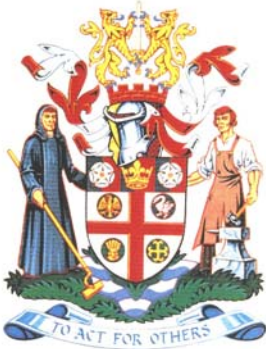


# Selby District Council



## Agenda

Meeting: **Executive**  
Date: **3 November 2011**  
Time: **4pm**  
Venue: **Committee Room**  
To: Councillor Mark Crane, Councillor Mrs Gillian Ivey, Councillor Cliff Lunn, Councillor John Mackman and Councillor Chris Metcalfe

### 1. Apologies for absence

### 2. Minutes

The Executive is asked to approve the minutes of the meeting held on 6 October 2011. Pages 4 to 9.

### 3. Disclosures of Interest

Members of the Executive should disclose personal or prejudicial interest(s) in any item on this agenda.

### 4. 2<sup>nd</sup> Interim Corporate Plan Progress Report – Key Decision

Report E/11/33 asks the Executive to consider Access Selby's key performance indicators following the second quarter of 2011/12. Pages 10 to 26.

### 5. Village Design Statements

Report E/11/34 requests the Executive to approve the content of the Village Design Statements for adoption in the Local Development Framework and to consider the schedule of responses to the consultation. Pages 26 to 90.

**6. Fees and Charges 2011/12 – Key Decision**

Report E/11/35 asks the Executive to agree the exceptions to the Medium Term Financial Strategy. Pages 91 to 98.

**7. 2<sup>nd</sup> Interim Budget Exceptions Report – Key Decision**

Report E/11/36 provides the Executive with details of major variations between budgeted and actual expenditure and income for the 2011/12 financial year to 30 September 2011. Pages 99 to 115.

**8. 2<sup>nd</sup> Interim Treasury Management Report**

Report E/11/37 asks the Executive to endorse the actions of officers with regard to the Council's treasury management activity. Pages 116 to 125.

**9. Annual Review of Leisure**

Report E/11/38 asks the Executive to consider the performance of Wigan Leisure Trust and to agree the Strategic objectives to support the Council's 'Living Well' priorities. Pages 126 to 167.

**10. Christmas Floating Day**

Report E/11/39 asks the Executive to agree the date for the annual 'floating' day of annual leave over the Christmas period. Pages 168 to 169.

**11. Review of the Constitution**

Report E/11/40 asks that the Executive recommend to Council a number of minor amendments to the Constitution. Pages 170 to 172.

**12. Private Session**

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

**13. Fees and Charges - Waste 2011/12 – Key decision – To follow**

Report E/11/41 asks the Executive to agree the exceptions to the Medium Term Financial Strategy. Pages to follow.

**M Connor**  
**Chief Executive**

<b>Dates of next meetings</b>
<b>Executive Briefing 17 November 2011</b>
<b>Executive 1 December 2011</b>

Enquiries relating to this agenda, please contact Glenn Shelley on:

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# Selby District Council



## Minutes

### Executive

Venue:	Committee Room, Civic Centre, Selby
Date:	6 October 2011
Present:	Councillor M Crane (Chair), Mrs G Ivey C Lunn, C Metcalfe and J Mackman
Apologies for Absence:	None
Officers present:	Chief Executive, Deputy Chief Executive, Executive Director (S151), Head of North Yorkshire Audit Partnership, Development Manager and Democratic Services Manager.
Public:	1
Press:	

NOTE: Only minute numbers 39, 40, 41, 42, 43, 44, 45 are subject to call in. The deadline for call-in is 5pm 18 October 2011. Decisions not called in may be implemented on 19 October 2011.

### 36. Disclosure of Interest

There were no disclosures of interest.

### 37. Minutes

The minutes of the meeting on 1 September 2011 were submitted. A minor amendment was approved which added 'in line with the SADPD' to resolution (v) at minute 28 (Site Allocations DPD Preferred Sites Version and associated LDF documents). Subject to this amendment the minutes were agreed as a correct record and signed by the Chair.

### **38. Medium Term Financial Strategy**

Councillor Lunn presented report E/11/26 which outlined the Draft Medium Term Financial Strategy.

The Executive heard that progress against the Savings Target was good, however further savings would be required over the next three years.

Councillor Lunn highlighted some of the assumptions made in the strategy with particular reference to the interest rate and inflation. He stated that the assumptions were subject to change and that this could affect the Council's financial position.

Following a question from Councillor Metcalfe, the Executive discussed the issue of the Council Tax Freeze Grant. The Executive Director (S151) was awaiting written confirmation of the Government's proposals for extending support for Councils limiting Council Tax rises in 2012/13 following recent announcements.

#### **Resolved:**

#### **To approve the Medium Term Financial Strategy.**

Reasons for decisions:

To set the Framework for the 2012/13 budget and 2012 – 2014/15 Medium Term Financial Plan.

### **39. Future provision of Internal Audit**

Councillor Lunn presented report E/11/27 setting out proposals for the future provision of Internal Audit for Selby District Council.

Councillor Lunn explained that Internal Audit was currently provided by the North Yorkshire Audit Partnership. The present Partnership Agreement would expire on 31 March 2012. The Partnership Officers and S151 Officers of the partner Councils had considered various options for the future provision of Internal Audit and had agreed in principle that a merger with Veritau offered the best opportunities for both financial savings and quality of service.

The Executive heard that Veritau would create a subsidiary company: Veritau (North Yorkshire) Ltd, to provide Internal Audit to the present North Yorkshire Audit Partnership Councils.

In response to questions, the Executive Director (S151) informed the Executive that each of the Districts would have equal representation on the proposed subsidiary company and that the company would be seeking admission to the North Yorkshire Pension Scheme.

**Resolved:**

- (i) To enter into formal contractual arrangements with Veritau Ltd to provide Internal Audit to the Council;**
- (ii) To grant the Solicitor to the Council authority to enter into such contractual arrangements;**
- (iii) To appoint the Executive Director (S151) Officer as the Selby District Council nominated Director of Veritau (North Yorkshire) Ltd.**

Reasons for decision:

To ensure the provision of cost effective and efficient internal audit services in partnership with other local authorities in North Yorkshire.

#### **40. Leisure Planned Maintenance Programme**

Councillor Lunn presented report E/11/28 which set out the Leisure Planned Maintenance Programme.

The Executive heard that, in the contract with Wigan Leisure and Culture Trust (WLCT), the Council holds the landlord responsibility for Abbey and Tadcaster Leisure Centres and Selby Park. An indicative 10 year programme was set when the contract was agreed, this was then reviewed each time the Council refreshed its Medium Term Financial Strategy and rolling Capital Programme.

Councillor Mackman raised questions in relation to the proposed refurbishments of the roof and the Calorifier. The Executive Director (S151) undertook to respond to the Executive outside of the meeting.

The Deputy Chief Executive clarified that the Council's contract with WLCT provided an incentive for Abbey Leisure Centre to optimise energy efficiency.

Councillor Mackman suggested that the word 'that' be removed from the first recommendation. This was accepted.

**Resolved:**

- (i) To agree the Year Three Landlord Planned Maintenance Programme for Abbey and Tadcaster Leisure Centres and Selby Park;**
- (ii) To include £136,725 from the Building Repairs Reserve within the budget proposals for 2012/13;**
- (iii) To include the indicative maintenance programme for 2013/14 and 2014/15 within the Medium Term Financial Plan and Capital Programme as appropriate.**

Reasons for decision:

To ensure essential maintenance work required at the Council's leisure facilities would be included in the Council's capital programme to enable the Council to discharge its duties as a landlord and ensure the facilities would be maintained to an appropriate standard.

#### **41. Review of Car Parking Fees**

Councillor Metcalfe presented report E/11/29 which outlined the responses received during the six week consultation on the proposed increase in Car Park tariffs.

Councillor Metcalfe provided a summary of the responses received. He had attended at Policy Review Committee on 26 July 2011 to listen to the Committee's views as part of the consultation. The Executive discussed the recommendation from Policy Review Committee to remove car parking fees in the four weeks leading up to Christmas. The Executive considered the costs to the Council as being prohibitive.

Councillor Metcalfe proposed that car park fees should not be charged on the two Saturdays leading up to Christmas for the next two years. This was supported by the Executive.

Councillor Crane reiterated that car park charges within Selby District were amongst the lowest within North Yorkshire.

#### **Resolved:**

- (i) To receive the comments from the consultation;**
- (ii) To approve the increase as outlined in the table in paragraph 2.6;**
- (iii) Not to implement car parking charges in Selby on the two Saturdays leading up to Christmas for the next two years.**

#### **42. Private Session**

#### **Resolved:**

**In accordance with Section 100(A)(4) of the Local Government Act 1972 and in view of the nature of the business to be transacted, to exclude the press and public from the meeting during discussion of the following item as there was likely to be disclosure of exempt information.**

#### **43. Request for Write-Off Industrial Unit Rent, Over £5000**

Councillor Lunn presented report E/11/30 which outlined a request to write off the balance of a debt outstanding for rental of an industrial unit.

The Executive heard that an offer had been received to pay off a proportion of the debt owed, this would leave a balance to be written off.

**Resolved:**

**To accept the offer in full settlement of the debt and to write off the remaining balance of rent.**

Reason for decision:

That it would inflict hardship on a former tenant and it would be uneconomical for the authority to pursue this further.

#### **44. Land at Portholme Road, Selby**

Councillor Mark Crane presented the report E/11/32 which gave an update on plans to market the Council's remaining non-operational land at Portholme Road, Selby.

The Deputy Chief Executive responded to a number of questions from the Executive regarding the options available to the Council on this matter.

**Resolved:**

- (i) To receive and note the report;**
- (ii) To pursue Option 1 set out in the report;**
- (iii) To authorises the Deputy Chief Executive, after consultation with the Leader of the Council, to conclude negotiations with NY Police in respect of their current occupation of the mast site.**

Reason for Decision:

To enable the Council to maximise the value of its capital receipt in respect of the sale of the remaining non-operational land at Portholme Road, Selby.

#### **45. CCTV Provision**

Councillor Metcalfe presented report E/11/31 which was in response to the items agreed at the Executive meeting on the 7 July 2011.

Councillor Metcalfe provided the Executive with details of ongoing discussions regarding a possible partnership with Selby Town Council, he would continue to work on the issue before bringing the item back to the Executive.

**Resolved:**

**To explore partnering with Selby Town Council, with a final report presented to the Executive in December 2011.**



Reason for Decision:

To allow the Council to maximise potential opportunities to reduce revenue costs whilst offering an efficient, effective and proportionate CCTV service which meets the needs of the public, the police and the Community Safety Partnership.

The meeting concluded at 4.55pm.

# Selby District Council

## REPORT

Reference: E/1133

Public – Item 4



**To:** The Executive  
**Date:** 3 November 2011  
**Status:** Key Decision  
**Report Published:** 26 October 2011  
**Author:** Chris Smith  
**Executive Member:** Councillor Mark Crane  
**Lead Officer:** Karen Iveson, Executive Director (s151)

**Title:** 2nd Interim Corporate Plan Progress Report  
April 2011 – September 2011

### Summary:

This report provides details of Access Selby key performance indicators following the 2nd quarter of reporting for the financial year 2011/12, and recommends appropriate action where required.

### Recommendation:

It is recommended that accountable officers take the necessary action to ensure the performance indicators achieve the set targets set at the beginning of the financial year.

### Reasons for recommendation

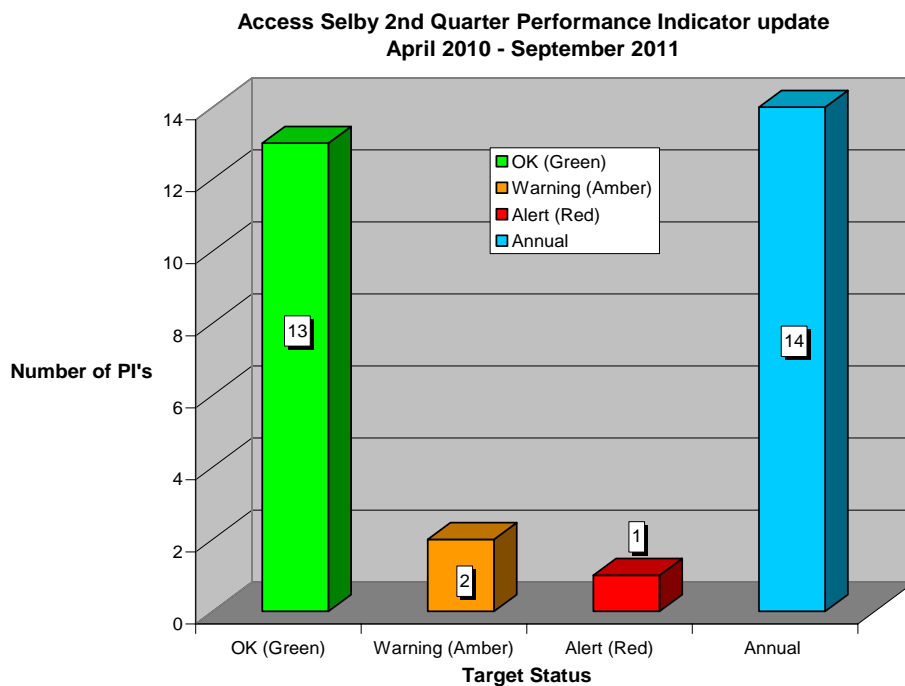
The ongoing management of performance and improvement data assists Access Selby in achieving its priorities for 2011/12.

