) approved by Council in December 2013.

Councillor Lunn reported that a target net revenue budget of £10.6m was being proposed and savings of £1m were required over the next three years in addition to the £450k already outlined for Access Selby. It was also explained that £880kp.a. could be diverted to the Programme for Growth subject to the continuation of the New Homes Bonus and savings.

**Resolved:**

**To approve the update to the Medium Term Financial Strategy.**

### **63. Council Tax Support**

Councillor Lunn, Lead Member for Finance presented the report on the Executive's proposal for the on-going provision of localised support for Council Tax with effect from April 2015.

Councillor Lunn explained that it was proposed that the maximum award payable to working age claimants should be reduced from 91.5% to 90% of their Council Tax bill. He also explained proposals to introduce a minimum income floor for self-employed people.

**Resolved:**

- i. To reduce the maximum award for Council Tax Support for working age claimants from 91.5% to 90% with effect from April 2015 for the 2 years April 2015 to March 2017;**
- ii. To introduce a minimum income floor for self-employed people (excluding the first year of trading) based upon the national minimum wage, with effect from April 2015.**

### **64. Business Rates Pooling**

The Leader of the Council presented the report which set out the issues associated with the potential for Selby District Council to join the Leeds City Region (LCR) Business Rates Pool, following consideration by the Executive at its meeting on 2 October 2014.

The Leader of the Council explained that the Council had previously applied to be in the North Yorkshire City Region Pool. However, concerns had been expressed by some other members of both pools with regard to the risk of significant volatility in Business Rate levels in Selby District cause by the activities of some of the larger business rate payers.

**Resolved:**

**To delegate the decision to join a Business Rates pool to the Chief Executive after consultation with the Leader, Lead Member for Finance and the s151 Officer, should joining a pool be considered to be in the financial interests of Selby District Council.**

## **65. Constitutional Amendments**

The Leader of the Council presented the report which set out the findings of the Audit Committee Review of the Constitution.

The Leader of the Council explained that the Executive supported the majority of the recommendations made by the Audit Committee with the exception of the recommendation on the number of Councillors on the Planning Committee. The Executive felt that 9 was a more suitable number as an odd number of Councillors would reduce the likelihood of a tied vote

### **Resolved:**

- i. To approve the recommendations 1 to 3, 6 to 9 and 11 to 15 contained within the Audit Committee Report into the Constitution and for them to take effect from 1 November 2014.**
- ii. To set the number of Councillors appointed to the Planning Committee at 9 rather than 10, and to approve recommendations 1, 4, 5 and 6 to take effect from the AGM in the 2015/16 municipal y**
- iii. To note that the revised Executive Procedure Rules set out at Appendix 8 to the Audit Committee Report had been considered and agreed by the Executive and those amendments will take effect from 1 November 2014.**
- iv. To give delegated authority to the Chief Executive to amend the Contract Procedure Rules after consultation with the Leader and the Monitoring Officer and to report back to Council on the changes made.**

## **66. Urgent Action**

The Chief Executive reported that she had not taken any urgent action since the last meeting of Council.

## **67. Sealing of Documents**

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

### **Resolved:**

**To grant authority 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 7.27pm.

# Minutes

## Extraordinary Council

Venue: Council Chamber  
Date: 18 November 2014

68	Apologies for Absence
69	Disclosures of Interest
70	Initial Consultation on the Sites and Policies Local Plan Overview

Present: Councillor J Cattanach in the Chair

Councillors Mrs E Casling, I Chilvers, M Crane, J Crawford, Mrs D Davies, J Deans, M Dyson, M Hobson, W Inness, M Jordan, C Lunn, D Mackay, Mrs P Mackay, Mrs C Mackman, J Mackman, B Marshall, Mrs K McSherry, Mrs E Metcalfe, R Musgrave, I Nutt, R Packham, C Pearson, D Peart, R Price, I Reynolds, Mrs S Ryder, S Shaw-Wright, R Sweeting and J Thurlow.

Also Present: Chief Executive, Deputy Chief Executive, Director, Solicitor to the Council, Lead Officer – Policy and Democratic Services Manager

Press: 0  
Public 8

### 68. Apologies

Apologies for absence were received from Councillors Mrs M Davis, S Duckett, K Ellis, Mrs G Ivey, J McCartney, Mrs M McCartney, C Metcalfe, Mrs W Nichols, A Pound, R Sayner and Mrs A Spetch

### 69. Declarations of Interest

There were no declarations of interest.

**70. Initial Consultation on the Sites and Policies Local Plan (PLAN Selby)**

Councillor J Mackman presented the report on the proposal to progress to initial public consultation on PLAN Selby (the sites and policies local plan) following the dismissal of the legal challenge to the Core Strategy at the High Court. The consultation period would run from 24 November 2014 to 19 January 2015.

Councillor J Mackman set out that PLAN Selby added detail to the broad strategic policies in the Core Strategy and, once adopted, would identify specific sites in the settlements for new developments. It would also add detailed criteria based policies for Development Management decision making where necessary.

Council was advised that the initial consultation was a broad one which asked a range of questions on possible approaches but did not at this stage make any site specific proposals. In particular the accompanying map book simply set out for information the sites submitted in a recent Call for Sites. The inclusion of sites in the map book did not imply that the Council accepted them as suitable. Site assessment would be carried out as part of moving to more detailed preferred options for the further consultation.

The Council heard that PLAN Selby contained six broad themes. These were Providing Homes, Promoting Prosperity, Defining Areas for Development and Protection, Infrastructure needs, Climate Change and Renewable Energy and Protecting and Enhancing the Environment. Councillor J Mackman gave an overview of each of the themes and undertook to ensure that the PLAN was amended to take into account an amendment to table 2: Indicative Amount of New Allocations Needed in PLAN Selby (page 42 in the agenda pack) in reference to the three planning permissions at Sherburn in Elmet for a total of 718 dwellings where the s106 agreements had been signed and decision notices released. Officers would update the table accordingly.

Councillor J Mackman clarified that Policy Review Committee would receive PLAN Selby after the consultation period and responded to questions regarding the timing of the Greenbelt Review.

The Council agreed to make an additional recommendation as set out below:

**To give delegated authority to Officers to make any minor amendments required to the documentation for typographical, grammatical, factual or Plain English purposes for the purposes of publishing**

**Resolved:**

- i. To note the contents of the report and attached Annex 1 – Report to Executive (Reference E/14/36).**
- ii. Subject to the amendment on page 42 referred to above, to approve the Draft ‘PLAN Selby’ document and associated documents provided in Appendices A-G for consultation purposes.**
- iii. To give delegated authority to Officers to make any minor amendments required to the documentation for typographical, grammatical, factual or Plain English purposes for the purposes of publishing.**

The meeting closed at 18:50pm



## **Cllr Mark Crane**

### **Leader of the Council**

#### **Report to Council**

This report covers the period from the Council meeting on 14 October 2014. During this period I have attended Executive/Executive Briefing meetings, the Selby & Goole Community Pride Awards, Partnership Breakfast Summit and the District Council Network in London.

Reporting on key items:

#### **Trans Pennine Rail Electrification**

At Council on 2<sup>nd</sup> September I reported on the Trans Pennine Rail Electrification route to Selby consultation exercise. I invited all Councillors with wards along the railway route and anyone else interested to attend a briefing on 25<sup>th</sup> September. Thank you to all those who attended. The formal consultation period has now finished and Network Rail are considering comments made by all interested parties. Network Rail have agreed to share their findings and discuss with the Council the options available to keep disruption to transport routes through Selby to an absolute minimum.

#### **Partnership Breakfast Summit**

The Chief Executive and I attended our second Business Breakfast Summit on Wednesday 19 November, as part of our on-going engagement with key private and public sector partners.

This builds on the success of the first business breakfast summit held earlier in the year at which public and private sector leaders agreed to work together to deliver on four key priorities: to build a stronger brand for the district, to work together to support job and training opportunities, to support strong and resilient communities by facilitating investment in community groups, and attracting new investment opportunities through lobbying and building the right external relationships.

A number of key actions were agreed at the summit on 19 November.

To consider the possibility of creating a Business Improvement District, which would offer new opportunities and increased flexibility to draw in investment.



The Leeds City Region LEP has re-affirmed its on-going commitment to work closely with businesses in the Selby district to raise their profile as part of the region-wide offer to national and international investors.

Agreement to offer business mentoring for young people across the district.

To continue to work together to sell the district as a location for business investment by targeting this marketing and engagement effectively, and in particular looking at ways of supporting our core selling points such as investment in the energy sector.

### **Selby & Goole Community Pride Award**

Mary and I attended the Selby & Goole Community Pride Awards on 6th November hosted by BBC's *Look North*'s Clare Frisby at Drax. Presentations were made and the event was covered by the Selby Times.

### **District Council Network**

In my role as the representative for North Yorkshire District Councils I attended the District Council Network on 26<sup>th</sup> November which took place in London.

### **Olympia Park**

Council will recall that Olympia Park has been allocated over £16m in funding from the District Council, private investors at the site and colleagues from both the North Yorkshire & East Riding and the Leeds City Region Local Enterprise Partnerships and the Homes and Communities Agency who worked together to help secure the government Growth Deal and other funding for this scheme.

The District Council is continuing its facilitation role by hosting monthly meetings of the funding partners to ensure a common approach to monitoring the project. This allows the developer to deal with one key contact and reduces bureaucracy and duplication. Meetings will continue until the contracts are exchanged and work commences on site.

Mark Crane



**Cllr Gillian Ivey**

**Executive Member for Partnerships and External Relations**

**Report to Council**

### **1) Reviewing Representation on Outside Bodies**

Councillors will be aware of the review now being undertaken into the Council's Representation on Outside Bodies. I wish to thank all of the Councillors who recently completed and returned one of the survey forms. Officers are working with me to evaluate the responses and reports and recommendations will come forward in the New Year.

### **2) Selby Leisure Centre – Progress**

Selby Leisure Centre continues towards completion early in 2015. Plans are now being made to have an official opening in March, but we fully intend to have been operational for some time before then.

Council will know that planning permission was granted for amendments to the landscaping and car parking arrangements at the Scott Road site which were intended to accommodate potential development of additional facilities next door to the Selby Leisure Centre. No decisions have been taken yet on whether to go ahead with any additional development but, as part of the competitive dialogue process, a consortium which is proposing to build an exciting range of attractions, facilities and activities next door to the leisure centre has submitted a planning application for their scheme. If they are successful in getting planning permission it will help the Council decide whether the development is worth supporting, safe in the knowledge that if we do agree, the proposals can be built.

### **3) Laurie Backhouse Court**

Following some recent press coverage about concerns over Laurie Backhouse Court I made a point of visiting the property and meeting with a number of residents to listen to their point of view.

I met with four residents, visited two flats and inspected the communal areas. Residents were delighted that a problem with a bad smell had been dealt with and all the other flats were being checked in turn to establish that the same problem is not occurring elsewhere.

The matters reported in the press appeared to have been misrepresented but it was clear that there were some issues with the efficiency of storage heaters, a need for redecoration and new carpets in the communal areas and better arrangements for storing and parking mobility scooters.

I have been assured that these issues will be considered as part of a comprehensive package of improvement works at Laurie Backhouse Court which I hope that the Council will support as part of the budget process – though of course any urgent works should not wait for the next budget round.