#### 1. Introduction

- 1.1 Performance indicator exceptions for the relevant period together with appropriate commentary from officers are shown at Appendix A.
- 1.2 A total of thirty key performance indicators have been created and divided into four themes: *customer and community, learning and growth, process and finance*. These four themes form the basis of the

'balanced scorecard' approach, and are designed to support the long-term sustainability of the organisation.

- 1.3 A total of ten indicators will be monitored monthly with six indicators measured quarterly and fourteen indicators measured annually.
- 1.4 Performance is measured on the traffic light sequence through the COVALENT performance management system. The 'data only' indicators highlighted in Appendix A relate to indicators where either we are calculating a baseline figure throughout the 1<sup>st</sup> year and have no target set or the target is based around a milestone.
- 1.5 Based on the 16 performance indicators that hold reported data following the 2<sup>nd</sup> quarter of reporting we are above target on 13 indicators with 3 indicators reported below target.



- 1.6 The reported indicator for average time taken to re-let local authority housing is currently below target. Current performance at the end of Quarter 2 is still of concern. A BPI project has been undertaken accompanied by the implementation of an action plan to tackle this issue. Quick wins have been identified and are being implemented with immediate effect. A refined process has been agreed and this is to be rolled-out to relevant officers in mid-October 2011.

- 1.7 The percentage of new benefit claims and changes processed within 5 days is below target although performance has improved on August 2011 performance. The training of new staff, maternity leave and a staff vacancy has all contributed to the performance of the business unit throughout the 2<sup>nd</sup> quarter. Assessment staff have worked additional hours throughout September 2011 to reduce the outstanding work and this will continue throughout October 2011.
- 1.8 The percentage of urgent repairs to council owned properties completed within the agreed timescales has failed to meet target by 0.60%. This represents a slight decrease in performance on Quarter 1 reporting. Following a BPI on 'Void Properties', resources will be re-directed to ensure an increase in performance for re-let' times and also our response to 'Urgent Repairs'.
- 1.9 On a positive note, the reported performance indicators for customer satisfaction at the contact centre, non urgent repairs completed, council tax and rent debt recovered and planning applications considered within time limit are all above the targets set at the beginning of the financial year.

## **2. Legal/financial and other control/policy matters**

- 2.1 Subject to the actions determined by councillors to address weakness identified, there are no financial implications arising from the contents of this report.
- 2.2 Any actions identified for improvements to performance would need to be properly assessed for financial implications and, if required, approval for any additional funding sought and such issues would be highlighted in the budget exceptions report elsewhere on the agenda.

## **3. Conclusion**

- 3.1 Access Selby have made good progress through quarter 2 in ensuring the systems available can capture and extract the data needed to measure the key performance indicators.
- 3.2 It is recommended that accountable officers take the necessary action to ensure the performance indicators achieve the set targets set at the beginning of the year. Guidance has been issued to relevant officers to ensure more consistent commentary. In addition, Business Managers have contributed to commentary in this report for the first time, which will no doubt result in the emergence of a standardised presentation style to aid clarity in future.

- 3.3 The importance of data quality within this process and other data collection programmes cannot be ignored and has to remain a corporate risk. It is paramount that we are confident in the data supplied from internal and external sources, so it can be relied upon for informed decision making purposes.


**Appendices:**







Appendix A – 2<sup>nd</sup> Interim Corporate Plan Progress Report  
April 2011 – September 2011 (Quarter 2)

## 2<sup>nd</sup> Interim Corporate Plan Progress Report: April 2011- September 2011 (2<sup>nd</sup> Quarter)

**Report Type:** PIs Report  
**Report Author:** Data & Systems  
**Generated on:** 04 October 2011









PI Status		Long Term Trends		Short Term Trends	
	Alert		Improving		Improving
	Warning		No Change		No Change
	OK		Getting Worse		Getting Worse
	Unknown				
	Data Only				

Code	Short Name	Direction of Travel	Current Target	Current Value	Short Term Trend Arrow	Long Term Trend Arrow	Traffic Light	Collection Frequency	Business Manager Summary Comment
SDV_001	% of satisfied customers	<b>Aim to Maximise</b>	85.00%	<b>97.43%</b>				Quarterly	<p><b>What this means?</b> This indicator relates to data collected from the satisfaction surveys collected through the Contact Centre in respect of customer contact through the phones and face to face.</p> <p><b>How are we doing?</b></p> <p>Performance has been historically high and has improved year on year since 2008/09 (94%). The trend for 2011/12 throughout organisational restructure has been maintained.</p> <p>Customer satisfaction performance is well above the North Yorkshire Benchmarking Group average of 78.00% for 2010-2011.</p> <p><b>Moving forward</b></p> <p>AS business plan contains a work stream to develop a customer pledge &amp; satisfaction testing across the business and a project plan has been developed to achieve the business plan target; April 2011. The project is currently on track.</p>
SDV_002	% of contact 'right first time'	<b>Aim to Maximise</b>	70.00%	<b>87.58%</b>				Quarterly	<p><b>What this means?</b></p> <p>This figure concerns the number of calls passed through the Contact Centre to a back office 'service specialist'. This PI links to planned BPI on the Contact Centre commencing October 2011.</p> <p><b>How are we doing?</b></p> <p>Currently performing above target at 87.58%</p>







Code	Short Name	Direction of Travel	Current Target	Current Value	Short Term Trend Arrow	Long Term Trend Arrow	Traffic Light	Collection Frequency	Business Manager Summary Comment
									<p>This strong performance links with SDV001.</p> <p>Not measured previously.</p> <p><b>Moving forward</b></p> <p>This links to the BPI of Contact Centre and associated review of Community Officer roles, commencing October 2011.</p>
SDV_003	% satisfied with street cleanliness	<b>Aim to Maximise</b>	60.00%		?	?		<b>Annually</b>	<p><b>What this means?</b> Data is collected on the number of complaints received on street cleansing which is a measure of satisfaction.</p> <p><b>How are we doing?</b> In August 2011, 13 complaints were received. There has been a reduction in the number of complaints since April 2011 as follows: 32 in April, 36 in May, 21 in June and 16 in July</p> <p>For Comparison in 10/11  April – 65  May – 58  June – 51  July – 32  August - 28</p> <p><b>Moving forward?</b> Street cleansing – Discussions are being held with Enterprise to plan the next annual satisfaction survey. The timetable for the survey will be reported in at the end of Q3.</p>

















Code	Short Name	Direction of Travel	Current Target	Current Value	Short Term Trend Arrow	Long Term Trend Arrow	Traffic Light	Collection Frequency	Business Manager Summary Comment
SDV_004	% satisfied with leisure facilities provided on behalf of the Council	<b>Aim to Maximise</b>	60.00%		?	?		<b>Annually</b>	<p><b>What this means?</b> WLCT carryout an annual survey to test user satisfaction.</p> <p><b>How are we doing?</b> For 2010/11 the % Customers satisfied with the service was 69.7%</p> <p><b>Moving forward</b> Project Plan developed to further develop satisfaction testing. and presented for consideration by Access Selby Board 05/09/11, roll out October 2011 - March 2012.</p>
SDV_005	Satisfaction with professional advice both to the Core and within the SDV	<b>Aim to Maximise</b>	60.00%		?	?		<b>Annually</b>	<p>These are new measure to understand satisfaction with services provided to the Client and within Access Selby. A Project plan has been agreed and phased roll out to March 2012. Results will be reported Qtr 3. The output links to the assessment against the Customer Pledge, due to be reported March 2012.</p> <p>Questions to cover the following areas</p> <ul style="list-style-type: none"> <li>• Response time</li> <li>• Quality of response</li> <li>• Confidence in response/support</li> <li>• Overall satisfaction with each service area</li> </ul>
SDV_006	% of customer satisfaction with planning service received	<b>Aim to Maximise</b>	60.00%		?	?		<b>Annually</b>	<p>This is a new area of measurement. Complaints with planning service received are recorded and progressed in accordance with the Corporate Complaints policy</p>







Code	Short Name	Direction of Travel	Current Target	Current Value	Short Term Trend Arrow	Long Term Trend Arrow	Traffic Light	Collection Frequency	Business Manager Summary Comment
SDV_007	% of vulnerable residents signposted to relevant support agencies after direct contact with the Council	<b>Aim to Maximise</b>	85.00%	<b>100%</b>				<b>Quarterly</b>	<p><b>What this means?</b> Currently recorded as signposting to 'external bodies' unable to define 'vulnerable'. Not previously measured.</p> <p><b>How are we doing?</b> Currently all customers are appropriately signposted.</p> <p><b>Moving forward</b> Linked to Contact Centre BPI and systems enhancement commencing October 2011. Subsequent project plan &amp; timescales to be scoped at commencement of BPI.</p>
SDV_008	Average time taken to process disabled facilities grants applications	<b>Aim to Minimise</b>	130 days	<b>116 days</b>				<b>Quarterly</b>	<p><b>What this means?</b> This measure concerns the time taken to process disabled facilities grants for vulnerable residents and takes account of the prescribed application process pre-requisites and the full range of relatively minor to more complex adaptations to meet the needs of vulnerable residents.</p> <p><b>How are we doing?</b> Improved performance during second quarter (end of 1st quarter performance = 143 days). Selby Home Improvement Agency has focused specifically on processing DFG applications for vulnerable clients during this period. End of year performance for 2010/11 = 143 days (Monthly/quarterly)</p> <p><b>Moving Forward?</b> Home Improvement Agency will continue to focus on DFG as a vulnerable client group.</p>

Code	Short Name	Direction of Travel	Current Target	Current Value	Short Term Trend Arrow	Long Term Trend Arrow	Traffic Light	Collection Frequency	Business Manager Summary Comment
SDV_009a	% or repairs to council-owned properties completed within agreed timescales (URGENT REPAIRS)	Aim to Maximise	85.00%	84.40%	↓	↑	⚠	Monthly	<p><b>What this means &amp; How are we doing?</b> Performance for Q2 is an improvement on Q1 when we achieved 83.74</p> <p><b>Moving forward?</b> %. Efforts will now be focussed on utilising the whole resource within Assets to achieve performance targets across the range of indicators and may require resources on 'non-urgent repairs' to be re-directed to 'Urgent' repairs and 're-letting of properties.</p>
SDV_009b	% or repairs to council-owned properties completed within agreed timescales (NON-URGENT REPAIRS)	Aim to Maximise	80.00%	90.83%	↓	↓	✅	Monthly	<p><b>What this means &amp; How are we doing?</b> This represents an increase in performance on Q1 when we achieved 90.52%.</p> <p><b>Moving forward</b> Performance in this area is very high and following a BPI on 'Void Properties' resources will be re-directed to ensure an increase in performance on 're-let' times and also our response to 'Urgent Repairs'.</p>

Code	Short Name	Direction of Travel	Current Target	Current Value	Short Term Trend Arrow	Long Term Trend Arrow	Traffic Light	Collection Frequency	Business Manager Summary Comment
SDV_010	Average time taken to re-let local authority housing	<b>Aim to Minimise</b>	28 days	<b>45 days</b>				<b>Monthly</b>	<p><b>How are we doing?</b> This is a slight improvement in performance on Q1 when we achieved 47 days, however current performance at the end of Q2 is still of concern.</p> <p><b>Moving forward</b></p> <p>A BPI project has been undertaken accompanied by the implementation of an action plan to tackle this issue. A refined process has been agreed and this is to be roll-out to relevant officers in mid-October. This will enable monthly performance monitoring against the new way of working. Some immediate changes are being implemented with immediate effect for example, gaining early access to properties to assess work required; arranging early viewings of properties by potential residents; actions plans to be developed for each new void with frequent progress and monitoring (this is the subject of a full report tables at Access Selby Board 17th October 2011)</p>
SDV_011	Production of CEF-area performance profiles	<b>Aim to Maximise</b>	Delivery of annual profiles					<b>Annually</b>	<p><b>What this means?</b> This measure indicates issues raised in CEF areas and resources deployed to meet calls for service. This is a retrospective look.</p> <p><b>How are we doing?</b> This is a new measure</p> <p><b>Moving forward</b> To develop relevant ICT to deliver integrated systems to produce performance profiles of services delivered and issues resolved by CEF area. This</p>