#### **4) Strategic Housing Board**

I shall attend a meeting of the Board on Monday 8 December 2014. I will report the outcomes at Council on 9 December

Gillian Ivey



## Councillor Cliff Lunn

### Executive Member for Finance and Resources

#### Report to Council on 9th December 2014

##### **Executive Reports - November**

The last municipal cycle has been particularly busy with work to formulate the Executive's budget proposals in light of the proposed new Corporate Plan, alongside the usual quarterly finance reports. The following reports have been considered since our last ordinary Council meeting:

**Fees and charges 2015/16** – a range of proposals were put forward by Access Selby to ensure service costs are fully recovered and that they support the council objectives. New charges for a number of legal services were agreed, along with some changes to commercial waste charges and new charges for mobile caravans and street naming and numbering. In total these changes are estimated to generate an additional £50k p.a. towards the costs of delivering these services.

**2<sup>nd</sup> Interim Budget Exceptions Report** – another positive quarter with the full year forecast for the General Fund showing an estimated surplus of £184k (£147k for the Core and £37k for Access Selby) and the Housing Revenue Account an estimated surplus of £170k (£65k for the Core and £105k for Access Selby). The Executive also approved a scheme to carry out some repairs to Tadcaster Bus Station in partnership with North Yorkshire County Council. The total cost of the scheme was estimated at £51k with Selby's contribution of £25k being met from savings on the tendered works on the Central Area Car Park. I attended Scrutiny committee for call-in of this last item and I am pleased to report that the committee supported the Executive's decision.

**2<sup>nd</sup> Interim Treasury Management Report** – as anticipated at the end of the previous quarter, bank rates have remained low over the last quarter and are not expected to rise until 2015. Consequently investment returns are forecast to be lower than estimated although this is being managed within the Council's overall budget.

##### **Executive Reports – December**

**Draft Budget** - this report presented the draft revenue budget, capital programmes and Programme for Growth for 2015/16 to 2017/18. Subject to confirmation of the local government funding settlement, the 2015/16 budget shows a forecasted deficit of £11k (after planned savings) on the General Fund and a £1.3m surplus on the HRA. The HRA surplus is required to fund the capital programme. The report identified a number of budget pressures and presented new savings proposals to cover the additional £1m target identified in the Financial Strategy approved by Council in October. The draft budget is now open to public consultation and final proposals will be brought to Council in February.

**Leisure Landlord Planned Maintenance 2014/15** – the Executive supported a request for additional funds to cover the works to Tadcaster Leisure Centre roof. A report on this item is later on tonight's agenda.

**Local Government Pension Scheme - Employer Discretion Policy** – this report sought approval for a series of changes to local discretions following changes to the pension scheme in 2014. The Executive agreed to follow the North Yorkshire County Council policy (as we do currently).

### **Programme for Growth**

I am pleased to advise that the legal arrangements for the Council's first project with Selby and District Housing Trust were agreed to enable the scheme at 43 Kirkgate, Tadcaster, to move forward to implementation. A loan of £204,403 has been agreed on an annuity basis, for a term of 30 years.

### **Partnerships**

I have attended 1 partnership meeting since the last Council meeting:

**The North Yorkshire Building Control Partnership** – the partnership continues to face challenges but despite this is forecasting a small surplus for the year. Over the first half year the partnership has achieved most of its performance targets with notable exceptions relating to plan checking – 2 exceeded the time limit; and market share - which shows improvement in Schedule 1 applications (new houses) but continues to reduce for Schedule 2 and 3 (domestic and commercial developments) work. The partnership is actively marketing its services in this competitive environment.

### **Other issues**

I attended a meeting with Parish representatives to discuss proposals for the payment of Council Tax Support Grant for the coming financial year. In accordance with our approved Financial Strategy a grant of £96k (total across all parishes) is proposed although this remains subject to the Council's Settlement Funding from central Government. An announcement on our funding is expected later this month.

Cliff Lunn



**Councillor John Mackman**

**Executive Member for Place Shaping**

**Report to Council on 9 December 2014**

This report covers the period from the Council meeting on 14 October. During this period I have attended Executive and Executive Briefing meetings, Selby Internal Drainage Board, Leeds City Region Planning Board, 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 and subsequently, a High Court legal challenge was made against the adoption of the Core Strategy by Samuel Smith's Old Brewery, Tadcaster (SSOBT).

As reported to extraordinary Council on 18 November 2104, the Legal Challenge has been dismissed by the Judge. His Judgment dated 27 October 2014 is available in full on the Councils' website on the Core Strategy web page.

**2) The Sites and Policies Local Plan (SAPP)**

Now that the Legal Challenge has been dismissed and the Core Strategy remains in place, initial consultation documents on the draft Sites and Policies Local Plan (previously referred to as the SAPP but now re-branded as "PLAN Selby") were approved by Council on 18 November and consultation will take place for an 8 week period between 24 November 2014 and 19 January 2015.

The documents are available on line and at local libraries and public council offices. Around 4000 individuals and organisations from the Local Plan Mailing List Database have been notified and asked for their comments. There will also be a programme of face-to-face events throughout the district including at all CEFs and local events. A Parish Council Forum is planned for January.

Following this initial public consultation on PLAN Selby, representations will be evaluated together with the evidence base and PLAN Selby will be progressed towards the next stage scheduled for public consultation towards the end of 2015. A members briefing is due to take place on 26 November 2014.

**3) Consultation on Draft Flood Risk Supplementary Planning Document (SPD)**

On 6 November, the Executive approved a draft Flood Risk SPD for public consultation. The SPD sets out new geographic areas in which to apply the "Sequential Test" to enable the balancing of sustainability issues in determining planning applications with greater certainty and in accordance with the settlement hierarchy in the Core Strategy.

The Draft Flood Risk SPD will be subject to public consultation over the same period as the PLAN Selby exercise.

Once adopted by the Council, the SPD will clarify the approach to managing flood risk positively to enable development to take place in the most appropriate locations, ensuring transparency and consistency in applying planning policies.

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

As previously reported, the Localism Act, 2011, and the NPPF (2012) introduced a duty to cooperate with other local Planning Authorities and prescribed public bodies and other stakeholders when preparing Development Plan documents. The DTC is a continuous process of engagement on Strategic Cross Boundary matters through the Plan Preparation process.

We have already been working with the DTC bodies in the early stages of developing PLAN Selby and this will continue throughout the plan preparation process in line with national policy and within the framework of the recently approved Leeds City Region DTC Statement. Officers continue to attend joint meetings with our adjoining local authorities and other bodies in the Leeds City Region and North Yorkshire and York as well as the on-going liaison work we do with the NYCC. I attend the Planning Portfolios Board in the Leeds City Region which specifically addresses duty to cooperate issues in the LCR.

#### **5) Housing Monitoring and Delivery**

As previously reported in line with Policy SP6 (Managing Housing Land Supply) of the adopted Core Strategy, housing monitoring figures for 2014 indicate that there is a further shortfall in housing delivery within the district and the adopted housing target of 450 dwellings per annum is not being achieved. In short, the Council, in common with most other authorities across the country, does not have a 5 year housing land supply.

The Executive will consider the 5 year housing land supply position in December alongside the annual Authorities Monitoring Report.

#### **6) Programme for Growth**

##### **6.1 Housing Trust**

Contracts have been signed for the first pilot scheme in Tadcaster the redevelopment of 43 Kirkgate with work on site due to commence in December.

The Trust's application for registration as a Registered Provider with the HCA (Homes and Communities Agency), has been submitted and will be subject to a detailed assessment process. A Tenancy Policy setting out the Trust's approach to lettings, including a proposal to join North Yorkshire HomeChoice, the countywide choice based lettings scheme, was approved when the Trust met in October.

##### **6.2 Gateways**

Work has commenced on the make-over on the two key bypass roundabouts with the Heritage Sculptures lifted into position on 19 November. Landscaping will now follow and an opening ceremony will be held in December to celebrate the completion of this work.

##### **6.3 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 failing to meet its statutory obligations in terms of establishing and maintaining a 5-year supply of pitches.

On the 17<sup>th</sup> September the Government issued a new consultation on Gypsy and Traveller's entitled *Consultation: planning and travellers*. The consultation highlights proposed changes to

national planning policy and planning policy for traveller sites to ensure that the planning system applies fairly and equally to both the settled community and travellers. The consultation closed on the 23<sup>rd</sup> November 2014, and once the Government has considered the responses they may issue new planning guidance and propose changes to Planning Policy for Traveller Sites. Any changes proposed will have an impact on our work on the SAPP and we will need to take them into account in our consultation process and evaluate any impacts. These considerations will continue and options on traveller sites will be presented in the SAPP later this year.

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





**Councillor Chris Metcalfe**

**Executive Member for Communities**

**Report to Council on 9 December 2014**

**Tough Stuff/Retail Board Update**

The Tough Stuff Board is undertaking a review of the leisure offer in Tadcaster in partnership with WLCT. The review is looking at the package of outdoor facilities around the town and surrounding villages and how they could be enhanced to provide a better offer for all ages. A piece of work has been undertaken to establish the ownership and lease arrangements on a number of sites around the town.

A survey of the usage of the Central Area Car Park and the Britannia Car Park has been undertaken to show patterns of length of stay of vehicles and the availability of spaces for shoppers. The findings of the study will be finalised in December. The Tough Stuff Board has undertaken the study as part of its evidence base to develop a Retail and Car Parking Strategy for Tadcaster. The work will also use the findings of the Retail Research Study undertaken in 2013 to help it shape the priorities in the strategy.

Improving the environment was a key issue in the Retail Research Study and as a result, a number of environmental improvements have now been made to the town centre. A number of new street name plates have been installed to replace damaged and worn signs and work has been completed on the replacement and standardisation of litter bins in Tadcaster (in partnership with the CEF). In the Central Area Car Park the new planting has now taken place and a series of finger posts will be installed in the coming weeks. Information boards featuring a map of the town and its key attractions will also be installed in both car parks. The Executive has brought forward plans to refurbish Tadcaster Bus Station, in partnership with NYCC, during the current financial year. This will improve the structure and the adjoining block paved standing area used by waiting buses. NYCC will project manage the refurbishment and contribute a substantial sum towards the work.

The Tadcaster Riverside Project is now in its delivery phase in partnership with Tadcaster Town Council. An early stage in the project will be the submission of a planning application for elements of the proposed work.

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

The Growing Enterprise programme of support to new and existing businesses is now underway. This includes opportunities for incubation units, pop-ups, mentoring and other support. Incubation units are now available at Community House in Selby and initial investigations continue on a number of potential suitable sites for a pop-up shop in Selby.

The Selby Town Enterprise Partnership (STEP) continues to deliver on its strategy for the town. The STEP will be working with the community to build a community-led vision for how local people would like to see the town centre develop; this will be used to influence the Plan Selby process. . At its meeting in November the STEP agreed in principle to support the restoration project at Abbot's Staith in Selby. The STEP is also looking at how it can make the town friendly and accessible to a range of visitors including those with disabilities. As part of its work on encouraging enterprise amongst young people, the STEP held a Dragons' Den event on 4 December with students from Selby College. Four groups of students competed with four very different business ideas with members of the STEP Board judging the competition. Each group produced a business plan and gave a presentation. The winning group won £500 to implement their proposal.

In Sherburn, Selby District Council officers continue to work with the Heart of the Village Centre group to develop a project which will deliver key improvements for the retail area in the village centre. Work is now being finalised to bring forward the proposals for funding.

## **Empty Homes Strategy Update**

The year to date figure for number of empty properties brought back into use is ten, against a target of 12. The majority of these (7) have been delivered via the Housing options route whilst the other three have been re-occupied following informal discussions. Officers are now working on enforcement action on a problem empty property. Due to a lack of cooperation from the owner the council is now seeking a warrant to enter the property by force if necessary. The warrant will be exercised within the next few weeks.

## **The Future of the CEFs**

The design group which is working on the future of the CEFs has now met twice and are developing a new vision and outcome and accountability framework for the forums. The work will next look at the commissioning arrangements for how the CEFs would best be supported to deliver their vision into the future. The design group will be meeting with the CEF Chairs in December to discuss the proposals as they develop.

**Chris Metcalfe**



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

**Policy Review Committee Update – Council 9 December 2014**

The Committee has not met since the last update submitted to Council however the Committee is scheduled to meet on Tuesday 16 December 2014 to discuss section 106 policy.

Mike Jordan  
Chair, Policy Review Committee



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

### **Scrutiny Committee Update – Council 9 December 2014**

The Scrutiny Committee has met once since the last report to Council on 14 October 2014.

#### **25 November 2014**

The Committee met to discuss the call in of decision E/14/40 by the Executive regarding the Financial Results and Budget Exceptions Report to 30 September 2014. Councillor Cliff Lunn was in attendance for this item.

The Committee were concerned that the original decision had been made without taking all relevant matters into account. At the meeting, the Committee were informed that the funding was needed for repair to the bus station and that over half the costs were being met by North Yorkshire County Council.

The Committee were informed that the work had been brought forward instead of being considered under the 2015/16 as originally planned so that the work could be completed earlier.

The Committee also discussed car parking charging in Tadcaster and noted that a review of usage was being undertaken by the Tadcaster Community Interest Company.

Upon consideration of all the issues and explanation from Councillor Lunn, the Committee agreed to take no further action and agree with the original decision made by the Executive.

#### **Community Support Team Task and Finish Group**

The Task and Finish Group are still undertaking this review at the current time. A meeting was held on 20 November and a further final meeting to agree the recommendations will be held in due course.

Jack Crawford  
Chair, Scrutiny Committee



**Councillor Chris Pearson – Chair of Audit Committee**

**Audit Committee Update to Full Council 9<sup>th</sup> December 2014**

The Committee has not met since the last update submitted to Council. The next meeting of the Committee will take place on Wednesday 14 January 2015.

Chris Pearson  
Chair, Audit Committee



## **Public Session**

**Report Reference Number C/14/13**

**Agenda Item No: 12**

---

**To: Council**  
**Date: 9 December 2014**  
**Author: Keith Cadman, Lead Officer Contracts**  
**Lead Officer: Karen Iveson, Executive Director**  
**Executive Member: Councillor Cliff Lunn**

---

### **Title: Leisure Landlord PPM – Revised Costs**

#### **Summary:**

Executive approval for funding the Leisure landlord maintenance program for 14/15 amounting to £79,140 was agreed on 3<sup>rd</sup> October 2013 based on verified cost estimates prepared in 2013. The work included three items of roofing related work at Tadcaster Leisure centre and re-surfacing the crazy golf at Selby Park.

The three items of roofing work at Tadcaster Leisure Centre were packaged as a single tender in 14/15 and the tender returns have been evaluated during August and September. Of the three tenders returned the cheapest price obtained including fees is £98,000 and carries with it a 25 year guarantee. The work consists of replacing the roof, repairs to defective gutters and downspouts and replacing changing room extractor fans. The submitted prices will remain valid for this year only.

In order to award the roofing contract additional funding of £25,000 in 14/15 is required and the Executive (subject to their meeting on 4 December) recommend that this be drawn from the Buildings Repairs Reserve.

#### **Recommendation:**

**To fund the balance of the cost from an additional drawdown of funding from Building Repairs Reserve in 2014/15.**

## **Reasons for recommendation**

To ensure essential landlord maintenance work required at Tadcaster Leisure Centre can proceed in the current financial year to enable the Council to discharge its duties as a landlord and ensure the facilities are maintained to standard.

### **1. Introduction and background**

1.1 In October 2013, the Executive approved the Leisure Landlord PPM for 14/15 that included the following works:

Tadcaster Leisure Centre

- Replace roof and re-line gutters
- Repair defects in gutters and downspouts
- Replace changing room extractor fans

Selby Park

- Patch repairs and line marking to car park
- Band stand roof inspection and repairs
- Renew playing surfaces to crazy golf

1.2 A condition survey of Selby park was received after the Executive approval and a subsequent site inspection identified the works to the car park and bandstand could be deferred for a further inspection in 14/15. The required work at Tadcaster and Selby park have been tendered during 14/15.

### **2. The Report**

2.1 The estimates included in the original approval were prepared during 2013 and verified with WLCT as being reflective of the market conditions at that time. The work to the crazy golf surfacing at Selby park has been completed within approved budgets.

2.2 The roofing work to Tadcaster Leisure Centre was tendered as a single works package to obtain the best overall price for the work and simplify the work planning under a single contract. Five companies were invited to tender and three bids were received and subsequently evaluated for compliance to the specification, pricing accuracy and quality.

2.3 The cheapest compliant bid including professional fees amounts to £98,000 and exceeds approved budget for Tadcaster of £73,000 by £25,000.

2.4 The submitted tender prices will remain valid for this year only and it has also been confirmed the work carries a 25 year guarantee. The duration of the work is planned for four weeks so after allowing for

additional funding approvals and contract award notices the work can be completed this financial year fulfilling the Councils landlord responsibilities.

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

#### 3.1 Legal Issues

3.1.1 The Council, as Landlord, is required under the terms of the contract to ensure that essential maintenance work is carried out at the facilities leased by WLCT.

#### 3.2 Financial Issues

3.2.1 Additional funding in 14/15 amounting to £25,000 is required from the buildings repairs reserve:

Site	Element	Original Estimated Costs	Tendered Costs	Net Shortfall
Tadcaster LC	Replace roof & reline gutters	£ 65,000		
	Repair gutters and downpipes	£ 5,000		
	Replace changing room extractor fans	£ 3,000		
		£ 73,000	£ 98,000	-£ 25,000
Selby Park	Renew crazy golf playing surfaces	£ 6,140	£ 6,140	£ -
		£ 79,140		-£ 25,000

### 4. Conclusion

4.1 In the contract with WLCT the Council holds landlord responsibility for Tadcaster Leisure Centre and Selby Park. Discharging the essential maintenance requirements as agreed with the tenant will fulfil the landlord obligations contained within the contract that enable continuity of service from the facilities.

### 5. Background Documents

*None*

**Contact Officer:**

Keith Cadman, Lead Officer Contracts  
[kcadman@selby.gov.uk](mailto:kcadman@selby.gov.uk)

**Appendices: None**





## Public Session

Report Reference Number C/14/14

Agenda Item No: 13

---

**To:** Council  
**Date:** 9 December 2014  
**Author:** Richard Besley, Democratic Services Officer  
**Lead Officer:** Jonathan Lund, Deputy Chief Executive

---

**Title: Polling District & Polling Place Review 2014**

### Summary:

In accordance with legislation the Council has recently conducted a review of Polling Districts and Polling Places. This report sets out the recommendations from the Review for Council approval.

**Recommendations: Subject to any further material considerations received by the closing date of the consultation process:**

- i. To approve a change from Selby High School to Selby Rugby Club for the Selby West Polling Station.
- ii. To approve a change from Manor Farm Youth Centre to Riley Smith Hall for the Tadcaster St Joseph's East and West Polling Stations.
- iii. To approve the move of Hirst Courtney and Temple Hirst polling places to St John's Chapel, Main Road, Temple Hirst YO8 8QN following the closure and sale of Hirst Courtney Primary School.
- iv. To create a Polling Place at the Selby – Staynor Hall Polling District and site a temporary mobile Polling Station at the Staynor Hall estate until such time as a more permanent building is available.
- v. To move the Polling Place for Oxton from Rosemary House, Tadcaster to the Parish Room Bolton Percy.
- vi. Subject to the changes set out above to approve the continued use of all other Polling Stations as laid out in Appendix A.
- vii. To authorise the Chief Executive to approve any further changes necessary to respond to material considerations received between the Council meeting and the close of consultations on 31 December 2014.

## **Reasons for recommendation**

To ensure effective electoral arrangements are in place with effect from the May 2015 Combined election.

### **1 Introduction and background**

- 1.1 The Council, by virtue of s18 Representation of the People Act 1983, has had a duty to divide the parliamentary constituencies within its area into polling districts and to designate a polling place for each district. The Returning Officer then nominates a polling station within each polling place.
- 1.2 The Electoral Administration Act 2006 set out the process of reviewing of polling districts, places and stations. Councils are obliged to conduct a full review within 12 months of the Act coming into force and then complete a further review of each polling district and polling place every four (now five) years thereafter. The first review was completed by the Council in December 2007. A further review was completed in April 2012.
- 1.3 Further changes in legislation mean that the Council's next full review must be completed by the end of 1 February 2015. Any amendments to polling districts, places or stations will be included in the Register for the parliamentary and local elections in May 2015.

### **2 The Report**

- 2.1 Like many Councils, a shorter consultation period was used for this review, in recognition that the Council had completed a comprehensive review as recently as 2012.
- 2.2 The Review Process used is set out below:
  - A Preliminary Stage - When notice is given of the Review and advises that representations would be welcome, particularly (with regard to polling stations) from those with expertise in access for persons with any type of disability.
  - A Proposals Stage - When the Council considers representations received and forms its Initial Proposals.
  - The Consultation Stage - To receive representations and comments on the authority's Initial Proposals.
  - Conclusion of the Joint Review - When the authority must produce Final Proposals, taking into consideration any further representations made.
  - The Decision of the Council on the proposals.

- The Publishing Stage - When the decision and background material is published.
  - Right of Appeal - Although the final decision is that of the Authority, there is a right of appeal to the Electoral Commission in respect of the outcome of the Review.
- 2.3 The consultation runs to 31 December 2014 but the key stakeholders have already responded and the results of the Consultation are attached at appendix A and are reflected in the recommendations to Council.
- 2.5 All Polling Places are well known to the Returning Officer's staff and any new venues are inspected before being allocated to meet the requirements that:
- i. The Council must seek to ensure that all electors have such reasonable facilities for voting as are practicable in the circumstances; and
  - ii. The Council must seek to ensure that so far as is reasonable and practicable every polling place is accessible to electors who are disabled
- 2.6 Officers are employed by the Returning Officer as Polling Station Inspectors whose responsibility on Polling Day is to visit and assist in the smooth running of the Polling Station and to assess the site and premises. The Council will continue to use these staff to review polling stations using the Electoral Commission evaluation papers shown in Appendix B. The Returning Officers comments on the review are included in appendix A.

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

#### **Equality and Diversity**

- 3.1 As outlined above, the notice of the review invited representations from stakeholders and in particular from those with expertise in access for persons with any type of disability. According to law, the authority must seek to ensure that so far as is reasonable and practicable every polling place is accessible to electors who are disabled. The process outlined in this report meets that requirement.
- 3.2 An Impact Assessment screening has been completed for this review and has concluded that the consultation arrangements ensured all people affected by the review were given an opportunity to comment which will address any equality, diversity, cohesion or integration issues raised. The screening document is available as a background document to this report.

#### **Financial Issues**

- 3.2 Costs incurred by the consultation have been met through existing budgets.

### **4 Conclusion**

- 4.1 The changes proposed in this report will help ensure that the Council and the Returning Officer has sufficient, electorally balanced, Polling Districts and that the Polling Places within the Constituency meet the requirements and demands of the voters of the Constituency.

## **5 Background Documents**

Electoral Commission Guide on Polling District and Polling Place Review  
Impact Assessment Screening

**Contact Officer:** *Richard Besley*  
*Democratic Services*  
*[rbesley@selby.gov.uk](mailto:rbesley@selby.gov.uk)*  
*01757 292227*

**Appendices:** Appendix A – List of Polling Stations and recommendations  
Appendix B – Electoral Commission Polling Station  
evaluation paper

# SELBY DISTRICT COUNCIL

## POLLING DISTRICTS AND POLLING PLACES REVIEW 2014

### Returning Officer Comments

As Returning Officer, I consider that all polling stations represent the most suitable locations available to serve the electors of the polling districts within the area. I visited around 20 Polling Stations with a Polling Station Inspector during the European Election with a view to examining the accessibility of each station. My views are reflected in the recommendations below.