Code	Short Name	Direction of Travel	Current Target	Current Value	Short Term Trend Arrow	Long Term Trend Arrow	Traffic Light	Collection Frequency	Business Manager Summary Comment
									links to projects within the Access Selby Work Programme, specifically the Business Intelligence work stream commencing October 2011.
SDV_012	% of employees attaining behavioural competency key milestones	<b>Aim to Maximise</b>	75.00%					<b>Annually</b>	Access Selby performance framework produced and planned launch October 2011 of performance contracts. These will include assessment against role related competencies. This information will be managed by Human Resources to build a profile of the work force and competencies achieved.
SDV_013	% increase in employees confidence and perception of the organisation	<b>Aim to Maximise</b>	Establish Baseline					<b>Annually</b>	This is a new measure.  Project Plan developed and presented for consideration by Access Selby Board 05/09/11 and CMT 4/10/11. Phased roll out October 2011 - March 2012  Staff survey delivered October 2011.
SDV_014	Inspection of premises in accordance with statutory code of practice	<b>Aim to Maximise</b>	100.00%	100.00%				<b>Monthly</b>	<b>Food Inspections:</b> High Risk Premises (Risk Rated A or B) - 14 premises out of 14 inspected = 100%  <b>Health and Safety Inspections:</b> High Risk Premises (Risk Rated A or B1) - 7 premises out of 7 inspected = 100%  <b>PPC Inspections</b> High Risk Premises ( Risk Rated >80) - 0 out of 0 inspected = 100%  <b>Moving forward?</b>  Inspection programme on track to achieve target. Demand is comparable to previous






Code	Short Name	Direction of Travel	Current Target	Current Value	Short Term Trend Arrow	Long Term Trend Arrow	Traffic Light	Collection Frequency	Business Manager Summary Comment
									years.
SDV_015	% Response to Environmental Health enquiries and complaints	<b>Aim to Maximise</b>	100.00%	<b>100.00%</b>				<b>Monthly</b>	<p><b>How are we doing?</b></p> <p>YTD 100% - 23 out of 23 food and safety complaints responded within target.</p> <p>Sub regional target is 95% through North Yorkshire Quality Management System (ISO accredited). Selby performance in 2010/11 was 100%. New Environmental Health business area has maintained this performance by implementing new working practices in respect of proactive &amp; reactive work streams. Demand is comparable to previous years.</p>
SDV_016	Number of high risk enforcement issues resolved	<b>Aim to Maximise</b>	50.00%	<b>100.00%</b>				<b>Quarterly</b>	<p><b>What this means?</b> This indicator relates to the number of high risk enforcement issues resolved.</p> <p><b>How are we doing?</b></p> <p>High risk enforcement issues are defined as those requiring action due to statutory functions and/or duties placed upon Selby District Council. The enforcement team will investigate &amp; determine the appropriate formal sanction for accepted referrals and/or complaints in accordance with SDC Enforcement Policy. Cases resulting in a sanction administered by the Enforcement team will be classed as 'enforcement issue resolved'</p> <p>For management purposes, a number of</p>

Code	Short Name	Direction of Travel	Current Target	Current Value	Short Term Trend Arrow	Long Term Trend Arrow	Traffic Light	Collection Frequency	Business Manager Summary Comment
									<p>Management Indicators have been derived to illustrate customer service levels &amp; team productivity. All enforcement cases are to be initially actioned within 3 working days of receipt. The enforcement team has actioned 75.70% of high risk enforcement cases for the period 1st August - 30th September 2011 within 3 working days. 64.7% of 'Medium Risk' cases were actioned within 3 working days.</p> <p><b>Moving forward?</b> Continued management of case demand and team development to enable cross skilling in dealing with enforcement issues.</p>
SDV_017	Investigate significant fly-tipping incidents	<b>Aim to Maximise</b>	100.00%	<b>100.00%</b>				<b>Monthly</b>	All the reported fly-tipping incidents within the district were investigated by a council official therefore achieving 100% of investigated incidents YTD.
SDV_018	% of new benefit claims and changes processed within 5 days upon receipt of complete application	<b>Aim to Maximise</b>	85.00%	<b>84.38%</b>				<b>Monthly</b>	<p><b>How are we doing?</b> September 2011 saw a greater throughput of cases at 2.8% more than August 2011 and 14.4% more than in July 2011. The short term trend shows that the % processed within 5 days increased from 80.2% in August to 82.07% in September, giving an overall year to date figure of 84.38% - the average days to process all items being 3.7 days.</p> <p><b>Moving forward?</b></p> <p>The long term trend shows a decline. However this is being tackled with additional resources with the aim of</p>

Code	Short Name	Direction of Travel	Current Target	Current Value	Short Term Trend Arrow	Long Term Trend Arrow	Traffic Light	Collection Frequency	Business Manager Summary Comment
									bringing the value back up to the PI value.
SDV_019	% of Council Tax debt recovered	<b>Aim to Maximise</b>	58.39%	<b>58.50%</b>	↓	↓	🟢	Monthly	<p><b>How are we doing?</b></p> <p>On Target. The figures indicate a downward trend both in the short term and longer term. However the decreases are small and are affected by the period of the year when the data is collected.</p>
SDV_020	% of Council Rent debt recovered	<b>Aim to Maximise</b>	95.09%	<b>95.85%</b>	↑	↑	🟢	Monthly	<p><b>How are we doing?</b></p> <p>Collection rate is higher than YTD figure for September 2010 by 0.06% and ahead of target by 0.76%.</p> <p><b>Moving forward</b></p> <p>Work closely with Housing to support new tenants and work with the Contact Centre and partner agencies to provide payment advice and guidance.</p>
SDV_021	% of planning applications considered within time under scheme of delegation	<b>Aim to Maximise</b>	65.00%	<b>87.23%</b>	↓	↓	🟢	Monthly	<p><b>What this means? &amp; How are we doing?</b></p> <p>The team had performed excellently by exceeding the set target. The short and long term figures show a downward trend in the team's performance.</p> <p><b>Moving forward</b></p> <p>This is as a consequence of an increase in</p>



Code	Short Name	Direction of Travel	Current Target	Current Value	Short Term Trend Arrow	Long Term Trend Arrow	Traffic Light	Collection Frequency	Business Manager Summary Comment
									the team's workload with applications having risen by approximately 10% over the previous reporting period.
SDV_023	% of invoices paid on time	<b>Aim to Maximise</b>	75.00%	81.22%	↓	↓	🟢	Monthly	<p><b>What this means &amp; How are we doing?</b> Performance has reduced by 4% since July 2011, and also reduced by 9% on the same period in 2010-2011. A 2 week reminder has been introduced alongside an officer report that identifies individuals who fall below the set target and can be chased to ensure payment within the set time limits.</p> <p><b>Moving forward</b> Clarification of Lead Officer budgets and responsibilities need to be confirmed through 1-2-1 with Accountancy</p>
SDV_024	% compliant with revised fees and charges	<b>Aim to Maximise</b>	Establish Baseline		?	?	📈	Annually	This is subject to a report to Access Selby Board December 2011 and April 2012.
SDV_025	% internal rate of return on commercial assets	<b>Aim to Maximise</b>	5.00%		?	?		Annually	Work continues to baseline in this area. This is linked to SDVC_027 income generation.
SDV_026	Reducing internal costs on non operational sites	<b>Aim to Maximise</b>	2.00%		?	?		Annually	Work continuing to put in place mechanisms to capture this data throughout the reporting period.
SDV_027	% increase in income generation	<b>Aim to Maximise</b>	Proposals for income generation submitted		?	?	📈	Annually	Work in progress to develop this. Report to board January 2012.
SDV_028	Efficiency and productivity improvements (Delivering within Cost	<b>Aim to Maximise</b>	Delivering within agreed cost envelope		?	?	📈	Annually	This is a requirement of all business areas in challenging and setting budgets and carrying out BPI projects.

Code	Short Name	Direction of Travel	Current Target	Current Value	Short Term Trend Arrow	Long Term Trend Arrow	Traffic Light	Collection Frequency	Business Manager Summary Comment
	Envelope)								
SDV_029	% increase in productivity	<b>Aim to Maximise</b>	10.00%					<b>Annually</b>	Productivity and efficiency improvements are key deliverables of transformation projects. Projects to April 2012 will have targets set.
SDV_030	% efficiency gain in commissioned services, whether financial or added value	<b>Aim to Maximise</b>	By Yr 3 – 10% on 2010-2011 costs					<b>Annually</b>	At time of contract review and letting new contracts efficiency improvements will be negotiated, hence target by year 3.

# REPORT

Reference: E/11/34

Public – Item 5



**To:** Executive Briefing  
**Date:** 3 November 2011  
**Status:** Key Decision  
**Report Published:** 26 October 2011  
**Author:** Andy McMillan  
**Executive Member:** Councillor J. Mackman  
**Lead Officer:** Managing Director – Mark Steward

**Title:** Village Design Statements Adoption

## Summary:

Following a six-week period of consultation, a range of comments on the Village Design Statements (VDS) has been received. Officers have responded to those comments and where appropriate have made changes to the VDS documents. The finalised VDS are now ready for approval by the Executive to enable them to be typeset before submission to Policy review Committee, Full Council and subsequent Adoption in to the LDF.

## Recommendations:

- i. To consider the schedule of responses to the consultation and agree the Council's formal response (attached in the Statement of Consultation)**
- ii. To approve the amended content of the Village Design Statements with a view to their adoption in to the Local Development Framework for use in planning decision making.**
- iii. To refer the Village Design Statements (as amended in light of the consultation) to the Policy Review Committee for consideration and comment before a final proposal is put to the Council for formal adoption.**

## **Reasons for recommendations**

- i. Officers have considered the results of public consultation and have made appropriate amendments to the VDS documents. This completes the requirements of the Regulations to enable the Council to Adopt the VDS documents.
- ii. Executive may approve the final content of the VDS (text and images) to enable Officers to typeset the documents ready for Policy Review Committee to consider as finished documents.
- iii. To enable the VDS documents to complete the Council's process of adoption through its formal meetings.

## **1. Introduction and background**

- 1.1 Following the successful Adoption of nine Village Design Statements in 2009, work began on a further round of production. The villages under consideration are: Appleton Roebuck, Barlow, Bilbrough, Brotherton, Byram, Carlton, Church Fenton, Hensall, Monk Fryston, Newton Kyme, North Duffield, Riccall, Stutton, Ulleskelf, and Womersley. Copies of the draft VDS are available upon request.
- 1.2 The VDS documents have been prepared in partnership between local people and Officers from Selby District Council to present architectural and design guidance to anyone proposing new development within the villages. The advice given is intended to ensure that new development respects the unique aesthetic attributes of the villages in the District and to promote high quality design, but does not require new development to slavishly copy old designs.
- 1.3 A report approving the content of the draft VDS and authorising the consultation process to take place after election purdah was approved at Policy & Resources Committee on 24 March 2011.
- 1.4 This round of Village Design Statements is the last in the current programme while Access Selby concentrates on the core LDF documents. In the uncertainty surrounding the Localism Bill and potential Neighbourhood Plans, VDS may return, perhaps in an alternative format.

## **2. The Report**

- 2.1 Consultation took place between 1 August and 12 September 2011 (six weeks). A schedule of comments received during this time is included in the Consultation Statement (Appendix 1), together with the Council's response to those issues raised. Where appropriate, changes have been made to the VDS documents themselves. Those revised documents are available upon request from Officers on PC CD-ROM.
- 2.2 Upon approval of the content of the revised VDS by the Executive, the VDS documents may then be typeset and formatted in a more professional manner ready for Policy Review Committee.

2.3 Upon approval by Full Council, the VDS documents may be used in making planning decisions as part of the Local Development Framework

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

#### **3.1 Legal Issues**

- 3.1.1 Upon Adoption, there is a period of 3 months for anyone to launch a legal challenge to the document. Interested parties who have taken part in the consultation may consider such action.
- 3.1.2 Some responses received demonstrate disagreement with the concept of the VDS: these disagreements relate to the use of the document rather than the content of the document. However, the purpose of the VDS is clearly set out within the documents and therefore Access Selby does not consider such misuse of the document by developers to be likely within the planning framework as a whole.
- 3.1.3 The Solicitor to the Council is in agreement with the above.

#### **3.2 Financial Issues**

- 3.2.1 The costs associated with the Village Design Statement programme have been accounted for in the budget:

### **4. Conclusion**

- 4.1 The Council has undertaken a full public consultation in cooperation with its Parish Council partners to complete the latest round of Village Design Statements. Those documents have been amended appropriate to the responses received to the consultation and are presented to the Executive for approval. Upon approval, they may be typeset and presented to Policy Review Committee and subsequently to Full Council for Adoption.

### **5. Background Documents**

Minutes of Policy & Resources Committee 24 March 2011  
Minutes of Executive 21 July 2011

#### **Contact Details**

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**Policy Officer**  
**Selby District Council**  
[amcmillan@selby.gov.uk](mailto:amcmillan@selby.gov.uk)  
**01757 29 2092**

**Appendix 1:** Consultation Statement (including a schedule of comments received together with Council response).

## Selby District Local Development Framework

### Consultation Draft Village Design Statements Supplementary Planning Document

#### CONSULTATION STATEMENT (The Town and Country Planning (Local Development) (England) (Amended) Regulations 2008)

##### Introduction

Under the Planning and Compulsory Purchase Act 2004 (as amended) it is a requirement to prepare and make available a Consultation Statement setting out:

- the names of any persons whom the authority consulted in connection with the preparation of the Supplementary Planning Document (SPD);
- how those persons were consulted;
- a summary of the main issues raised in those consultations; and
- how those issues have been addressed in the SPD.