### Recommendations

At the outset of the Review, assessments and comments were sought from Councillors, Parish Councils and political parties and their responses are listed below.

All Polling Places/Stations were also assessed for the elections held in May 2014 and the proposals are based on those assessments, together with feedback from Presiding Officers, Polling Station Inspectors and visits from Returning Officer core staff. In addition, any other feedback from electors has also been taken into consideration. Whilst every effort is made to ensure that Polling Stations are accessible and convenient to all electors, suitable premises are not always available within the area.

Following the 2012/14 Review of the Wards and Seats of Selby District Council by the Boundary Commission for England to implement the decisions of that Review by reducing the number of seats to 31 (down from 41) and the creation of the 19 wards to replace the current 20, the Returning Officer recommends that Council recognises:

- the new Ward names
- new Polling District Codes and where appropriate Polling District name  
*(Codes have been 3 alpha characters that reflect the Ward & Parish initials by way of mnemonic to recognise the Polling district)*
- where Parishes, without suitable Polling Station venues, have moved Wards Polling Places within the new ward are proposed

The Returning Officer's full recommendations are listed below:

**Ward**  
(Post May 2014)

**Appleton Roebuck & Church Fenton**

<b>Polling District (new code)</b>	<b>Polling Place</b>	<b>Parish (parish ward if applies)</b>	<b>Electorate</b>
Acaster Selby AAC	Parish Room, Daw Lane, Appleton Roebuck YO23 7AQ	Acaster Selby	45
Appleton Roebuck AAR		Appleton Roebuck	631
Colton ACO		Colton	130
<b>Response</b>	Parish Council	Happy to remain Polling Station	
	District Councillors	No Comment	
	Parties	Happy to remain Polling Station	
<b>Recommendation</b>	Approve for continued use		
Barkston Ash ABA	Village Hall, Church Street, Barkston Ash LS24 9PJ	Barkston Ash	284
Towton ATW		Towton	164
<b>Response</b>	Parish Council	Happy to remain Polling Station	
	District Councillors	No Comment	
	Parties	Happy to remain Polling Station	
<b>Recommendation</b>	Approve for continued use		
Biggin ABG	The Portakabin, Blacksmiths Arms, Biggin LS25 6HJ	Biggin	1,259
Little Fenton ALF		Little Fenton	97
<b>Response</b>	Parish Council	Happy to remain Polling Station	
	District Councillors	No Comment	

	Parties	Happy to remain Polling Station	
<b>Recommendation</b>	Approve for continued use		
Bilbrough ABI	Bilbrough Village Hall, Cat Lane, Bilbrough YO23 3PJ	Bilbrough	290
<b>Response</b>	Parish Council	No Comment	
	District Councillors	No Comment	
	Parties	Happy to remain Polling Station	
<b>Recommendation</b>	Approve for continued use		
Bolton Percy ABP	Parish Room, Adjacent All Saints Church, Main Street, Bolton Percy YO23 7DA	Bolton Percy	255
Steeton AST		Steeton	26
Oxton AOX		Oxton	17
<b>Response</b>	Parish Council	Bolton Percy, Colton & Steeton are happy for Parish Room to remain Polling Station	
	District Councillors	No Comment	
	Parties	Happy to remain Polling Station	
<b>Recommendation</b>	Approve for continued use of Parish Room <b>To move the Parish Place for Oxton to Bolton Percy</b>		
Healaugh AHE	The Old Hall, Wighill Lane, Healaugh LS24 8DA	Healaugh	134
Catterton ACA		Catterton	38
<b>Response</b>	Parish Council	No comment	
	District Councillors	No Comment	
	Parties	Happy to remain Polling Station	
<b>Recommendation</b>	Approve for continued use		
Church Fenton ACF	Village Hall, Main Street, Church Fenton LS24 9RF	Church Fenton	1,003
<b>Response</b>	Parish Council	Happy to remain Polling Station	

	District Councillors	No Comment
	Parties	Happy to remain Polling Station
<b>Recommendation</b>	Approve for continued use	

Grimston SXG	Village Hall, Manor Road, Stutton, Tadcaster LS24 9BR	Grimston	47
<b>Response</b>	Parish Council	No Comment	
	District Councillors	No Comment	
	Parties	Happy to remain Polling Station	
<b>Recommendation</b>	Approve for continued use		

Ulleskelf AUL	Village Hall, Main Street, Ulleskelf LS24 9DU	Ulleskelf	719
Kirkby Wharfe with North Milford AKW		Kirkby Wharfe with North Milford	72
<b>Response</b>	Parish Council	Happy to remain Polling Station	
	District Councillors	No Comment	
	Parties	Happy to remain Polling Station	
<b>Recommendation</b>	Approve for continued use		

Saxton ASX	Village Hall, Cotchers Lane, Saxton LS24 9QA	Saxton cum Scarthingwell	491
Lead ALD		Lead	41
<b>Response</b>	Parish Council	Happy to remain Polling Station	
	District Councillors	No Comment	
	Parties	Happy to remain Polling Station	
<b>Recommendation</b>	Approve for continued use		



**Ward**                      **Barlby Village**  
**(Post May 2014)**

Barlby Village BLV	Barlby Library & Hub, Howden Road, Barley YO8 5JE	Barlby <i>Barlby Village ward</i>	2,525
<b>Response</b>	Parish Council	Happy to remain Polling Station	
	District Councillors	No Comment	
	Parties	Happy to remain Polling Station	
<b>Recommendation</b>	Approve for continued use		

**Ward**                      **Brayton**  
**(Post May 2014)**

Barlow BRL	Village Hall, Park Lane, Barlow YO8 8JW	Barlow	623
<b>Response</b>	Parish Council	Happy to remain Polling Station	
	District Councillors	No Comment	
	Parties	Happy to remain Polling Station	
<b>Recommendation</b>	Approve for continued use		

Brayton Town BRT	Civic Centre, Doncaster Road, Selby YO8 9FT	Brayton	1,444
<b>Response</b>	Parish Council	Happy to remain Polling Station	
	District Councillors	No Comment	
	Parties	Happy to remain Polling Station	
<b>Recommendation</b>	Approve for continued use		

Brayton Village BRV	Brayton Scout Hut, Doncaster Road, Brayton YO8 9HD	Brayton	2,525
<b>Response</b>	Parish Council	Happy to remain Polling Station	
	District Councillors	No Comment	
	Parties	Happy to remain Polling Station	
<b>Recommendation</b>	Approve for continued use		

**Ward**  
**(Post May 2014)**

**Byram and Brotherton**

Brotherton BYB	Brotherton Parish Hall, Old Great North Road, Brotherton WF11 9ED		Brotherton	552
Byram BYR			Byram	1,144
<b>Response</b>	Parish Council	No Comment		
	District Councillors	No Comment		
	Parties	Happy to remain Polling Station		
<b>Recommendation</b>	Approve for continued use			

Fairburn BYU	Fairburn Sports & Recreation Centre, Great North Road, Fairburn WF11 9JY		Fairburn	688
<b>Response</b>	Parish Council	Happy to remain Polling Station		
	District Councillors	No Comment		
	Parties	Happy to remain Polling Station		
<b>Recommendation</b>	Approve for continued use			

**Ward**  
**(Post May 2014)**

**Camblesforth and cCarlton**

Camblesforth CAM	Village Church Hall, Brigg Lane, Camblesforth YO8 8HL		Camblesforth	1,245
<b>Response</b>	Parish Council	Happy to remain Polling Station Location currently without toilet facility. Portaloo required for use on Poll Day		
	District Councillors	No Comment		
	Parties	Happy to remain Polling Station		
<b>Recommendation</b>	Approve for continued use			

Carlton CAR	The Village Hall, Church Lane, Carlton DN14 9PB	Carlton	1,510
<b>Response</b>	Parish Council	No Comment	
	District Councillors	Cllr Price happy to stay at Village Hall	
	Parties	Happy to remain Polling Station	
<b>Recommendation</b>	Approve for continued use		

Chapel Haddlesey CCH	Church Community Hall, Millfield Road, Chapel Haddlesey YO8 8QF	Chapel Haddlesey	180
West Haddlesey CTW		West Haddlesey	164
<b>Response</b>	Parish Council	Happy to remain Polling Station	
	District Councillors	No Comment	
	Parties	Happy to remain Polling Station	
<b>Recommendation</b>	Approve for continued use		

Drax CDX	Drax Village Hall, Castle Hill Lane, Drax YO8 8NP	Drax	336
Long Drax CLD		Long Drax	100
Newland CNL		Newland	173
<b>Response</b>	Parish Council	Happy to remain Polling Station	
	District Councillors	No Comment	
	Parties	Happy to remain Polling Station	
<b>Recommendation</b>	Approve for continued use		

Hensall CHL	Methodist Church, Main Street, Hensall DN14 0RA	Hensall	665
<b>Response</b>	Parish Council	Happy to remain Polling Station	
	District Councillors	No Comment	
	Parties	Happy to remain Polling Station	
<b>Recommendation</b>	Approve for continued use		

Hirst Courtney CHS	Chapel of St John, Main Road, Temple Hirst, YO8 8QN		Hirst Courtney	240
Temple Hirst CTH			Temple Hirst	104
<b>Response</b>	Parish Council	Looking to RO to secure alternative venue		
	District Councillors	No Comment		
	Parties	Happy to remain Polling Station		
<b>Recommendation</b>	<b>Due to the loss of the Primary School following closure and private sale recommend move to the Chapel at Temple Hirst</b>			

**Ward Cawood and Wistow**  
(Post May 2014)

Cawood CWD	Old Boys School, Old Boys School Lane, Off Rythergate, Cawood YO8 3TP		Cawood	1,259
<b>Response</b>	Parish Council	No Comment		
	District Councillors	No Comment		
	Parties	Happy to remain Polling Station		
<b>Recommendation</b>	Approve for continued use			

Ryther CWR	Village Hall, Main Street (B1223), Ryther LS24 9EE		Ryther	202
<b>Response</b>	Parish Council	Happy to remain Polling Station		
	District Councillors	No Comment		
	Parties	Happy to remain Polling Station		
<b>Recommendation</b>	Approve for continued use			

Wistow CWW	Wistow Village Hall, Lordship Lane, Wistow YO8 3YP		Wistow	1,001
<b>Response</b>	Parish Council	Happy to remain Polling Station		
	District Councillors	No Comment		
	Parties	Happy to remain Polling Station		
<b>Recommendation</b>	Approve for continued use			

**Ward**  
**(Post May 2014)**

**Derwent**

Cliffe DCL	Village Institute, Hull Road, Cliffe YO8 6NH	Cliffe	1,045
<b>Response</b>	Parish Council	No Comment	
	District Councillors	No Comment	
	Parties	Happy to remain Polling Station	
<b>Recommendation</b>	Approve for continued use		

Hemingbrough DHE	Village Institute, Garthends Lane, Hemingbrough YO8 6QW	Hemingbrough	1,619
<b>Response</b>	Parish Council	No Comment	
	District Councillors	No Comment	
	Parties	Happy to remain Polling Station	
<b>Recommendation</b>	Approve for continued use		

North Duffield DND	Village Hall, Back Lane, North Duffield YO8 5RJ	North Duffield	1,043
<b>Response</b>	Parish Council	No Comment	
	District Councillors	No Comment	
	Parties	Happy to remain Polling Station	
<b>Recommendation</b>	Approve for continued use		

Osgodby DOS	The Institute, Hull Road, Osgodby YO8 5HU	Barlby Osgodby ward	694
<b>Response</b>	Parish Council	Happy to remain Polling Station	
	District Councillors	No Comment	
	Parties	Happy to remain Polling Station	
<b>Recommendation</b>	Approve for continued use		

**Ward Eggborough**  
(Post May 2014)

Eggborough EGG	Eggborough Village Hall, Selby Road, Eggborough DN14 0LT	Eggborough	1,505
<b>Response</b>	Parish Council	Happy to remain Polling Station	
	District Councillors	No Comment	
	Parties	Happy to remain Polling Station	
<b>Recommendation</b>	Approve for continued use		

Kellington EGK	Village Hall, Main Street, Kellington DN14 0NE	Kellington	754
<b>Response</b>	Parish Council	Happy to remain Polling Station	
	District Councillors	No Comment	
	Parties	Happy to remain Polling Station	
<b>Recommendation</b>	Approve for continued use		

**Ward Escrick**  
(Post May 2014)

Escrick ESC	Escrick & Deighton Village Hall, Main Street, Escrick YO19 6LQ	Escrick	769
<b>Response</b>	Parish Council	Happy to remain Polling Station	
	District Councillors	No Comment	
	Parties	Happy to remain Polling Station	
<b>Recommendation</b>	Approve for continued use		

Kelfield ESK	Village Institute, Riccall Lane, Kelfield YO19 6RE	Kelfield	388
<b>Response</b>	Parish Council	Happy to remain Polling Station	
	District Councillors	No Comment	
	Parties	Happy to remain Polling Station	
<b>Recommendation</b>	Approve for continued use		

Skipwith ESP	Village Hall, York Road, Skipwith YO8 6QW	Skipwith	226
<b>Response</b>	Parish Council	Happy to remain Polling Station	
	District Councillors	No Comment	
	Parties	Happy to remain Polling Station	
<b>Recommendation</b>	Approve for continued use		

Stillingfleet EST	Village Hall, York Road, Stillingfleet YO19 4BE	Stillingfleet	325
<b>Response</b>	Parish Council	Happy to remain Polling Station	
	District Councillors	No Comment	
	Parties	Happy to remain Polling Station	
<b>Recommendation</b>	Approve for continued use		

Thorganby ETH	Village Hall, Main Street, Thorganby YO19 6DA	Thorganby	274
<b>Response</b>	Parish Council	Happy to remain Polling Station	
	District Councillors	No Comment	
	Parties	Happy to remain Polling Station	
<b>Recommendation</b>	Approve for continued use		

**Ward Hambleton**  
(Post May 2014)

Burn HAB	Schoolroom, Methodist Church, Main Road, Burn YO8 8LJ	Burn	416
<b>Response</b>	Parish Council	Happy to remain Polling Station	
	District Councillors	No Comment	
	Parties	Happy to remain Polling Station	
<b>Recommendation</b>	Approve for continued use		

Gateforth HAG	Three Greens, Gateforth, Selby YO8 9LF	Gateforth	187
<b>Response</b>	Parish Council	Happy to remain Polling Station	
	District Councillors	No Comment	
	Parties	Happy to remain Polling Station	
<b>Recommendation</b>	Approve for continued use		

Hambleton HAM	Hambleton Village Hall, Station Road, Hambleton YO8 9HY	Hambleton	1,565
<b>Response</b>	Parish Council	Happy to remain Polling Station	
	District Councillors	No Comment	
	Parties	Happy to remain Polling Station	
<b>Recommendation</b>	Approve for continued use		

**Ward Monk Fryston**  
(Post May 2014)

Beal MBE	Village Hall, Main Street, Beal DN14 0SS	Beal	611
<b>Response</b>	Parish Council	Happy to remain Polling Station	
	District Councillors	No Comment	
	Parties	Happy to remain Polling Station	
<b>Recommendation</b>	Approve for continued use		

Birkin MBK	St Mary's Church, Main Street, Birkin WF11 9LN	Birkin	100
<b>Response</b>	Parish Council	Happy to remain Polling Station	
	District Councillors	No Comment	
	Parties	Happy to remain Polling Station	
<b>Recommendation</b>	Approve for continued use		



Burton Salmon MBS	Methodist Church, Main Street, Burton Salmon LS25 5JS	Burton Salmon	348
<b>Response</b>	Parish Council	Happy to remain Polling Station	
	District Councillors	No Comment	
	Parties	Happy to remain Polling Station	
<b>Recommendation</b>	Approve for continued use		

Hillam MHL	Manor Court, Chapel Street, Hillam LS25 5PA	Hillam	555
<b>Response</b>	Parish Council	Happy to remain Polling Station	
	District Councillors	No Comment	
	Parties	Happy to remain Polling Station	
<b>Recommendation</b>	Approve for continued use		

Monk Fryston MKF	St Wilfrid's Church, Church Lane, Monk Fryston LS25	Monk Fryston	765
<b>Response</b>	Parish Council	Happy to remain Polling Station	
	District Councillors	Cllrs Mackman happy to continue use of the Church	
	Parties	Happy to remain Polling Station	
<b>Recommendation</b>	Approve for continued use		

**Ward Riccall**  
(Post May 2014)

Riccall RCL	Riccall Village Institute, Station Road, Riccall YO19 6QJ	Riccall	1,974
<b>Response</b>	Parish Council	Happy to remain Polling Station	
	District Councillors	No Comment	
	Parties	Happy to remain Polling Station	
<b>Recommendation</b>	Approve for continued use		

**Ward**  
**(Post May 2014)**

**Selby East**

Barlby Bridge SBB	Scout Hut, River Street, Barlby YO8 5AP	Barlby <i>Barlby Bridge ward</i>	674
<b>Response</b>	Parish Council	Happy to remain Polling Station	
	District Councillors	No Comment	
	Parties	Happy to remain Polling Station	
<b>Recommendation</b>	Approve for continued use		
Selby Abbey SEA	Community Centre, Scott Road, Selby YO8	Selby <i>Selby South ward</i>	958
Selby James St SEJ		Selby <i>Selby St James</i>	tbc
<b>Response</b>	Parish Council	Happy to remain Polling Station	
	District Councillors	No Comment	
	Parties	Happy to remain Polling Station	
<b>Recommendation</b>	Approve for continued use		
Selby South SES	Cunliffe Centre, Petre Avenue, Selby YO8 9DJ	Selby <i>Selby South ward</i>	1,979
<b>Response</b>	Parish Council	Happy to remain Polling Station	
	District Councillors	No Comment	
	Parties	Happy to remain Polling Station	
<b>Recommendation</b>	Approve for continued use		
Selby Staynor SET	Mobile Polling Station, located within Staynor Hall Estate, site tbc	Selby <i>Selby South ward</i>	1,001
<b>Response</b>	Parish Council	Happy to remain Polling Station	
	District Councillors	No Comment	
	Parties	Conservative party suggest to locate a polling station with the polling district	
<b>Recommendation</b>	<b>Recommend placement of Portakabin at recreational open space area until school/community site is available</b>		

**Ward**  
**(Post May 2014)**

**Selby West**

Selby North SLN (Formerly Selby North Abbey and Selby North North)	Community Centre, Scott Road, Selby YO8	Selby <i>Selby North ward</i>	4,812
<b>Response</b>	Parish Council	Happy to remain Polling Station	
	District Councillors	No Comment	
	Parties	Happy to remain Polling Station	
<b>Recommendation</b>	Approve for continued use		

Selby West High SLH	Selby Rugby Club, Sandhill Lane, Selby YO8 4HP	Selby <i>Selby West ward</i>	1,324
<b>Response</b>	Parish Council	Happy to remain Polling Station	
	District Councillors	No Comment	
	Parties	Happy to remain Polling Station	
<b>Recommendation</b>	<b>To support interim decision to move Polling Place following the loss of the High School and confirm use for future years</b>		

Selby West South SLS	Civic Centre, Doncaster Road, Selby YO8 9FT	Selby <i>Selby West ward</i>	1,723
<b>Response</b>	Parish Council	Happy to remain Polling Station	
	District Councillors	No Comment	
	Parties	Happy to remain Polling Station	
<b>Recommendation</b>	Approve for continued use		

**Ward**  
**(Post May 2014)**

**Sherburn in Elmet**

Sherburn North SRN	Harold Mills Community Centre, North Drive, Sherburn in Elmet LS25 6DD		Sherburn in Elmet	3,399
Huddleston with Newthorpe SRH			Huddleston with Newthorpe	72
<b>Response</b>	Parish Council	Happy to remain Polling Station		
	District Councillors	Cllrs Hobson, Jordan and Packham happy with present Polling Station		
	Parties	Happy to remain Polling Station		
<b>Recommendation</b>	Approve for continued use			

Sherburn South SRS	Lady Popplewell Centre, Beechwood Close, Sherburn in Elmet LS25 6HO		Sherburn in Elmet	1,968
<b>Response</b>	Parish Council	Happy to remain Polling Station		
	District Councillors	Cllrs Hobson, Jordan and Packham happy with present Polling Station		
	Parties	Happy to remain Polling Station		
<b>Recommendation</b>	Approve for continued use			

**Ward**  
**(Post May 2014)**

**South Milford**

South Milford SSM	Grove House Community Centre, Sand Lane, South Milford LS24 5AZ		South Milford	1,996
<b>Response</b>	Parish Council	Happy to remain Polling Station		
	District Councillors	No Comment		
	Parties	Happy to remain Polling Station		
<b>Recommendation</b>	Approve for continued use			

**Ward Tadcaster**  
(Post May 2014)

Newton Kyme TAK	The Portakabin, The Green, Newton Kyme LS24 9LR	Newton Kyme cum Toulston	213
<b>Response</b>	Parish Council	Happy to remain Polling Station	
	District Councillors	No Comment	
	Parties	Happy to remain Polling Station	
<b>Recommendation</b>	Approve for continued use		

Stutton Village TAS	Village Hall, Manor Road, Stutton LS24 9BR	Stutton with Hazelwood	360
<b>Response</b>	Parish Council	Happy to remain Polling Station	
	District Councillors	No Comment	
	Parties	Happy to remain Polling Station	
<b>Recommendation</b>	Approve for continued use		

Tadcaster East TEE	Rosemary House, Community Centre, Rosemary Court, Tadcaster LS24 8HR	Tadcaster <i>Tadcaster East ward</i>	2,171
<b>Response</b>	Parish Council	Happy to remain Polling Station	
	District Councillors	No Comment	
	Parties	Happy to remain Polling Station	
<b>Recommendation</b>	Approve for continued use		

Tadcaster West Calcaria TSC	Calcaria House Community Centre, Windmill Rise, Tadcaster LS24 9HR	Tadcaster <i>Tadcaster West ward</i>	1,386
Stutton Town TAT		Stutton with Hazelwood	429
<b>Response</b>	Parish Council	Happy to remain Polling Station	
	District Councillors	No Comment	
	Parties	Happy to remain Polling Station	
<b>Recommendation</b>	Approve for continued use		

Tadcaster West St Joseph's TSS	Riley Smith Hall, 28 Westgate, Tadcaster LS24 9JB	Tadcaster <i>Tadcaster West ward</i>	1,468
<b>Response</b>	Parish Council	Happy to remain Polling Station	
	District Councillors	No Comment	
	Parties	Happy to remain Polling Station	
<b>Recommendation</b>	<b>To support interim decision to move Polling Place following the loss of Manor Farm Youth Club and confirm use for future years</b>		

**Ward Thorpe Willoughby**  
(Post May 2014)

Thorpe Willoughby TWY	Village Hall, Leeds Road, Thorpe Willoughby YO8 9HJ	Thorpe Willoughby	2,236
<b>Response</b>	Parish Council	Happy to remain Polling Station	
	District Councillors	No Comment	
	Parties	Happy to remain Polling Station	
<b>Recommendation</b>	Approve for continued use		