This statement is a record of the consultation undertaken during the production stage of the SPD prior to adoption. The consultation prior to consultation has been done informally and so no formal records of attendees' names and contact details have been kept. Now the consultation period has ended, this statement incorporates a schedule of comments received, together with the Council's response.

##### Purpose of the VDS SPD

A Village Design Statement (VDS) is a planning document intended to give advice and guidance to anyone who is considering any form of development no matter how large or small, in the following villages; Appleton Roebuck, Barlow, Bilbrough, Brotherton, Byram, Carlton, Church Fenton, Hensall, Monk Fryston, Newton Kyme, North Duffield, Riccall, Stutton, Ulleskelf, and Womersley

The VDS covers relatively straightforward work such as replacing doors and windows as well as more significant work such as building extensions and new buildings. It sets out the elements that make up *local character* in order to improve the quality of design in any new development.

There are parts of the villages that have been more susceptible to changes than others and so a balance is necessary. However, the residents of the villages and the Council both consider that good design is very important and that local identity should be maintained. The advice in the VDS is not intended to be prescriptive. It should be used as inspiration to design new modern development that is respectful to its surroundings.

The advice is given so that anyone developing can avoid lengthy discussion in the planning application process, as the design context is clearly set out from the beginning.

### **Persons whom the Council consulted, and how they were consulted in the preparation of the SPDs**

Throughout 2009 and 2010, Officers from Selby District Council presented the VDS project to the Parish Councils and invited them to create a Steering Group out of interested local people.

In some villages the VDS was a follow-on project arising out of a need identified in an up-to-date Parish Plan, and in other villages the VDS was simply an attractive proposition to ensure any development is appropriate.

The work began in 2009 and the steering groups arranged meetings that were open to the public and would report back to the Parish Council, with articles in the parish newsletters. Officers from Selby District Council advised on the form and content of a Supplementary Planning Document so that the VDS could be Adopted in to the Local Development Framework attended meetings to advise the steering groups.

A press release resulted in newspaper stories promoting the VDS project and inviting people to contact the Parish Councils or District Council to find out more.

### **SA/SEA and HRA**

There is no longer any requirement to subject Supplementary Planning Documents to Sustainability Appraisal and Strategic Environmental Assessment processes.

However, an accompanying Habitats Regulations Assessment (HRA) screening was also undertaken. The HRA Screening Assessment Stage resulted in positive feedback from English Nature who are satisfied by the HRA findings that there will be no conflict with Natura2000 sites.

### **Consultation with Members**

Members were presented with the draft SPDs at Policy & Resources Committee on 24 March 2011. Some minor typographical errors were noted, but unanimous support was given for the draft documents, including approval for consultation purposes.

### **Formal Consultation of the SPD**

The formal consultation involved the following:

Copies of the Consultation Draft Village Design Statement SPDs and supporting documents were made available at the following Council offices and libraries at normal opening times:

- Access Selby, Market Cross Shopping Centre, Selby
- Selby Library, 52 Micklegate
- Sherburn in Elmet Library, Finkle Hill
- Tadcaster Library, Station Road
- Barlby Library, Howden Road

All documents were also available to view online at [www.selby.gov.uk](http://www.selby.gov.uk).

Notification of the VDS consultation made in the local newspapers on 1 August, and letters/emails sent to interested persons as set out in Appendix 1:

Parish Councils discussed their VDS documents and commented accordingly, having invited comments from Parishioners at those meetings. Some additional activities

were undertaken to stimulate additional interest including stalls at village fairs, drop-in discussions, and “piggy backing” other village events with information.

The 6-week consultation period ended on 12 September and a schedule of the comments received together with the Council’s response may be found in Appendix 2.

#### Adopting the VDS

The amended VDS documents were considered by the Council at the following meetings:

- Executive – 3<sup>rd</sup> November 2011
- Policy Review – 24<sup>th</sup> January 2012
- Executive – 2<sup>nd</sup> February 2012
- Full Council - 28<sup>th</sup> February 2012 (approved for Adoption and use in decision making).

The minutes of each meeting are available on the Council’s website.



### **Appendix 1: List of Consultees**

- All Parish Councils
- Nathaniel Lichfield & Partners
- Jacobs
- W R Dunn & Co
- Wildblood MacDonald
- The David R Bamford Partnership
- Stephenson Estate Agents
- Chris Carr Associates
- Roger Holroyd
- DPP LLP
- Richard Letts Architects
- Richard Parkin Architect
- Raymond Barnes MRTPI
- R A Pauling Design
- Planrite
- R R Rimmer RIBA
- Mr Chris Hearn
- Ainscough Strategic Land
- FTMINs, Chartered Minerals Surveyors
- Iain Bath Planning
- Architek Design & Planning
- Savills
- John Howlett Planning
- BNP Paribas Real Estate UK Ltd
- Peter Baker Associates
- DLP Planning Ltd
- Acorn Rural Property Consultants
- BNP Paribas Real Estate UK Ltd
- Townsend Planning Consultants
- Amy Denton
- Peel Environmental Ltd
- P M Barton RIBA
- Signet Planning
- Easdale Land Partnership
- Potts Parry Ives & Young
- Composite Energy
- Hickling Gray Associates
- Gelder And Kitchen
- F J Architects
- BGP Planning
- Planning & Design Associates
- Elsworth Design Associates
- Jennifer Hubbard BA MRTPI
- DWA Architects
- Drawsign
- Downes Illingsworth Partnership Ltd
- CRB Drawing Services
- David Chapman Associates
- Darnton Elgee Architects
- Fining Associates
- Barnes Noble Edwards
- GMI Property Co Ltd
- Mr N E Townend
- Nuttall Yarwood & Partners
- Mrs S Walker RIBA
- MJF Architects
- Mitchell & Proctor
- Humphreys Teal Partnership
- Michael Pretty Architects
- Pearce Bottomly Architects
- Dyfan Jones
- M B Design
- Laverack Associates
- Knott & Mercer Design Partnership
- Jennesson Associates Ltd
- John R Paley Associates
- Mr M Swinglehurst
- Brenchley Associates Ltd
- Signscope
- Amethyst Conservatories
- Derry Adams Associates
- Anglian Home Improvements
- A E Wright
- Mr D Jones
- Aurora Conservatories
- Carter Jonas LLP
- A Lockwood
- Mr B Carr
- Mr B Jones
- Carlton Consulting
- D Butler
- DLP Planning Consultants
- Crombie Wilkinson
- Colliers CRE
- Dalton Warner Davis
- Hartley Planning Consultants
- Land and Development Practice

- Rollinson Planning Consultancy
- Shearman & Sons
- Jen Wheeler, G L Hearn Property Consultants
- Planning Potential Ltd
- D. Planning
- Smiths Gore
- Clegg & Son
- Bruton Knowles
- Lister Haigh Ltd
- Colliers CRE
- Eric Bell Associates
- Nathaniel Lichfield & Partners
- Lamber Smith Hampton
- GMI Property Co Ltd
- Building Design (UK) Ltd
- Atisreal Limited
- Stephenson Wroe
- Stuart Copeland Associates
- Elmhurst Windows Ltd
- The Land and Development Practice
- Sanderson Weatherall
- Indigo Planning Limited
- Knight Frank LLP
- Carter Jonas
- Storeys:ssp
- DLP Consultants
- LHL Group
- AAH Planning Consultants
- Windsor Conservatories
- G W Brown Building Design Services
- G R Planning Design Consultants
- Ivy Windows
- Jade Conservatories
- John Goodrick Equestrian Developments
- Planning and Development Consultants
- Dacres Commercial
- S P Johnson
- The Land & Development Practice
- West Yorkshire Windows
- Mr S Saunders
- O'Neill Planning Associates Ltd
- Peacock & Smith
- C T Ratcliffe-Springall
- JWPC Limited
- Orion Windows Ltd
- Peacock & Smith
- Knight Frank LLP
- Turley Associates
- Mr M Carpenter
- Cunnane Town Planning
- Walton & Co Planning Lawyers
- Land & Development Practice
- Mr R Taylor
- GVA Grimley
- England & Lyle
- Mr P Johnson
- Halcrow Group Ltd
- N W Architects Ltd
- Brian Scott Designs
- Stott Thompson Architects
- Browne Smith Baker
- Bartle & Son
- Wendy Sockett
- Gavin Winter
- Signet Planning
- Hallam Land Management Ltd
- Simon Humphrey
- Carter Jonas
- NOMS/HM Prison Service
- Planning Prospects
- Cliff Walsingham & Co
- BNP Paribas Real Estate
- Nathaniel Litchfield & Partners
- Dalton Warner Davis LLP
- Bartonwillmore
- Directions planning Consultancy
- Ms J McKenna
- Dacres Commercial
- Julie White
- M T S Architectural Services
- C McHale Architects
- Barton Willmore
- Dalton Warner Davis LLP
- Andrew Stephenson
- J V H Town Planning Consultants
- Savills
- Ian Baseley Associates
- Goldfinch Estates Ltd
- O'Neil
- A J Wild
- Development Planning Partnership
- Planningprospects

- Development Land and Planning Consultants Ltd
- Fox Lloyd Jones
- Alison Roland
- Barton Willmore Partnership
- FFT Planning
- Ailie Savage
- Andrew Greaves Associates
- Anthony J Blaza & Associates
- Dunlop Haywards
- Applies Surveying and Design York
- Atisreal
- Abacus Design Partnership
- Architectural And Building Design
- Arkon UK Ltd
- B L Wales
- Barraton Design Studio Ltd
- Blackburn Wigglesworth & Associates Ltd
- Brenchley Associates Ltd
- Briggs Burley
- Bryant Tasker Associates
- Building Design (UK) Ltd
- Mr C Hearn RIBA
- Allen Construction Management Ltd
- Drivers Jonas
- Drivers Jonas Deloitte
- Mills and Reeve LLP
- Indigo Planning
- Claire Norris
- Andrew Martin Associates
- Scott Wilson
- CB Richard Ellis
- DPP
- Nathaniel Lichfield and Partners
- DPDS Consulting Group
- Dalton Warner Davis
- DTZ
- Savills Planning & Regeneration
- Fusion Online Ltd
- Commercial Estates Group
- Mr G Megson
- Andrew Dixon
- North Yorkshire County Council
- City of York Council
- Doncaster Metropolitan Borough Council
- Yorkshire and the Humber Planning
- Leeds City Council
- East Riding of Yorkshire BC
- Yorkshire and Humber Regional Assembly
- Harrogate Borough Council
- Parish Clerk to Bubwith Parish Council
- Parish Clerk to Rawcliffe Parish Council
- Parish Clerk to Pollington Parish Council
- Parish Clerk to Gowdall Parish Council
- Parish Clerk to Asselby Parish Council
- Parish Clerk to East Cottingwith Parish Council
- Parish Clerk to Barmby on the Marsh Parish Council
- Parish Clerk to Sykehouse Parish Council
- Parish Clerk to Thorpe Audlin Parish Council
- Parish Clerk to Moss and District Parish Council
- Parish Clerk to Airmyn Parish Council
- Parish Clerk to Norton Parish Council
- Parish Clerk to Ellerton and Aughton Parish Council
- Parish Clerk to Acaster Malbis Parish Council
- Parish Clerk to Wighill Parish Council
- Parish Clerk to Long Marston Parish Council
- Parish Clerk to Bilton in Ainsty with Bickerton Parish Council
- Parish Clerk to Ledsham Parish Council
- Parish Clerk to Thorp Arch Parish Council
- Parish Clerk to Upton & North Elmsall Parish Council

- Parish Clerk to Darrington Parish Council
- Parish Clerk to Wressle Parish Council
- Parish Clerk to Heslington Parish Council
- Parish Clerk to Micklefield Parish Council
- Parish Clerk to Askham Richard Parish Council
- Parish Clerk to Copmanthorpe Parish Council
- Parish Clerk to Deighton Parish Council
- Parish Clerk to Naburn Parish Council
- Parish Clerk to Snaith and Cowick Parish Council
- Parish Clerk to Wheldrake Parish Council
- Parish Clerk to Aberford Parish Council
- Parish Clerk to Bramham cum Ogelthorpe Parish Council
- Smilesallround Estate Agents
- Savills
- Redmove
- Your Move
- Quantum Estate Agents
- Park Row Properties
- Coalters Ltd
- Abson Blaza
- William H Brown
- Richard Kendall Estate Agents
- Keith Taylor Estate Agents
- Stephenson & Son
- Castle Dwellings
- Grays & Co
- Rentons
- Savills (L&P) Ltd
- Lister Haigh Ltd
- Smiths Gore
- Mannign Stainton
- Bairstow Eves
- Clegg & Son
- Houses etc
- Link Agency
- Linley & Simpson
- Dacre, Son & Hartley
- Hartley & Worstenholme
- Feather Smailes Scales
- Crown Estate Agents
- Wigginton Roberts
- Lister Haigh
- Thomlinsons
- Verity Frearson
- Strutt & Parker
- Renton & Parr
- Ackroyd & Ackroyd
- Hepworths
- Beadnall & Copley
- Harrison's Estate Agents
- Nicholls Tyreman
- Hunters
- Emsleys
- Chris Clubley & Co
- Sreetons
- Stephenson's Estate Agents
- Harlequin
- Hopkins Estate Agents
- Bairstow Eves
- Peter Greenwood & Co
- Myrings Estate Agents
- Maxwell Hodgson
- Houses Etc
- Hunters
- Myring Heward
- Harrison's Estate Agents
- Crown Estate Agents
- Park Row Properties
- J A Jones
- Escrick Park Estate
- R Cooper
- Mr K D Waddington
- J A Maltby
- Rural Solutions
- Mr and Mrs T Wadsworth
- Pre Planning
- Purearth Plc
- Mr V Goodes
- Selby Site Manager
- Mary Blake
- Strata Homes Ltd
- Alison Whiteley
- Simon Peacock
- Mr & Mrs Chalmers
- H R Poskitt
- Peter Morris
- Mrs K Atkinson
- CO2 Sense Yorkshire
- Brian Percival
- Mr P Gerrard
- R Forrester
- F McGuire
- L O'Dowd
- J T Wood & Sons
- Harworth Estates
- Four Leaf Nurseries
- Caron Lumley

- Carter Jonas
- Mrs C Naylor
- Mrs J M Tazegul
- Martin Falkingham
- Richard Nowell
- Mr G Chambers
- K S Lamb
- B L Wales
- Trevor Marrow
- Lisa Powell
- Margaret Miles
- Lindsay Britton
- P & D P Holland
- M Reynolds
- Trevor Goring
- G Eves
- Mr D Lynch
- Richard Atkinson
- Mrs R Barrett
- Elaine Lawrenson
- Mrs Ann Chambers
- Y Sidwell
- Sue White
- Hazel Stringer
- John Taylor
- Beverley Williams
- Tom Eves
- A Pound
- David Ingall
- Mr P C Johnson
- Phil Jones
- Graham Orr
- Crombie Wilkinson
- York & North  
Yorkshire Playing  
Fields Association
- Christian Melton
- W B Fryer
- Mr & Mrs R  
Strothard
- Mr D Scorah
- Chris Hale
- CSL Surveys
- Miss B Potts
- Mr & Mrs Jackson
- Norwood Nurseries
- McCarthy &  
Stone Ltd, c/o  
The Planning  
Bureau Ltd
- D Thompson
- Chair of Derwent  
Valley  
Conservation  
Group
- Mr G Storey
- Marcus Bousfield
- Keith  
Leppingwell
- James Perry
- Lampertia Ltd
- Brayshaw  
Properties
- John Cook
- Mrs M Caukill
- Pam Gascoigne
- National Grid
- The Gypsy  
Council
- Stewart  
Association
- W M Morrison  
Supermarkets  
plc
- Ian Hinchey
- Ms K Horton
- B A Kilmartin
- Mr & Mrs B & I  
Shooter
- Duncan Lorriman
- Daniel Gath  
Homes
- Gypsy Council
- Campaign for  
Real Ale, York  
Branch
- Help the Aged
- Hesselwood  
Brothers
- Institute of  
Directors  
Yorkshire
- Mr M Savege
- D Broadbent
- Carter Jonas
- Rigid Containers Ltd
- Cyclists Touring Club
- Crown Estates  
Commissioners
- Mr A Bowe
- Mr Derrick Potter
- Cooper & Cutt
- Andrew Dobson  
Design Associates
- Mr P R Swales
- S C Teinor & D M  
Hinsley
- Mr G Markham
- Mr Watson
- L Gregory
- K Couchie
- Martin D Smith
- Mr Rhodes
- Lafarge Aggregates  
Ltd
- Highways Agency
- A Livsey
- The Planning &  
Design Partnership
- G M Dunne
- Mr & Mrs A Swann
- ID Planning
- Sam Murray
- Mrs C Bird
- Circuit Planning  
Representative
- N W Architects
- IWA West Riding  
Branch
- Mr K Tillett
- exSite Projects Limited
- Northern Electric
- Mr E Brown
- Jean Bills
- Karen Kirkbright
- Mr B Farrall
- Mr P N Dowding
- E Boldan
- Rose Freeman
- Mrs B Oldfield
- Dr Howard Ferguson
- J D Brewer

- Old Selebians
- Mr J A Outhwaite
- Jonathan France
- Mr R P Wagstaff
- Mr K Bradshaw
- Mrs F D Lawn
- J E Clark
- Keith Tillett
- Flaxley Road  
Tenants &  
Residents  
Association
- Andrea Field
- Derek Richardson
- Mr D T Arnold
- Neil Thornber  
Commercial
- Mr S Wadsworth
- J Swift / Michael  
Dobson
- A Thomas
- T Marlow
- Stuart Link
- Mrs S C Teinor
- Raymond Wood
- Mr J D Hemingway
- Phillip Mason
- Mrs A Farrar
- Richard Dixon
- South Milford  
Village Hall  
Committee
- Mr I Butter
- Rural Solutions
- Kelly Dewhurst
- Mr J Fleeman
- Ye Fraternite of  
Olde Selebians
- Barry Hague
- The Inland  
Waterways  
Association
- Miss Emma  
Bradley
- Mr K Sinclair
- Mr P Johnson  
(representing
- travelling  
showpeople)
- Tangent  
Properties
- Annette Elliott
- Mssrs J A & K  
Middleton
- Cllr M Davis
- Mr D Tredgett
- R Breeze
- Rae Watson
- Mr Potts
- Keith Ellis
- Mr Denis Murphy
- David Davison
- Chris C Dent  
MCIAT
- Michael  
Johnstone
- Mrs Hawkhead
- Mr R N Watson
- Abbots Rd  
Tenants &  
Residents  
Association
- Mr Green
- Chair of the LSP  
Environment Sub  
Group
- Sherburn CIP  
Group
- Chair of the LSP  
Economy Sub  
Group
- Mr K Riley
- Mr M Smith
- The Lawn Tennis  
Association
- Mrs B Carson
- H Graham
- Highfield  
Residents  
Association
- Lafarge  
Aggregates Ltd
- Eastfield  
Properties
- Jane Bryant/David  
Tasker
- J B Tankard
- David W S Simpson
- Colin Raper
- N Hare
- Mr J Tate
- Christopher & Joan  
Topping
- Mr K S Muschik
- Mr Lapish
- Mark & Pru Topping
- John Harrison
- G Bailey
- Wentcliffe Holdings  
Ltd
- Mr & Mrs Benaddi
- Clifford & Gillian  
Plowes
- Michael Cain
- John Taunton
- Madeline Porter
- Mr Breedon
- Graham Lees
- George F White
- Mr Roger Pipe
- Purearth plc
- Drivers Jonas
- Mr H Robin Poskitt
- Jacqueline Roe
- A Senior
- Irene Newton
- Hesselwood Brothers
- Savills
- Jason Brownbridge
- A Cawood
- Stuart Black
- Roderic Parker
- Mr David Lewis
- Scott Road Medical  
Centre
- Mr Clive Narrainen
- G Ingham
- Sherburn in Elmet  
Community  
Association
- Paul Crossley
- Burn Gliding Club

- Brian Lockwood
- J A Chilvers
- Jenkins Mercer
- Retons
- Steve Lockwood
- D Boldison
- Mrs Thompson
- John Bruce
- P J Mandley
- Masters  
Construction
- Sheila M Campbell  
Bruce
- D J Ashton
- Mr Peter Boyes
- Mr & Mrs Taylor
- Mrs Moore
- Mr S G Pinder
- Jigsaw Childcare  
Ltd
- Chair of the LSP  
Community Safety  
Partnership Sub  
Group
- J Wetherell
- Mr Steve Cobb
- Bryan Wilcockson
- J France
- Jas Bowman and  
Sons Ltd
- Gleeson Homes
- Selby Practice-  
Based  
Commissioning  
Group
- Mr David Brewer
- Kenneth Tyro
- R M Middleton
- Homes &  
Communities
- Allison Ingham
- Ann Barker
- Anna Crooks
- Homes &  
Communities  
Agency (Leeds)
- Martin Elliot
- Natural England
- Defence Estates
- DEFRA
- Home Office
- Regional  
Development  
Agency
- Department of  
Trade and  
Industry
- Mark Duggleby
- Kate Wheeler
- Rural Action  
Yorkshire
- The Forestry  
Commission
- Office for  
Government  
Commerce
- Department for  
Education and  
Skills
- Regional Public  
Health Group -  
Yorkshire and  
the Humber
- Department of  
Constitutional  
Affairs
- Department for  
Culture, Media  
and Sport
- Geoff Dibb
- Civil Aviation  
Authority
- Sport England
- Ouse & Derwent  
IDB
- Home Office
- Colin Holme
- Zoe Buddle
- James Walsh
- Yorkshire  
Forward
- Haslam Homes
- Barratt & David  
Wilson Homes
- Persimmon  
Homes (York)  
Limited
- Mack and Lawler  
Builders Limited
- R K Poskitt (Beal)  
Limited
- Taylor Wimpey UK Ltd
- Home Builders  
Federation Ltd
- Countrywide Homes
- Pullan Development  
(Selby) Limited
- David Wilson Homes
- Yorvik Homes
- G Blades and Sons  
Ltd
- Pilcher Developments  
Ltd
- Sparta Developments  
Ltd
- Mr N Adams
- Caddick Construction  
Ltd
- Hogg Builders (York)  
Ltd
- Henry Boot Homes Ltd
- Centurion Homes Ltd
- Barwick Development  
Ltd
- Mr P Stock
- Redrow Homes
- Shepherd Homes Ltd
- W A Hare and Sons  
Ltd
- Christopher Hull
- Barratt Homes East  
Yorkshire Division
- Bovis Homes Limited
- Yorkshire Housing
- George Wimpey North  
Yorkshire Ltd
- Taywood Homes  
Limited
- Miller Homes Limited -  
Yorkshire
- Redrow Homes  
Yorkshire Ltd
- Miller Homes
- Village Home Builders  
Ltd

- Countryside Properties (Northern Ltd)
- Haslam homes
- Edenvale Homes (York) Ltd
- George Wimpey North Yorkshire Ltd
- Bellway Homes (North West Division)
- Galliford Try Housebuilding Division
- Daniel Gath Homes Ltd
- Yorkshire Metropolitan Housing Association
- Hanover Housing Association
- Home Housing Association
- The Anchor Trust
- Chevin Housing Group
- Harewood Housing Society
- Ryedale Housing Association - Central Office
- Signet Housing
- Mr C Turner
- Broadacres Housing Association
- Chevin Housing Association
- South Yorkshire Housing Association
- Jephson Housing Foundation
- Railway Housing Association
- Conservation Area Advisory Committee
- North Yorkshire Police
- Linda McAvan MEP
- Mr. Nigel Adams MP
- Diana Wallis MEP
- Cllr A Lee
- Mr T Kirkhope MEP
- Cllr J Snowball
- Cllr G Gatman
- James Deans
- Mr E McMillan-Scott MEP
- Mr G Bloom MEP
- Selby Post
- York & County Secretary - The Press
- Wetherby News Ltd
- Yorkshire Post Newspapers Ltd
- Selby Times
- Disability Rights Commission
- Mr A Bower
- N Williamson
- Miss D U Fairburn
- David Van Kesteren
- British Chemical Distributors and Trade Ass
- Age Concern North Yorkshire
- North Yorkshire County Council, Business and Environmental Services
- Institute of Directors Yorkshire
- Selby District Association for Voluntary Services
- Mr G Gordon
- Mrs Welsh
- National Grid
- RWE npower
- Access Advisory Group
- Trans Pennine Trail Office
- Royal Society for Nature Conservation
- Ramblers Association (West Riding Area)
- RSPB
- Yorkshire Derwent Trust Ltd
- Advisory Council for Education of Romany and Other Travellers
- Traveller Law Reform Coalition
- Arriva Yorkshire
- The National Federation of Gypsy Liaison Groups
- Drax Power Limited
- Northern Gas Networks
- Bob Hulmes
- Holmar Property Developments
- Robin Hood Airport Doncaster Sheffield
- British Geological Survey
- Women's National Commission
- Confederation of British Industry (CBI)
- Road Haulage Association
- Rail Freight Group
- Skills Funding Agency
- Help the Aged