**Ward**  
**(Post May 2014)**

**Whitley**

Balne WBA	Parish Room, Highgate, Balne DN14 0ES	Balne	192
<b>Response</b>	Parish Council	Happy to remain Polling Station	
	District Councillors	No Comment	
	Parties	Happy to remain Polling Station	
<b>Recommendation</b>	Approve for continued use		

Cridling Stubbs WCS	Village Hall, Wrights Lane, Cridling Stubbs WF11 0AS	Cridling Stubbs	124
<b>Response</b>	Parish Council	Happy to remain Polling Station	
	District Councillors	No Comment	
	Parties	Happy to remain Polling Station	
<b>Recommendation</b>	Approve for continued use		

Heck WHK	Parish Hall, Long Lane, Great Heck DN14 0BT	Heck	163
<b>Response</b>	Parish Council	Happy to remain Polling Station	
	District Councillors	No Comment	
	Parties	Happy to remain Polling Station	
<b>Recommendation</b>	Approve for continued use		

Kirk Smeaton WKS	Community Centre, Kirk Smeaton C of E School, Main Street, Kirk Smeaton WF8 3JY	Kirk Smeaton	310
<b>Response</b>	Parish Council	Happy to remain Polling Station	
	District Councillors	No Comment	
	Parties	Happy to remain Polling Station	
<b>Recommendation</b>	Approve for continued use		

Little Smeaton WLS	Mobile Polling Station, Main Street, Little Smeaton WF8 3LF		Little Smeaton	236
Stubbs Walden WSW			Stubbs Walden	47
<b>Response</b>	Parish Council	Happy to remain Polling Station		
	District Councillors	No Comment		
	Parties	Happy to remain Polling Station		
<b>Recommendation</b>	To switch from Caravan to a more voter friendly facility - Portakabin			

Whitley WWH	Whitley and Eggborough Children's Centre, Learning Lane, Whitley DN14 0WE		Whitley	846
<b>Response</b>	Parish Council	Happy to remain Polling Station		
	District Councillors	No Comment		
	Parties	Happy to remain Polling Station		
<b>Recommendation</b>	Approve for continued use			

Womersley WVO	Village Hall, Main Street, Womersley DN6 9AY		Womersley	328
Stapleton WST			Stapleton	56
<b>Response</b>	Parish Council	Happy to remain Polling Station		
	District Councillors	No Comment		
	Parties	Happy to remain Polling Station		
<b>Recommendation</b>	Approve for continued use			



Date Reviewed:

Officer Initials: \_\_\_\_\_

## Polling place / polling station – evaluation checklist

Part A – Current polling place details		
Polling place identifier		
Polling place name		
Polling place address		
Number of electors (If more than one polling station within the polling place, identify split of electors)		
Building availability for future elections/referendums		
Polling place review		
Check	√	Comment
• Are there suitable transport links?		
• Are there any access issues regarding main/busy roads, railways, rivers, etc.?		
• Is the polling place capable of accommodating more than one polling station together with the necessary staff and equipment? If so, could it accommodate all allocated voters going in and out of the polling stations, even where there is a high turnout?		
• Is the building readily available in the event of any unscheduled elections?		
• Is there any possibility that the building may be demolished as part of a new development?		

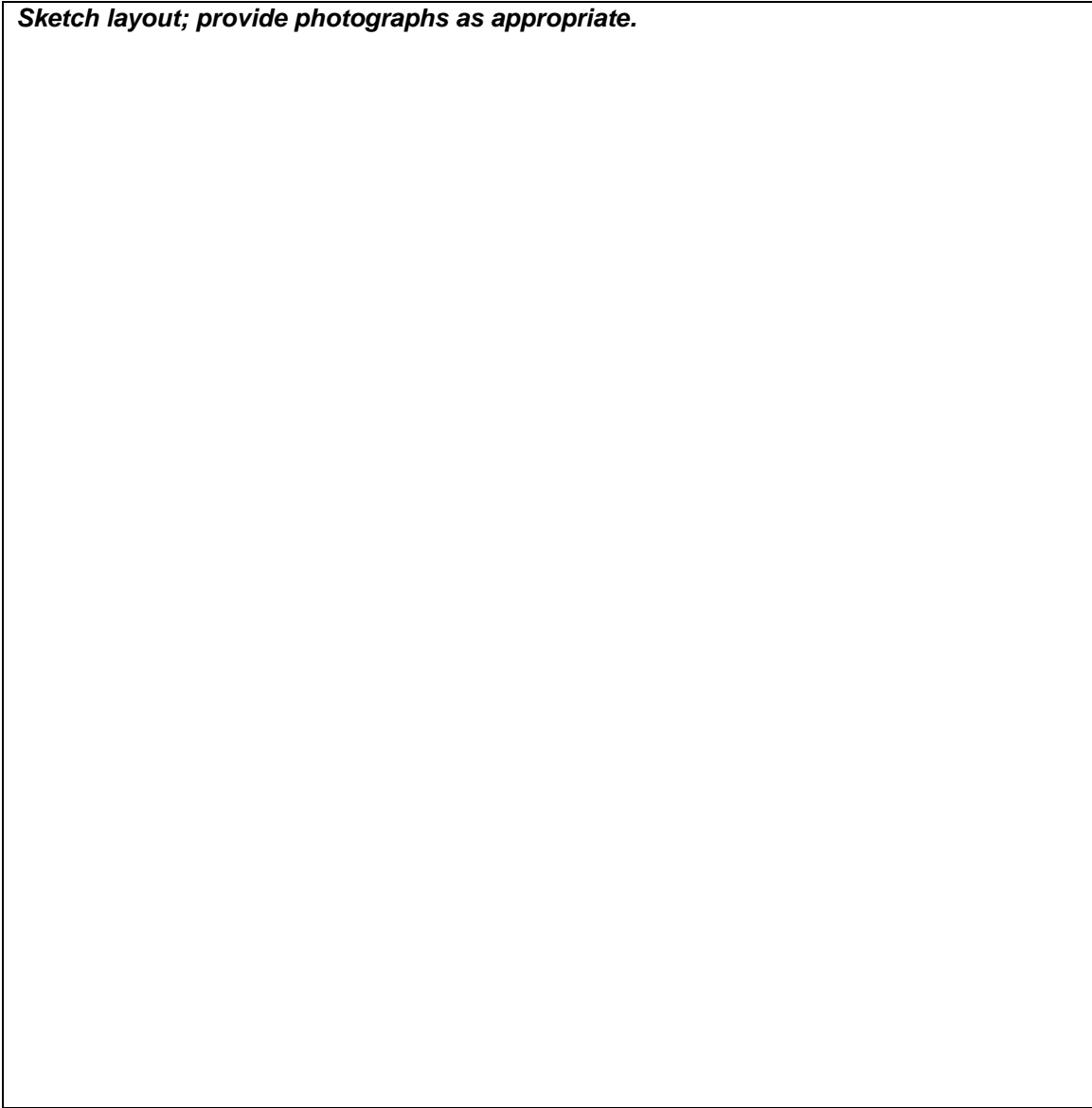
***Identify any complaints/comments received from stakeholders at previous electoral events***

Part B – External areas access and facilities		
Check	(√)	Comments
• Are there good public transport links to the polling place?		
• Is the approach to the building safe and free from obstructions and does it have a dropped kerb?		
• Is the building clearly identifiable?		
• Is additional signage required between street and entrance?		
• Is there the facility to put up the required signage for polling day?		
• Are there parking facilities for disabled people?		
• Are there parking facilities for polling staff?		
• Does the approach to the building have external lighting?		
• Does the building have level access? Yes/No. If no –		
• Has a purpose built ramp been installed?		
• If so, does it have a handrail?		
• Does the ramp have a gentle slope?		
• Does the building require a temporary ramp or is there an alternative disabled access?		
• Is the entrance door wide enough for a disabled person using a motorised wheelchair?		
• Are the doors light enough for frail/elderly voters to open?		
• Can the 'Guidance for voters' notice be clearly displayed outside the premises, as required by the election rules?		
• Are there any external security concerns?		
• Can tellers be accommodated outside the building?		

## External plan – B1

Show external layout, street name(s), car parking (including disabled car parking), ramps, steps, lighting, appropriate places for signage, etc.

***Sketch layout; provide photographs as appropriate.***

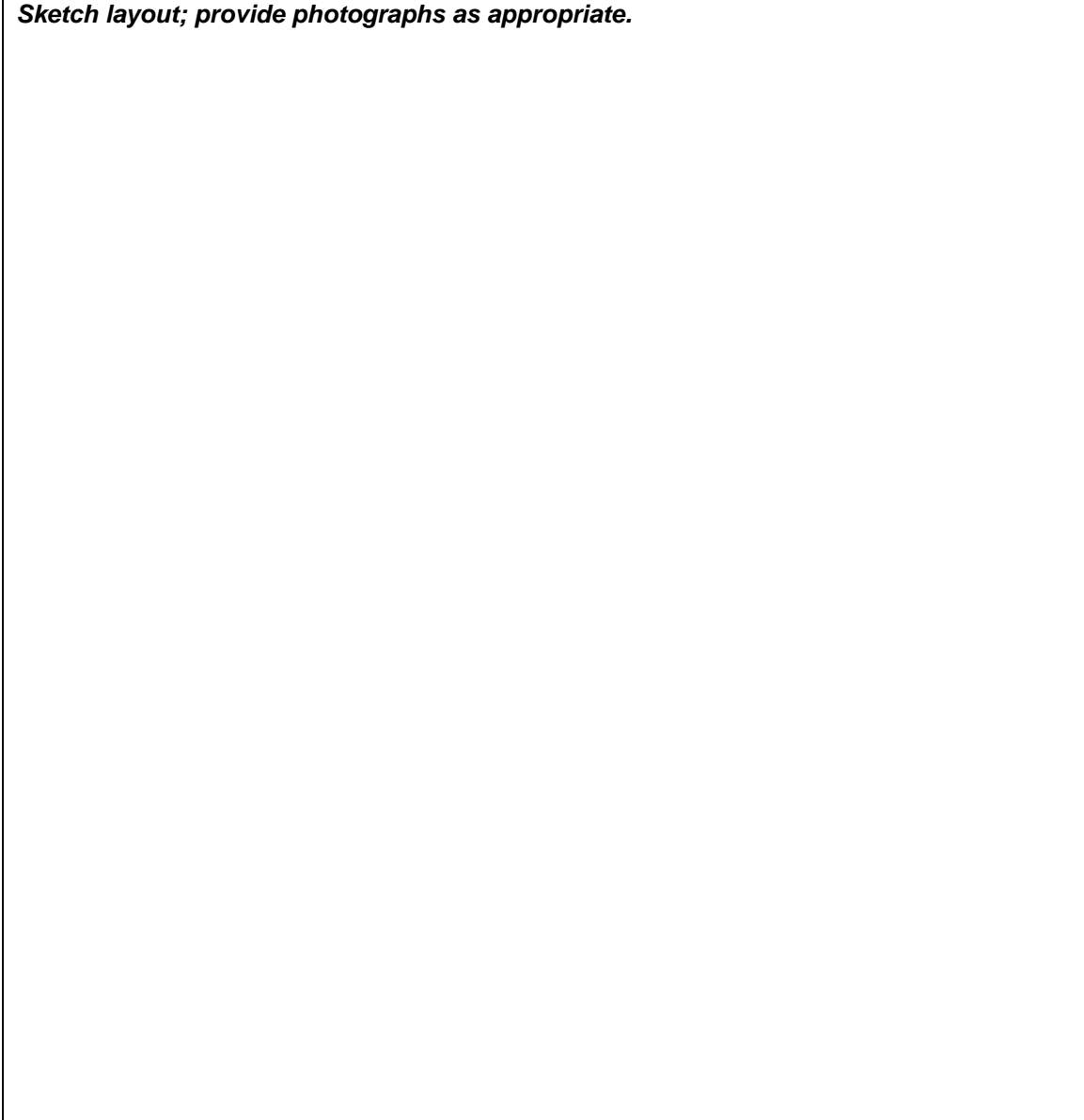


Part C – Internal areas access and facilities		
Check	(√)	Comments
• Are all doors easy to open (including by wheelchair users) or do they need to be permanently locked back?		
• Are there any internal steps or obstructions/hazards?		
• Are any doormats level with the floor?		
• Is the floor covering non-slip (including in wet weather)?		
• Are there any corridors that may cause access problems?		
• Is there adequate lighting in the corridors?		
• Are there toilet facilities?		
• Is there a kitchen that staff can use?		
• Is the area adequately lit for day and night time?		
• Is there adequate space for signage?		
• How many polling stations can the building accommodate?		
• Does the building have a telephone available (land line) in the event of mobile network problems?		