- Gypsy Council
- Freight Transport Association
- Equal Opportunities Commission
- (Diocese of York)
- York England
- Society for the Protection of Ancient Buildings
- Future Energy Solutions
- Civic Trust for North East
- Victorian Society
- The Georgian Group
- York Georgian Society
- Yorkshire Naturalists Union
- Council for British Archaeology
- UK Coal
- Farming & Wildlife Advisory Group
- First rural Business Centre
- Mr P E Milsom
- National Farmers' Union
- Selby Industrial Association
- Rural Action Yorkshire
- Yorkshire Local Councils Associations
- Department for Education and Employment
- York & North Yorkshire Chamber of Commerce
- Ancient Monuments Society
- Selby College
- Sport England
- Tony Rivero
- The Diocese of York
- Civil Aviation Authority
- Commission for Racial Equality
- York & North Yorkshire Playing Field Association
- The Coal Authority - Planning & Local Authority Liaison
- Royal Mail Property Holdings
- Network Rail
- RenewableUK
- Friends of the Earth
- Yorkshire Wildlife Trust
- Coal Authority
- Health & Safety Executive - Regional Office
- The Woodland Trust
- CPRE York and Selby Branch
- North Yorkshire County Council, ACS
- RenewableUK (formally BWEA)
- Amanda Brown
- Civil Aviation Authority
- Cyclists Touring Club
- North Yorkshire and York Primary Care Trust
- York Hospitals NHS Foundation Trust
- North Wharfe, South Wharfe, Ouse & Derwent & Acaster IDB's
- Yorkshire Ambulance Service NHS Trust
- York Health Services Trust
- North Yorkshire Family Health Services Authority
- Land, Property and Planning
- NHS North Yorkshire and York
- Environment Agency, North East Regional Office
- Selby Fire Station
- North Yorkshire Fire & Rescue Service
- Yorkshire Water
- Environment Agency
- Dr Bruce Willoughby
- Knottingley-Gowdall IDB
- Appleton Roebuck & Copmanthorpe IDB
- Police Architectural Liaison Officer
- Mobile Operators Association
- Mr D Ingram
- British Telecom North East
- The Woodland Trust
- Went IDB
- Selby Area IDB
- Martyn Coy
- Selby & District Primary Care Group
- NHS Yorkshire and the Humber
- Director of Public Health

- North Yorkshire  
Ambulance Service
- Police Architectural  
Liaison Officer
- North Yorkshire  
Health Authority
- J B Tankard
- Mrs H Toone

- Mrs Dossett
- Eric Gibson
- Colin Arthur  
Heather
- Terry Bloomfield
- Mr Brendan  
Walsh

- J A Outhwaite
- Mr & Mrs B  
Falkingham
- Mr M Cain
- RW & PA Humphrys

**Appendix 2: Schedule of consultation responses and Council’s response**

**General comments: All VDS documents:**

Your Name and Contact Details	Your comments (where relevant: including how we can solve your concerns	SDC response
North Yorkshire Police	<p>With reference to the draft Village Design Statements (Appleton Roebuck, Barlow, Bilbrough, Brotherton, Byram, Carlton, Church Fenton, Monk Fryston, Newton Kyme, North Duffield, Riccall, Stutton, Ulleskelf and Womersley) can I request that Appendix B: General advice for Prospective Developers at B27 be amended to the following in respect of the North Yorkshire Police:</p> <p><i>“B27 In addition, North Yorkshire Police have specialist Police Architectural Liaison Officers who would be pleased to offer 'designing out crime' advice in respect of development proposals. They may be contacted on 0845 6060247.”</i></p> <p>The reason for requesting the amendment is that the Community Safety Partnership at Selby no longer exists in its previous format and the telephone number shown on the VDS's is no longer available. The telephone number that I have given above is the generic number for the North Yorkshire Police so should never need amending again.</p>	Agree – make change
National Farmers Union	<p>It is envisaged that the VDS will allow the farming industry to build a strong, responsive and competitive economy that can also help mitigate and adapt to climate change, including moving to a low-carbon economy. Food production is an important aspect of a vibrant rural community and any barriers to investment that planning can resolve are welcomed. Furthermore planning policies should support sustainable economic growth in rural areas by taking a positive approach to new development. In many circumstances this will involve using modern building practices and materials that are compatible with modern farming</p>	<p>The VDS will not affect the principle of development – ie will not restrict rural communities from developing. Instead it sets out the local visual context or character that development should seek to respect.</p> <p>The VDS will not restrict modern demands, but it does set the context for modern</p>

	<p>systems. The use of renewable energy technology is welcomed, and should not be excluded merely on aesthetic grounds. The NFU fully supports the principle of renewable energy and the role that farming can play in this as a form of diversification through harnessing and exploring low-carbon renewable energy services, in order to play a role in the mitigation of climate change.</p>	<p>development to be respectful to the local vernacular. Similarly, the use of renewable energy technology will inevitably lead to changing aesthetic qualities of farms. As long as the principles of the VDS are acknowledged, then modern development of all types can be accommodated in the villages.</p>
<p>Cunane Town Planning obo Samuel Smith Old Brewery</p>	<p>The VDS could have the potential to encourage attempts to secure development in countryside villages such as Acaster Selby or Stutton, which would be irresponsible in the face of adopted planning policy. A VDS intrinsically recognises the possibility of development proposals and that such proposals, where subject to planning controls, may be granted permission. It is essential therefore that the VDS emphasises the pre-eminence of the development plan and what I might summarise as a general resistance to development in the countryside and a presumption against development in the Green Belt, unless specifically in accordance with locally and nationally defined criteria. These issues have been addressed in earlier representations regarding the emerging draft but have not been fully and satisfactorily addressed.</p>	<p>The role and status of the VDS is clearly set out in the appendix (hierarchy of LDF documents), and also in the introduction to a VDS where it is clear that the document is used to guide the architecture and form of development. It is clear that it will not affect the principle of development.</p> <p>It is unnecessary to repeat national planning policy in local planning policy, and therefore it is unnecessary to repeat local policy in SPD.</p>
<p>Cunane Town Planning obo Samuel Smith Old Brewery</p>	<p>References throughout the document to the VDS being applied in consideration of “development” proposals is misleading in that as much of what it relates to does not necessarily compromise “development” in a sense that it may be understood by “the man in the street”. I suggest either that the opening section 1 “ Purpose of a village design statement” should include an early definition of what is meant by “development” encompassing a broad range of works from replacing windows and doors , new fences, repairs to buildings, small extensions and new build works. The alternative is to use a phrase such as “works” to offset the implication that “development” will be acceptable in the villages concerned. Similarly, having adopted the word “development” you are then forced to refer to those carrying out the work as “developers” which has clear connotations of works of a comparatively major scale in relation to some of the villages to which these VDS relate.</p>	<p>The Council considers that to the “man in the street”, there is no discernable difference between “development” and “works”. The VDS is clear in that it seeks to improve the understanding of local context and promote it wherever any change is undertaken, be it though a formal planning application or simple repairs/maintenance.</p> <p>The existing text already refers to a broad range of “development”.</p> <p>By inference, changing to “works”, the</p>

		Council would have to refer to people undertaking “works” as “workers” which is less clear than “developers”.
Cunane Town Planning obo Samuel Smith Old Brewery	The point is made at 1.4 of section I that the VDS can be used in evidence to justify the refusal of planning permission, which is laudable in principle. However, it follows that it must also be open to potential developers to plead compliance with VDS as evidence in support of approving a development.	Support welcome.  Agreed, in the interests of balance, amend the text to note that the VDS may be used to support a planning application or to justify refusal.  Agree make changes
Cunane Town Planning obo Samuel Smith Old Brewery	As a second point of detail, Para A8 appears to currently form part of para A7 and I suggest an amendment to the first sentence to read: <i>“Even if planning permission is not required, it is still very much in the interests of the village that any work be undertaken in sympathy with the village’s character.”</i>	Typographical error. Agree make changes  As stated above, such a change is arbitrary and unnecessary.
Cunane Town Planning obo Samuel Smith Old Brewery	In addition to a stronger introduction regarding the intended purpose of the VDS I request that there be specific reference added, most probably at Para B2 to the effect: <i>“B2- There are lots of conflicting issues in considering new development but planning policies in the Development Plan, particularly those relating to proposed development in the countryside and the Green Belt, will be pre-eminent. Only where development can be considered acceptable within the terms of those policies and Government guidance, will the VDS then provide a basis for an assessment as to whether the design and character of development is appropriate for its location.”</i>	It is unnecessary to repeat national planning policy in local planning policy, and therefore it is unnecessary to repeat local policy in SPD. The role and status of the VDS are clearly set out in the VDS.
Mr & Mrs Gray	A7 2 <sup>nd</sup> sentence: “the advice has been used” – again whose advice?	“The advice” means” this VDS” Agree make change to all VDS
Mr & Mrs Gray	Needs a new para for para A8	Typographical error
Mr & Mrs Gray	Para A8 – agreed, but how is it policed	The VDS is intended to guide and inform anyone undertaking development as to the benefits of appropriate development – ultimately though if it does not require

		permission there can be no intervention or policing.
Mr & Mrs Gray	Appendix B. Agree with all this, especially B5. Smaller developments are more desirable as seen from the response to the LDF exercise.	Support welcome
Mr & Mrs Gray	B8: yes agree they would be very helpful. How will we (Parish Council & District Council) know that this has happened?	Developers are encouraged to discuss proposals and include the outcome in their planning application.
Mr & Mrs Gray	B10, B11 and B12 – how do we police this?	Policing may only be possible on Listed Buildings where there are statutory controls. On other buildings there is no mechanism for policing.
Mr & Mrs Gray	B13, B14 & B15 - agree	Support welcome
Mr & Mrs Gray	B18 agree. The fences around some properties are awful, esp when they fall apart and are left in this state.	Support welcome
Mr & Mrs Gray	B19- yes, but not enormous trees unless there is lots of space. Roots can damage house foundations, drains etc.	Support welcome
Mr & Mrs Gray	B20 & B24. An alarming number of properties have “block paved” their driveways – how can we stop this?	It is not for the VDS to attempt to stop this. Where permitted development rights exist the planning system does not get involved. Where planning permission is required for hard standing then an appropriate material must be agreed.
Jennifer Hubbard	Taken as a whole, the document is not well-ordered. It is evident from recent discussions that the Parish Council has a clear understanding of the purpose of a VDS but experience elsewhere shows that such documents are widely misunderstood by the general public. It is important, therefore, that the purposes of the VDS are set out clearly at the beginning of the document. As drafted, this information appears, in part, under the heading “VDS Objectives” at the beginning of the document; under “Purpose of a Village Design Statement” and in Annex A. Annex A itself (which I assume is in standardised format attached to all VDSs) it’s highly confusing. The first three paragraphs should be incorporated in some form or another at the beginning of the VDS and the rest of the	The Council is satisfied that the role and purpose of the VDS is clearly set out in the generic text at the beginning of the document, and that the Appendix adds additional detail. The layout is appropriate and logical.

	Appendix (if it is necessary at all) merely used to explain the statutory background to the document. A6 and A7 could also be usefully introduced into the main document.	
Jennifer Hubbard	If this Appendix is to remain in its present form, it needs to be made clear not just that it provides general advice but that the advice is District-wide and not specific to North Duffield.	The appendix is titled “General advice for prospective developers” so it is clear it is general advice.
Jennifer Hubbard	At B4 – the first sentence is helpful. The remainder is not. Is it the Council’s, position that asymmetric drawings or street scene views are essential to accompany a planning application?	The guidance sets out how to improve a planning application submission – nowhere does it state that it is policy to request such things.
Jennifer Hubbard	Whilst it is accepted that every encouragement should be given to good design and the use of appropriate materials, the advice at Appendix B generally appears over-prescriptive unless applying to conservation areas and listed building.	Disagree – good design should not be the sole preserve of listed buildings and Conservation Areas. Every area should be treated with the utmost respect. The advice in the VDS attempts to do this.
Jennifer Hubbard	There are conflicts between Appendix B (encouragement of modern development) and the Parish Council-written sections of the VDS.	Disagree - The VDS sets the context of the existing village. Modern development is encouraged where it is respectful to the existing character. Achieving an appropriate balance is the aim of the VDS.
Mr Chris Vertigans	Para A2: VDS should contain a greater depth of specific design information and detail about how this can be achieved. The VDS touches briefly on certain design issues without offering any substance to guide the developer/designer as to what is appropriate and acceptable in the context of the village.	No text is submitted to suggest such greater depth. The VDS sets out the existing broad character (and in the context of North Duffield this character is simply that variety is key). It is not intended to prescribe or dictate what should be done in the future.
Mr Chris Vertigans	Para A6: Design And Access Statement – explain what it is and provide an example.	The annex is not exhaustive – it s a simple guide to some common issues. The VDS need not explain every last detail as information about Design And Access Statements is freely available on the web.
Mr Chris	Para A6 “Where a site lies on the “border of 2 or more character areas” suggests	Disagree – it clearly states “2 or more”. It

Vertigans	<p>the village (North Duffield) only has 2 styles of design –one good and the other bad.</p> <p>By providing more information and detail on the qualities of acceptable and unacceptable design you will enhance this document turn it into a valuable asset to aid and guide further village development.</p>	<p>also states that reference should be given to each character description. Clearly it does not say good and bad – it acknowledges that there are different characters and that new development should respect it’s <i>context</i> or <i>setting</i>.</p> <p>It is not the intention that the VDS dictates explicit criteria for development to adhere to. Instead it sets out the context of the existing village thus allowing developers to respond to both local character and modern requirements.</p>
Mr Chris Vertigans	Para A8 requires a new paragraph spacing	Typographical error
Mr Chris Vertigans	Para A8 and B9 – Good design will increase the appeal and the value of the development. On what financial basis can this statement be substantiated?	The former Commission for Architecture and the Built Environment produced several publications demonstrating the financial value of quality design over standardised design. Further, value is not just financial.
Mr Chris Vertigans	Para B2: Misleading statement that is not specific to this village (North Duffield)	No justification for the misleading statement, therefore cannot be responded to. Appendix A and B are intended to be generic and not specific to one village.
Mr Chris Vertigans	B2: refers to “the village character”. I still don’t understand what you refer to and whether or not the green and blue are areas of good and bad, or new and old.	The character is set out broadly in the VDS. The green and blue identify different areas of character – the green shading highlights the “North Duffield” character as opposed to the more recent “anywhere” houses.
Mr Chris Vertigans	“Modern but appropriate development is encouraged” - explain please?	The explanation is contained in the preceding sentence of the same paragraph. The Council does not wish to see new buildings



		<p>simply try to copy the traditional ones found in the village. However it does not want new buildings to be “anything goes”. A balance that respects the existing, but isn’t a slave to it, is appropriate. The VDS sets out the <i>context</i>, (Evidence Base for the character of the village) it is up to a quality designer to use this information and meet the needs of modern society and tastes without compromising the existing qualities.</p>
Mr Chris Vertigans	Isometric drawings/street scenes – are these a requirement of SDC? If not they should be!	This general good practice advice in the VDS is not policy. It is not a requirement nationally for such supporting drawings so the VDS as an SPD may only encourage, not demand.
Mr Chris Vertigans	<p>“Examples of inappropriate design, materials and layouts within a village should not be used as a precedent for further inappropriate use of these features.” This is a prime example of the kind of statement that will only confuse and complicate the issue of design and what constitutes good and bad design.</p> <p>Design is so subjective it is difficult to pin down, but it may be helpful to provide a broader description or drawings/sketches of what is considered to be appropriate and inappropriate – without risking any opportunity to offend anybody who might live in an inappropriate house!</p>	<p>The statement is clear – just because something “bad” has gone before, it doesn’t mean that we should give up and allow more “bad” design.</p> <p>The second point is key: The VDS attempts to establish the benchmark for understanding the existing village, thus allowing the designer to start from an informed position. The VDS is not trying to set out a checklist and is not prescriptive in its requirements. It guides, with general principles rather than allowing and prohibiting specific features.</p>
Mr Chris Vertigans	B7, B8 and B9 don’t quite describe the Planning Process [and the sub heading would suggest].	No alternative is offered.
Mr Chris Vertigans	B9: “the need for good design remains” – this is subjective, it could be argued that good design is a matter of personal opinion	Agree; to be considered at planning applications using this guidance.
Mr Chris	B9: DOES should be DO	Typographical error

Vertigans		
Mr Chris Vertigans	B9 “Planning Permission” – would it be useful to insert a URL to the Planning Portal Interactive House to help people understand what is deemed to be permitted development and what is not?	A link to Planning Portal would be a useful addition. make change to all VDS
Mr Chris Vertigans	B10 – “many buildings are very old” – ambiguous – what is “old”?	It is not necessary to state each building period – the issue is undertaking appropriate repairs and maintenance.
Mr Chris Vertigans	B10 – “Cars” should be “vehicles”	Agree – make change on all VDS
Mr Chris Vertigans	B10 damage from splashing through puddles – please review the credibility of the document. It appears that we are only talking about buildings that front onto the main street (within the green shaded area on the [North Duffield] village map)	Disagree – this is generic advice not specific to North Duffield.
Mr Chris Vertigans	B11 – “rain cannot penetrate cement easily so it is found that the bricks and stone wear out faster than the mortar joints.” Consider the properties of FL quality and engineered bricks to avoid statements which could be misleading to the general public.	The statement is not misleading. No explanation as to what FL quality is.
Mr Chris Vertigans	B11 - “this accelerates wear and buildings will become damp.” Misleading: This is not the only cause of damp.	It does not say it is the <i>only</i> cause of damp – just that it is <i>a</i> cause of damp.
Mr Chris Vertigans	B12 – whole section needs rewording so that people do not miss understand that a new uPVC gutter system is worse that a traditional timber one supported o iron brackets – for example. Or that the suggestion by adding a conservatory will seriously affect the integrity of both the appearance and the way the traditional buildings function – are we talking about uPVC or hardwood timber version?	Again this is generic advice. The essence of the statement is that “cheap is not best”, and “sometimes modern is not suitable”. The list of examples is not exhaustive, and details are not discussed. It is guidance, and the appropriate advice is offered via English Heritage Historic Environment Local Management arm (HELM.)
Mr Chris Vertigans	B13 - “within historic areas” we are talking about a village environment here aren’t we?	It Is not clear what issue is being raised.
Mr Chris Vertigans	B13 – “safe access” – and parking without having to mount the pavement.	This is generic information about the conflict between historic layouts and modern highway requirements – it is not specific to North Duffield. – Parking matters considered in

		Paragraph B14.
Mr Chris Vertigans	B13: “bespoke design will be needed” so what design standards should be used if the development roads comply with the adoption requirements of Highways Dept.	This is generic information about the conflict between historic layouts and modern highway requirements – detail at planning stage NYCC highways consulted on planning application
Mr Chris Vertigans	B14- “historic areas were never designed for the private car”. Consider rewording this statement so that it does not appear as though car owners are to blame for shortfalls in sufficient parking space, poor or restricted access to parking areas and driveways in plots and a general increase in car ownership.	The paragraph does not imply such issues. It merely acknowledges the conflict between historic areas and modern needs, and a requirement for bespoke, sympathetic solutions. Again, it is generic not specific.
Mr Chris Vertigans	B14 – “rural villages often feature heavy machinery such as combine harvesters...” this is not totally accurate and can only mean parking on main Street [North Duffield]. I doubt if the village [North Duffield] has any other roads wide enough to accommodate a combine harvester.	The advice is generic and not tailored to one settlement. Further, the examples of heavy machinery are not exhaustive.
Mr Chris Vertigans	B14 – bespoke high way solutions: providing practical solutions to substantiate this statement would be very helpful.	It is impossible to prescribe a solution to a generic problem and not tailored to one specific village. The advice is to understand the context and design appropriately – an “off the shelf” solution is unlikely to be adequate.
Mr Chris Vertigans	B16 – Home power generation and environmental system should be sites carefully to reduce their visual impact. I thought the whole point of this was to site or locate the energy producing equipment in the most advantageous way possible to maximise its efficiency and performance. For example, by best use of prevailing wind or sun path.	Although there are operational requirements for such systems, their installation should not be at the expense of all else. Appropriate siting in the interests of operational efficiency AND aesthetic quality are equally important.
Mr Chris Vertigans	B 16 – reduced consumption instead of power generation: sorry but a wind turbine generates power for use in providing artificial light and power for cooking – for example. It may also power the central heating system. Heat insulation and energy use is covered under part L of the Building Regs and is the need to produce an energy rating for every home using the SAP calculation method. The EPC is then used to demonstrate this to the building control officer for issue of a completion certificate.	While that is true of new buildings, retro-fitting such measures to older properties may have different requirements and outcomes.

Mr Chris Vertigans	B16: Change “cutting” to “reducing”.	No merit or disadvantage in either word Agree change word on all VDS
Mr Chris Vertigans	B16” change “maintaining” to “increasing”	No merit or disadvantage in either word
Mr Chris Vertigans	B17 Natural environment. What about creating an allotment space for the village and or a green buffer space which is centrally located rather than the playing fields which is on the edge of the village	VDS does not consider such issues, this is the role of the SADPD or if introduced through the Localism Bill the Neighbour hood Development Plan
Mr Chris Vertigans	B22: flood risk. I think I know what you are trying to say but it could be said better.	Agree will change paragraph to all VDS. Flood risk is dealt with through planning application stage. Make changes to text
Mr Chris Vertigans	B22: generic flood advice. Can we have some that is specific [to North Duffield] or some solutions such as having an FFL at or above road kerb.	The appendix is generic advice only. The VDS is not a Flood Risk Assessment. Flood risk is dealt with through planning application stage.
Mr Chris Vertigans	B25: definition between public and private space: make this relevant to the village [North Duffield]. I would read this as meaning my plot versus any space outside this.	The VDS has been consulted with North Yorkshire Police. Wording has been supplied by them for this text.
Mr Chris Vertigans	B25 siting buildings to prevent areas that are not overlooked: check this sentence as it doesn’t quite make sense	Amend text to be clearer
Mr Chris Vertigans	B25: removing potential hiding places: such as trees and vegetation and dark alleyways	Trees and vegetation should not be removed on crime reasons alone. The importance of vegetation to character and local amenity, as well as habitat must be considered.
Ulleskelf Parish Council	Appendix B – General Advice for Prospective Developers – B3 & B4 each have a typo with a sentence which needs to be moved along to join the previous one.	Typographical error
Ulleskelf Parish Council	B26 Typo “Secured by Design” is etc	Typographical error
Bilbrough PC	Bullet pint checkloist of character areas’s key features should be included	Agree – add to each VDS once text is agreed

**Bilbrough – schedule of comments**

<b>Your Name and Contact Details</b>	<b>Your comments (where relevant: including how we can solve your concerns</b>	<b>SDC response</b>
Bilbrough PC	Para 1.8: capital letter needed at start of sentence	Typographical error
Bilbrough PC	Form should be from	Typographical error
Bilbrough PC	Intro: Should be Red Hill FIELD Lane	Make change
Bilbrough PC	Intro: Add in that A64 runs along the old Roman Road.	Make change
Bilbrough PC	Add a list of all Listed buildings	Agree add list

**Appleton Roebuck – schedule of comments**

Your Name and Contact Details	Your comments (where relevant: including how we can solve your concerns)	SDC response
Cunane Town Planning obo Samuel Smith Old Brewery	<p>We have previously expressed concern about the inclusion of Acaster Selby within the Appleton Roebuck VDS as there are very major differences between the two settlements in relation to size, history and current planning policy considerations. Acaster Selby is located partly within the open countryside and within the Green Belt, it has no defined development limit and should not be subject to the kind of development pressures that will be relatively greater in relation to Appleton Roebuck. You will be aware that our client has been forced to oppose a number of attempts to secure housing development within and around the settlement of Acaster Selby and we are concerned that a VDS should not encourage further attempts to secure such development.</p> <p>In various correspondence you have conceded that “Appleton Roebuck” as the title of the document refers to the Parish and to the community rather than the physical boundaries of Appleton Roebuck [village] itself. You accept that Acaster Selby and Holme Green are intrinsically linked to the “main village”, from an historical perspective, but also that they are within the “rural hinterland” of Appleton Roebuck and you accept there are differences in function and appearance and that there is an improbability of large development. Keeping in mind the VDS is an SPD, that is to say a <b>planning</b> document, it is essential that the highly material differences are emphasised in the text of the document, which should be amended accordingly.</p>	<p>The differences in the settlements are highlighted by the different character areas. The likelihood or otherwise of large scale development does not influence the reasoning behind a VDS. As noted elsewhere in the objection, the VDS may be used formally in a planning application and also in influencing minor development such as replacement doors. It is unnecessary to repeat national planning policy in local planning policy, and therefore it is unnecessary to repeat local policy in SPD. Nowhere in the VDS does it promote large scale development. The role and status of the VDS are clearly set out in the VDS.</p>
Cunane Town Planning obo Samuel Smith Old Brewery	<p>With regard to the setting out of the VDS, I have major concerns about the positioning of the section on “infill estates” after those relating to Acaster Selby and Holme Green. The section relating to infill estates must form part of the description of Appleton Roebuck and should at the very least follow on as a sub section after character area 2: main Street. This will assist further in</p>	<p>Agreed – the infill estates section would logically be included with the Appleton Roebuck area, not Acaster Selby or Holme Green.</p>

	differentiating between the application of the VDS to Appleton Roebuck as opposed to its application to Holme Green and Acaster Selby.	Amend order to reflect the above.
Cunane Town Planning obo Samuel Smith Old Brewery	On points of detail, we have concerns about the reference beside the middle picture on the third page relating to Acaster Selby, where there is a reference to “gap sites”, which may be interpreted by some as identifying potential infill sites notwithstanding the planning policy position in the current Local Plan.	Agreed – “gap site” is more typically referred to as a development opportunity. With no alternative wording suggested, replace with “ <i>break in the built form</i> ”.