## Internal access leading to polling station(s) – C1

Show internal areas of the building, excluding the actual polling station where voting will take place, including corridors that link to the polling station, kitchen and toilets, and highlight any possible signage requirements and potential hazards. Also indicate door swing direction and ease of opening, any areas of poor lighting, and any areas of uneven floor, etc.

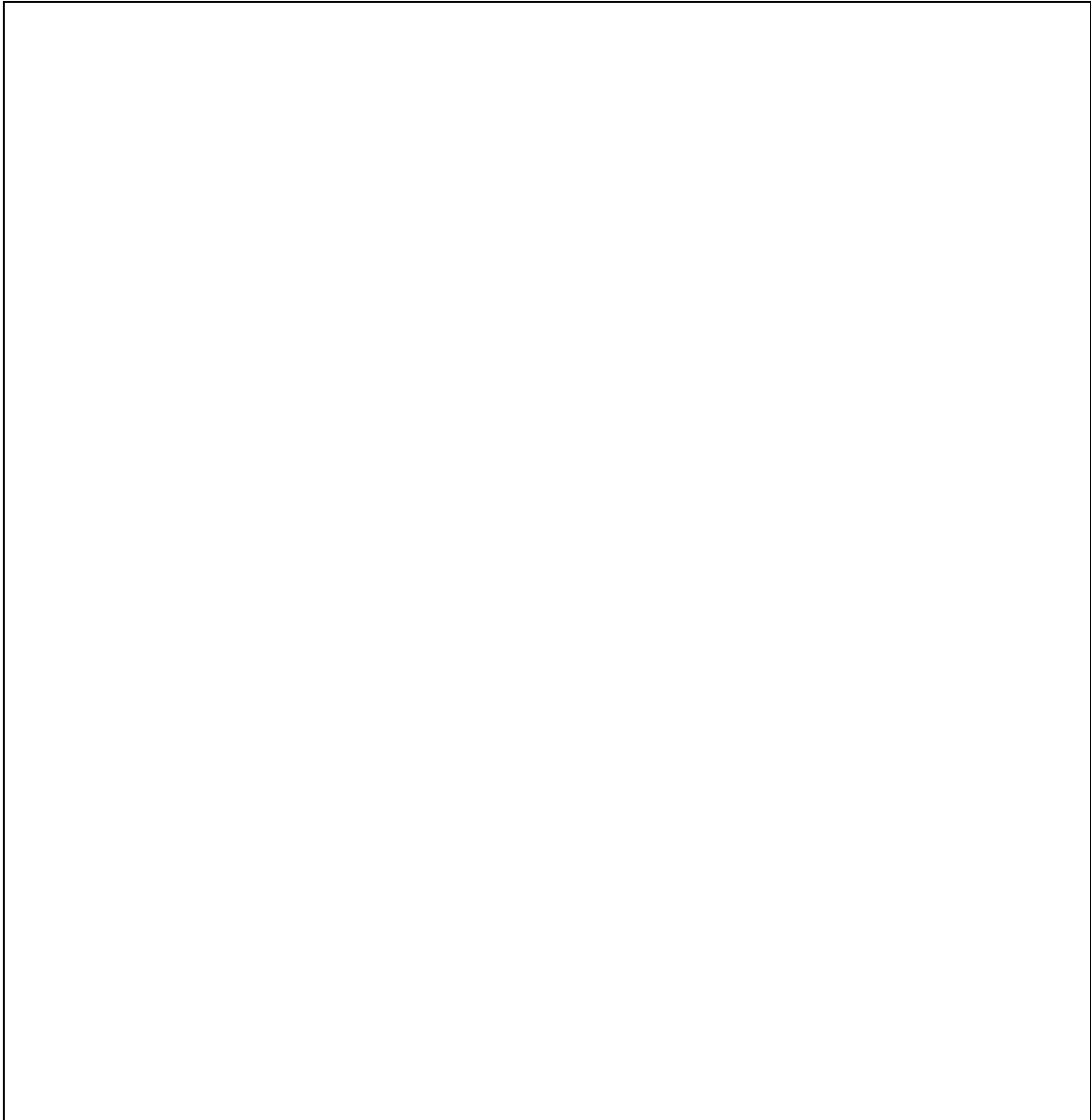
***Sketch layout; provide photographs as appropriate.***



Part D – The polling station(s)		
Check	(√)	Comments
• Is there sufficient space to accommodate and manage the flow of a high volume of electors in the case of a high turnout of electors?		
• If multiple polling stations need to be provided, are there other rooms available, or can the space be clearly divided to provide adequate room for more than one polling station?		
• Is there sufficient space inside the polling station to comfortably accommodate staff, voters, polling agents and observers?		
• Could ballot booths be positioned in a way that would preserve the secrecy of the ballot, even where there may be a high volume of electors?		
• Is there adequate lighting for day and night time?		
• Is there suitable furniture (tables and chairs) available for all types of election for polling staff and for those voters who may need to rest?		
• Could motorised wheelchairs be accommodated?		
• Can the official notices be clearly displayed, including the large-print version of the ballot paper(s)?		

## Internal – The polling station(s) – D1

Identify the size and shape of the area available for polling. Include the position of the door(s), any windows and how the furniture and equipment should be laid out to accommodate all those entitled to be inside the polling station, taking into account access requirements for all voters, including those in wheelchairs, and demonstrating how the space should be used to ensure the most efficient flow of voters and the effective administration of the voting process.



Part E – Comments from stakeholders during consultation

Comment	Name/organisation	Response by (A)RO

***Additional comments from (A)RO***



# Appendix A - templates

The following templates have been designed for use in evaluating the suitability of buildings as polling places and polling stations.

**Part A** – to be completed by the local authority with the details of the current polling places.

**Part B** – to be completed by the local authority to evaluate external areas' access and facilities both outside the perimeter of the building and within the boundary of the building itself.

**Part C** – to be completed by the local authority to assess internal access to the polling station, but excluding the polling station itself (i.e. covering the corridors leading to the polling station accommodation, but not the area in which polling will be carried out), and the facilities available within the building. Should the proposed building, room or area to be used as the polling station have direct access to the road/pavement or external parts, Part C can be excluded from this assessment.

**Part D** – to be completed by the (Acting) Returning Officer with the details of the area that is, or is likely to be, used as the polling station(s).

*(If local authorities already have up-to-date detailed information to assist with the completion of Parts B, C and D, this can be inserted into the individual templates together with any diagrams and/or photographs to enable the building to be re-assessed on a site visit. The information should be verified as part of the visit.)*

**Part E** – to be completed by the local authority with any comments or complaints received from stakeholders as part of the consultation exercise. Completion can provide evidence that the review considered the submissions as part of the formal evaluation process.

Any alternative proposals or suggestions put forward for new polling places/stations should be evaluated using the templates, and the results should be collated to facilitate the provision of appropriate feedback.



## Public Session

Report Reference Number C/14/15

Agenda Item No: 14

---

**To:** Council  
**Date:** 9 December 2014  
**Author:** Richard Besley, Democratic Services Officer  
**Lead Officer:** Jonathan Lund, Deputy Chief Executive

---

**Title:** Community Governance Review 2014

### Summary:

At its meeting on 24 June 2014, Council resolved to ask officers to conduct a Review of Community Governance Arrangements (CGR) 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 recent Local Government Boundary Commission for England (LGBCE) review of electoral arrangement suggested a number of consequential amendments. Proposals were also sought from Parish Councils as part of an initial consultation. Eleven submissions were considered as part of the CGR. A detailed consultation has taken place on the proposals put forward, the review is now closed and recommendations are before the Council.

### Recommendations:

- i. **To receive and approve the necessary changes laid out in Appendix B relating to submissions put forward in the Community Governance Review for:**
  - **Clog Mill Gardens (re-drawing of boundary between Wistow and Selby)**
  - **South Milford(re-drawing of boundary between South Milford and Sherburn in Elmet)**
  - **Burton Salmon(re-drawing of boundary between Burton Salmon and Brotherton)**
  - **Tadcaster Town Council (Warding arrangements)**
  - **Brotherton Parish Council (Number of Seats)**
  - **Walden Stubbs (naming of Parish)**

- ii. **A Selby District Council (Reorganisation of Community Governance) Order be prepared in accordance with the above recommendations and that the Order be effective from 1 March 2015.**
- iii. **To note the findings on the remaining submissions as shown in Appendix B.**

## **Reasons for recommendation**

Community Governance Reviews are carried out under the Local Government and Public Involvement in Health Act 2007. For Selby district there was a need to carry out a review following completion of the review of Ward Boundaries in 2013. Initial Parish submissions were outlined for Council on 24 June and formed the basis of approved Terms of Reference and consultation exercise with those parishes and residents affected. Delegated Authority was given to the Deputy Chief Executive to complete the necessary actions for the review. The changes recommended to Council will address known anomalies, improve community governance, strengthen community identity and provide for more effective and convenient administration.

### **1 Introduction and background**

- 1.1 The review took 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. The terms of reference, as approved by the Council at its meeting on 24 June 2014, are attached at appendix A.
- 1.2 A 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.

### **2 The Report**

- 2.1 The Council carried out an initial consultation exercise and wrote to all Parish Councils to invite details of known anomalies or changes which the Parishes would like to be considered if a Community Governance Review were to be undertaken. The Council also asked Parishes to:
  - 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 That exercise identified the submissions as set out in the Council report of 24 June 2014 and formed the basis of a more detailed consultation exercise.
- 2.3 In addition to the consultative elements of the process, officers have also had regard to the legal requirements and guidance from the LGBCE in making the recommendations. These are set out below.

Under section 93 of the Local Government and Public Involvement in Health Act 2007, a Principal Council must comply with various duties when undertaking a community governance review, including:

(a) It must have regard to the need to secure that community governance within the area under review:

(i) reflects the identities and interests of the community in that area;

(ii) is effective and convenient.

(b) In deciding what recommendations to make, the Council must take into account any other arrangements, apart from those relating to parishes and their institutions:

(i) that have already been made, or

(ii) that could be made for the purposes of community representation or community engagement in respect of the area under review.

(c) The Council must take in to account any representations received in connection with the review.

(d) Under Section 100 of the Act, the Council must have regard to guidance issued by the Secretary of State.

The guidance referred to in paragraph 2.3 is Guidance on Community Governance Reviews, published in March 2010 by Communities and Local Government and the Local Government Boundary Commission for England.

This guidance refers to a desire to help people create cohesive and economically vibrant local communities and states that an important aspect of this is allowing local people a say in the way their neighbourhoods are managed. The guidance does stress that parish councils are an established and valued form of neighbourhood democracy and management in rural areas that increasingly have a role to play in urban areas and generally have an important role to play in the development of their communities. The need for community cohesion is also stressed along with the Government's aim for communities to be capable of fulfilling their own potential and overcoming their own difficulties. The value which is placed upon these councils is also highlighted in the fact that the guidance states that the Government expects to see the creation of parishes and that the abolition of parishes

should not be undertaken unless clearly justified and with clear and sustained local support for such action.

It also states that the Council must have regard to the need to secure community governance within the area under review, which reflects the identities of the community in the area and is effective and convenient.

The Council must also take into account other arrangements that have been made and could be made for the purposes of community engagement and they must consider the representations received in connection with the review.

- 2.4 Taking into account the guidance, the statutory obligations and the results of the consultation exercises, the Council's final recommendation are as set out in Appendix B.

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

### **Legal Issues**

- 3.1 Any changes approved by Council as a result of a CGR will be submitted to the Secretary of State by way of a Reorganisation Order from Council.

### **Financial Issues**

- 3.2 The financial costs incurred conducting the CGR particularly in respect of the preparation of plans and the consultation process and the notification to relevant bodies of the results of the review have been/will be met within existing budgets.

## **4 Conclusion**

- 4.1 The submissions supported will assist our parishes by addressing and rectifying anomalies, allowing residents to be part of the community they identify themselves with. Other submissions ease the administrative duties of the Parish Councils.

## **5 Background Documents**

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

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

**Contact Officer:** *Richard Besley*  
*Democratic Services*  
*[rbesley@selby.gov.uk](mailto:rbesley@selby.gov.uk)*

**01757 292227**

**Appendices:** Appendix A – Terms of Reference (with timetable)  
Appendix B – List of submission

## **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

## Community Governance Review 2014

### Recommendations to Council

The submissions received, action undertaken and recommendations made to Council.

Proposer	Proposal
Selby District Council, LGBCE & Wistow Parish Council <i>(Submission 1 – Support)</i>	<p>Submission:</p> <p>The development of Clog Mill Gardens crossed the parish line between Selby (Selby North ward) and Wistow. The solution posed by the Local Government Boundary Commission for England (LGBCE) was to Ward the Wistow properties unless a CGR could be conducted before May 2015, when the properties could be moved to Selby.</p> <p>Wistow Parish Council supported the proposition that properties within the development at Clogg Mill Gardens be moved into Selby Town by re-drawing the boundaries between the two parishes.</p> <p>Consultation activity:</p> <p>Officers contacted Selby Town Council to seek confirmation of its agreement to the change. Wistow Parish Council wrote to the Monitoring Officer confirming its position. The parish Clerk for Wistow visited with Richard Besley as the review officer and asked that the boundary be extended as far as the potential development line to prevent the occurrence of a repeat.</p> <p><b>Recommendation:</b></p> <p><b>With all parties in favour, redraw the boundary line between Selby and Wistow parishes so that Clog Mill Gardens lies wholly in the Parish of Selby.</b></p>
SDC & South Milford PC <i>(Submission 2 – Support)</i>	<p>Submission:</p> <p>The growth of South Milford has seen development extend across its northern boundary into Sherburn in Elmet parish (the Polling district of Sherburn South). The parish support the re-drawing of the boundary line between the two parishes, and propose that the Trans-Pennine railway line form the new boundary.</p>

	<p>Consultation activity:</p> <p>Officers wrote to Sherburn in Elmet Parish Council who stated that they did not recognise there was an issue that warranted action. Officers wrote to those residents in 35 properties affected by the extension of the boundary north to the railway line and received 20 letters of support. There has been no dissent received.</p> <p><b>Recommendation:</b></p> <p><b>With support from the South Milford Parish Council and residents and no clear opposition from Sherburn in Elmet Parish Council, to redraw the boundary between the parishes of South Milford and Sherburn in Elmet so that the properties south of the Trans Pennine rail line are captured wholly within South Milford.</b></p>
<p>J McCloy, SDC &amp; Burton Salmon PC (Submission 4 – Support)</p>	<p>Submission:</p> <p>This submission was initially raised by Mr McCloy in 2011 who was the then Clerk to Burton Salmon PC and relates to one property (his own) that sits in the village of Burton Salmon, but through an anomaly actually lies in Byram Cum Sutton parish. This was an omission from a previous boundary change in 1970. The property is physically cut off from the parish of Byram and Mr McCloy would have to go through Burton Salmon for some distance before turning back into Byram.</p> <p>Consultation activity:</p> <p>The submission affects no other residents and both parishes had no objection to the move.</p> <p><b>Recommendation:</b></p> <p><b>To redraw the boundary between Burton Salmon and Byram cum Sutton parishes around the property known as North Lodge so it is situated in the parish of Burton Salmon.</b></p>

<p>Tadcaster Town Council 3<sup>rd</sup> proposal (Submission 7 – Support)</p>	<p>Submission:</p> <p>Prior to the 1999/2000 Periodic Review (PR) of the District of Selby undertaken by the LGBCE, the boundary between Tadcaster East and West was the River Wharfe. The PR sought to establish an elector/councillor balance between the District Council Wards of Tadcaster East and West that the LGBCE were proposing should each contain two seats. To reach a balance they chose to redraw a line west of the River Wharfe through Tadcaster town centre dividing the local community into its two current electoral wards. The Town Council requested a return to the pre 1999 arrangements.</p> <p>Consultation activity:</p> <p>As no other Parish is involved we consulted with Tadcaster Town Council and confirmed their support for a return to the more natural and historic separation between the East and West of the Town. With a unified District Ward there is no longer the need for elector equality between the East and West Wards and so a return to the old Town Council electoral divide is no longer an issue. We must however balance the 12 seats between East and West in line with the number of electors. The numbers 43.5% East : 56.5% West, would suggest a 5 : 7 split of seats respectively.</p> <p><b>Recommendation:</b></p> <ul style="list-style-type: none"> <li><b>i. To return to the electoral warding arrangements prior to 2003 that saw the River Wharfe form the natural boundary between Tadcaster East and West Town Council Wards.</b></li> <li><b>ii. That East Ward have 5 seats and West Ward 7 seats.</b></li> </ul>
<p>Brotherton PC (Submission 8 – Support)</p>	<p>Submission:</p> <p>The Parish Council have requested a reduction in the size of the Council from 9 councillors to 7.</p> <p>Consultation activity:</p> <p>We checked the request from Brotherton Parish Council and they have confirmed that they wish to proceed and seek our support to their submission.</p>

	<p><b>Recommendation:</b></p> <p><b>To reduce the number of councillors from 9 to 7 at Brotherton Parish Council.</b></p>
Walden Stubbs parish (Submission 9 – Support)	<p>Submission:</p> <p>Walden Stubbs Parish Meeting voted to seek a change of name of the Parish to - Stubbs Walden. This is an existing alternative name used by many residents within the community and has historical local significance.</p> <p>Consultation activity:</p> <p>Having received a submission from a Parish Meeting and with no other Parish involved, as a small community officers wrote to all 29 homes to canvass their opinion. Although response was poor, a clear majority of those who did respond were in favour of the change of name. Due to the low response we asked the Parish to re-affirm their request and the proposal was put before a Parish Meeting on 3 November and was passed 15 votes to 1.</p> <p><b>Recommendation:</b></p> <p><b>To change the name of the parish from Walden Stubbs to Stubbs Walden.</b></p>
SDC & Thorpe Willoughby PC (Submission 3 – not support)	<p>Submission:</p> <p>A long standing anomaly where seven properties on the edge of Thorpe Willoughby actually sit in the parish of Hambleton.</p> <p>This includes 2 bungalows on Leeds Road, just after the Village Hall and a small row of terraced houses adjacent to Thorpe Willoughby Sports field on Field Lane.</p> <p>The case of the 5 properties on Field Lane has been compounded by the building of the Selby By-Pass, effectively cutting the properties off from Hambleton, requiring the residents to take a long detour through Thorpe Willoughby.</p>

	<p>Consultation activity:</p> <p>We wrote to Hambleton Parish Council to gauge their opinion to the proposal and received clear objection to the move.</p> <p>Officers wrote to the 7 properties, 5 on Field Lane (the most effected by being cut-off by the By-Pass) and 2 on Leeds Road close to the By-Pass roundabout. We received replies from all 7, with only 1 in favour and 6 objections.</p> <p><b>Recommendation:</b></p> <p><b>To note the opinion of Hambleton Parish Council and the residents and retain the Boundary as it is.</b></p>
<p>Tadcaster Town Council 1<sup>st</sup> Proposal (Submission 5 – not support)</p>	<p>Submission:</p> <p>Tadcaster Town Council requested the incorporation of 250 houses off Stutton Road where Tadcaster town has expanded towards the Parish of Stutton with Hazlewood.</p> <p>Consultation activity:</p> <p>Officers wrote to Stutton with Hazlewood Parish Council for its views on the submission. They have objected to the proposal.</p> <p><b>Recommendation:</b></p> <p><b>To note the opinion of Sutton with Hazlewood Parish Council and retain the Boundary as it is.</b></p>
<p>Tadcaster Town Council 2<sup>nd</sup> proposal (Submission 6 – not support)</p>	<p>Submission:</p> <p>Tadcaster Town Council are seeking to incorporate 14 houses along Wighill Lane where Tadcaster town has expanded towards the Parish of Healaugh.</p>



	<p>Consultation activity:</p> <p>We have written to Healaugh Parish Council who have objected to the proposal. Officers wrote to all 14 homes affected by the proposed move and from 11 responses there is a slight majority 6:5 against the move.</p>
<p>Mary Fagan 1<sup>st</sup> proposal (Submission 10 – not support)</p>	<p><b>Recommendation:</b></p> <p><b>To note the opinion of Healaugh and Catterton Parish Councils and retain the Boundary as it is.</b></p>
	<p>Submission:</p> <p>A member of the public sought the restoration of the Central Ward of Selby Town Council abolished in the 1999/2000 Periodic Review undertaken by the LGBCE, changing the three current Town Council wards back to four.</p>
	<p>Consultation activity:</p> <p>We consulted with Selby Town Council who felt that the four ward proposal was already met by the recommendation from the District wide Boundary Review of 2012/14 by the LGBCE</p> <p>Officers wrote to the proposer to confirm if she was aware of the LGBCE plan for the Town Council wards and asked that if she sought to submit a counter proposal to the LGBCE's creation of a 1 seat ward (Selby St James), could she clarify the size/number of seats of her proposed 'Centre' ward. Officers also highlighted that the LGBCE agreed proposal had been backed by an electoral balance of electors per seat and that any counter proposal should take those factors into consideration. We have not had any further contact from the proposer</p> <p>.</p>
	<p><b>Recommendation:</b></p> <p><b>To note the submission, but retain the warding arrangements which arose from the LGBCE Review.</b></p>

<p>Mary Fagan 2<sup>nd</sup> proposal (Submission 11 – not support)</p>	<p><b>Submission:</b></p> <p>A member of the public suggested the incorporation of 760 properties from the parish of Brayton known locally as 'Westbourne Road'. This would extend the boundary between Selby and Brayton to Baffam Lane.</p> <hr/> <p><b>Consultation activity: :</b></p> <p>Officers wrote to both the Town Council and Parish Council for their opinions and received a clear objection from Brayton Parish Council.</p> <p>Selby Town Council initially expressed some interest in the submission and confirmed that Town Councillors would consider the matter. No further representations were made and we understand the Town Council does not wish to press the proposal.</p> <hr/> <p><b>Recommendation:</b></p> <p><b>To note the submission and retain the Boundary as it is.</b></p>
<p>Selby District Council</p>	<p><b>To make no changes to any parishes not covered by the above recommendations.</b></p>