### **Brotherton – schedule of comments**

<b>Your Name and Contact Details</b>	<b>Your comments (where relevant: including how we can solve your concerns</b>	<b>SDC response</b>
No name given	P2 2nd para FOXCLIFF – there should be no “E” 4th line - quarry -WAS a major.....	Agree make change
Brotherton Parish Council	Map needs amending – FOXCLIFF on the A162 is in Brotherton Parish not Byram parish. Also needs a key to coloured areas	Agree make change
Brotherton Parish Council	Over use of the words “Main Street” and “main street” for different roads. There is not street named Main Street. Suggest P5 Para 1: “the main road is unusual as it winds tightly up the riverbank to the top of the hill giving a convoluted ENTRANCE TO THE VILLAGE CENTRE.”	Agree make change
Brotherton Parish Council	P6 3 <sup>rd</sup> para: Delete first sentence beginning “The Main Street...”, and replace with “THE GREAT NORTH ROAD WHICH WAS THE ORIGINAL A1 RUNS NORTH-SOUTH AND HAS A VARIETY OF BUILDING STYLES.”	Agree make change.
Brotherton Parish Council	P4, para 3: suggest “the original character can still be found in places and it is BOTH feasible and DESIRABLE to reintroduce some of these...”	Agree make change
Brotherton Parish Council	P4, Para 4: Delete all. Replace with “BROTHERTON AND BYRAM ARE TWO SEPARATE VILLAGES WITH THEIR OWN UNIQUE CHARACTER. THEY ARE NO DESSECTED BY THE OLD A1 DUAL CARRIAGEWAY ADDING STRENGTH TO THE FEELING THAT HISTORICALLY THIS HAS ALWAYS BEEN THE CASE.”	Agree make change

Brotherton Parish Council	P5 PARA 1: "Brotherton is slightly larger than Byram. IT HAS FEWER HOUSES BUT MORE EMPLOYMNET AND SERVICES."	Agree make change
Brotherton Parish Council	P5 para 2. The quarry WAS a major..."	Agree make change
Brotherton Parish Council	P6 Para 4. Delete last sentence. Replace with: "THE ONLY LEGACY OF THE PAST BEING THE OLD LIMESTONE BOUNDARY WALLS WHICH CAN BE SEEN THROUGHOUT THE VILLAGE"	Partially Agree make change, but add that variation is not Brotherton's identity – instead it is a village that has suffered development that has been out of character.
Brotherton Parish Council	P8 last paragraph: More tree screening would help to soften these developments. FURTHER INDUSTRIALISATION WOULD ERODE THE VILLAGE CHARACTER."	Disagree, it is not for the VDS to comment on the suitability of a village for economic development or otherwise.
Brotherton Parish Council	P10, para 3. Keep 1 <sup>st</sup> sentence, but replace the rest with "THERE IS ALONG NARROW [PUBLIC FOOTPATH, MADE OF MAGNESIAN LIMESTONE WHICH LINKS CHURCH STREET WITH SCHOOL CROFT AND THE GREAT NORTH ROAD. THE ORIGINAL STONE SCHOOL HOUSE NOW USED BY DELACEY MOTOR CLUB IS ALONG THERE.	Agree make change.

### **Byram – schedule of comments**

<b>Your Name and Contact Details</b>	<b>Your comments (where relevant: including how we can solve your concerns</b>	<b>SDC response</b>
No name given-	P1 Introduction 4th para Sir John RAMSDEN - not Ramsay - I should have picked this up before but its a case of reading as you know it sometimes. P2 1st full para, 1st line FOXCLIFF - no E, this was pointed out in previous email. P7 Last para - 6th line Queen Margarets built late 80s and early 90s - this was in previous email.	Agreed - amend VDS
No name given	There is no mention of Sutton village and we are officially called BYRAM-CUM-SUTTON. As you know Sutton is a small hamlet, it comprises Sutton Hall,	Agree - Parish Council to provide information to allow section to be added to the VDS with its



	private dwelling, and is made up of cottages, bungalows, houses and converted farm buildings which are now dwellings.	own character area. Include map.
Brotherton Parish Council	Map needs amending – FOXCLIFF on the A162 is in Brotherton Parish not Byram parish. Also needs a key to coloured areas	Agree make change

**Hensall: Schedule of responses**

<b>Your Name and Contact Details</b>	<b>Your comments (where relevant: including how we can solve your concerns</b>	<b>SDC response</b>
Various	Various photographs submitted	Received with thanks
Mrs F M A Farman. Clerk to Hensall Parish Council	<p>Since the aim seems to have meant different things to different councils and since there seems to be overlap with the “Village Plan” documents I have added a few points which might be added if it lies in the remit of this document. Other villages have been quite aspirational in their VDS submissions. Our version seems , to me, quite formal and even mechanistic .</p> <p>I have detailed some possible additions in no particular order or ranking</p> <p>There is no mention of the Schools; that Snaith serves the secondary pupils,6th formers go to Selby , New College at Pontefract, and some to Scunthorpe. We have a highly regarded primary school attracting applicants from outwith the immediate area</p> <p>Nothing about the active sports and leisure activities or how we might like them to develop given money and ideas. We have an excellent cricket club catering for 1st and 2nd teams and youth teams. The football club is also very active, There are darts and domino teams and possibly other activities in or near the village like the golf and bowls at Eggborough Power Station</p> <p>More could be made of La Anchor’s reputation and the Railway Tavern is not mentioned</p> <p>2 Play areas not mentioned but are important assets</p> <p>Industries and employers not mentioned e.g. the second biggest coal fired power</p>	<p>The VDS is not the same as a Village/Parish Plan, although it is recognised that some Parishes do overlap the two documents. They have different purposes. A Parish Plan has no status in planning decision making, and is instead a rolling agenda for the Parish Council to work towards a series of goals for improving the village. The VDS is an architectural/urban description that sets the framework for developers’ to design appropriate new development, and is adopted into the Local Development Framework thus giving it weight. As such, while most of the suggestions are laudable, they are not relevant to the VDS.</p> <p>Suggestions concerning the history section (Weeland Roadway, landing points on the Aire etc) are helpful to build the picture of why the settlement was there in the first place and may</p>

	<p>station in Europe near by, the Airgas plant, Norman Lewis Tankers, Tanko, MIT, farms etc.</p> <p>Nothing about the social structure of the village, the age distribution, types of employment of the villagers. We have a broad range including farm workers, miners, power station workers, commuters, restaurateurs and publicans, teachers and civil servants, clerical workers of varying grade. Hensall has many top range managers Many outside authorities seem to underestimate the range of skills in such a modern village, addressing us as if we were in a 19th century Punch cartoon</p> <p>The separation of some parts of this village especially the Dene Close area, separated by actual distance, wealth status, age status</p> <p>The lighting of the village in which previous councils have been so heavily active</p> <p>In the history section we could usefully add details/ mention of the village's place on the ancient Weeland roadway and the landing point on the Aire which was active till the beginning of the 20th century[ possibly till later – check]. The Hensall quarries were very significant and their presence is marked all over the surrounds of the village. These present challenges and opportunities e.g. the acquiring of the Gowdall Lane quarry as a village asset currently in progress</p> <p>Affordable housing</p> <p>Much depends on the scope of the VDS but that it has been the way some settlements have chosen to present themselves. There is nothing about our desires of how we would like to see Hensall develop in the future, immediately, near future and long term. It might not be the remit of the VDS but it is worth trying.. VDS documents are official papers for the use of future planning and since a village is not merely a buildings but humans living in common, with a debt to its history and to its future, a more human element must be part of the planning structures. We have all seen the consequences of settlements designed and built by architects. Try Skelmersdale!</p>	<p>be usefully added.</p>
John Lupton	<p>Interesting read with a couple of observations;</p> <p>1) Reference is made on Page 5 to 'views of Drax Power Station from Station</p>	<p>1) Agreed – amend draft</p> <p>2) Typesetting error – the text is continued but</p>

	<p>Road'. Surely this should be Eggborough Power Station ?</p> <p>2) The text at the bottom of the page (Page 5 again) does not carry on to any subsequent page.</p> <p>3) Does my own property, Waterworks House on Wand Lane, fall within the boundary of the village ?</p>	<p>has been obscured by the map image. Amend accordingly.</p> <p>3) The village boundary is not defined by the VDS – it merely identifies broad areas of “character” to guide and influence potential future development.</p>
Parish Council / Michael Wright	Additional photographs supplied	Received with thanks.
Parish Council / Michael Wright	<p><b>Introduction and history – amendments and additions</b></p> <p>Hensall is a detached rural community located on the A645 Snaith-Eggborough Road, some 8 miles south of Selby. The village itself began as a collection of farms clustered at the top of a small hillock out of the River Aire floodplain, making use of the fertile soils all around.</p> <p><i>A History of Hensall</i> by Joyce Jenkinson, Jean Barnes and Stephen Hogben gives a fascinating insight into the origins, development and patterns of social life in Hensall from Neolithic times until the 1970s.</p> <p>Little was known about early human settlement in the area until an archaeological survey conducted in 1990, when Neolithic and Bronze age flint tools were found near the River Aire. An aerial photograph, taken during the survey, shows the site of a possible Roman fort at nearby Roall, to the west of Hensall.</p> <p>The village, then known as Edeshale, is mentioned in William the Conqueror’s 1086 Domesday survey. Thereafter, its name appears in several forms until 1404 when the more recognisable Hensall became fashionable until it appeared in its modern form of Hensall.</p> <p>The aftermath of the Norman Conquest was a formative time for Hensall. In common with other villages, long, narrow plots of land lined a through road, with dwellings by the street or slightly back. The boundary furthest from the road was</p>	<p>Useful additions to the document setting out the context for the village’s growth over the years.</p> <p>Update VDS accordingly.</p>

marked by a hedge or lane. Evidence of this pre-enclosure layout still remains today. Most plots on the south side of Main Street are 45 feet wide with a lane (once called Back Lane, now Field Lane) running across the bottom. The plots to the north (La Anchor) side are 90 feet wide.

During the wide-ranging changes to council territories in 1974, Hensall's western boundary was extended to include the Wand Lane and Dene Close properties around Gallows Hill. Prior to this date, the boundary was the Ancient Drain/ Beck Drain which runs behind Finkle Street and Dove Cote Gardens to the River Aire. Consequently, the area stretching from Hensall Farm and the Steam Mill west to the Gallows Hill area was in Eggborough. This drain is marked on the map above by the dark line and everything to the east, (where the name Hensall appears) was in Eggborough at this time.

The view towards the Finkle Street/ Main Street T-Junction from the Eggborough side of Becks Drain showing the steam mill, cottages and semi-detached houses which open onto the street.

To most people passing by on the A645 today, Hensall is a single street that dissects the A645 at the traffic lights outside St Paul's Church. An attractive view of the church is offered on the south side, while the northern side features a variety of houses, many post war era.

St Paul's Church is the largest and arguably the most architecturally interesting building in the village. Lord Downe, who commissioned the build to impress his future wife, Lady Dawnay, lived in nearby Cowick Hall in the 19th Century. The Architect chosen was William Butterfield who was to design All Saints, Margaret Street and the Chapel of Keble College, Oxford. St Paul's Church was one of three local churches (the others being Cowick and Pollington) simultaneously commissioned by Viscount Downe and built by Butterfield. The project also included a vicarage and a school built alongside each church. Newspaper accounts at the time state the foundation stones of each church were laid on the 4th of July 1843. The churches at Cowick and Hensall were both

consecrated on the 12th October, 1854.  
Station Road joins the A645 and extends northward to the Station itself.  
Continuing over the level crossing, Station Road is briefly undeveloped on both sides affording middle-distance views over farmland and Eggborough power station before it arrives at the edge of the main part of the village, nestled in the gently rolling arable farmland.  
Hensall railway station is on the Pontefract line and was built by the Lancashire and Yorkshire Railway which came into being in 1847. For over a hundred years, the station was a hub of activity moving sand from the quarries and produce from the farms. In the 1950s, the station had a staff of 18 and, in 2011, operates one of the last set of electrical wheel gates in the world.

Northern Rail currently runs a limited passenger service, although the line is well used by freight trains transporting coal to Drax Power Station.

For hundreds of years, life in Hensall was closely associated with the land and its related industries. At the end of the 19th Century, the population of 300 folk included farmers, blacksmiths and wheelwrights. Millers and maltsters lived alongside bricklayers, shoemakers, dressmakers and grocers. Teachers worked in the school. A vicar and Methodist minister looked after the spiritual needs of the community. Three inns provided refreshment at the end of the day and a village police officer kept the peace.

It was a way of life that continued into the 20th Century, evidenced by around 10 family farms that were operating at the beginning of the 1970s, with most of the farm houses located in the Main Street/ Finkle Street/ Field Lane area of the village.

Many of the farms, commercial buildings and workers' houses have now gone and have been replaced by cul-de-sac housing developments. A standardisation and uniformity gives a suburban character with little of the Hensall character

	<p>visible in the layouts and designs of houses. Fortunately these are often hidden behind other houses so Main Street does retain some original feel. What services and facilities remain are spread throughout the village so there is no longer an obvious "village centre", apart, perhaps, from the busy Village Stores and Post Office area in Finkle Street.</p> <p>Although Hensall is not one of the chocolate-box villages, there is a style and character that separates it from other surrounding villages that should be retained in any new development.</p> <p>The village can be grouped into three broad character areas:</p> <ol style="list-style-type: none"> <li>1. Old Village - Main Street and Finkle Street area which is the original part of the village with many of the older properties. Farms, houses and commercial properties built in the traditional "Selby style".</li> <li>2. The post-war linear ribbon development of Field Lane and Station Road where each house was built one at a time or in a small terrace or group. The main difference between these houses and Main Street are that the designs of the houses are more 'National style', having little regard for the materials or designs of Main Street</li> <li>3. More recent small estate developments – these are larger than the post-war groups of houses above, and deviate from the ribbon layout style, Introduce uniformity and standardisation, as well as different materials.</li> </ol>	
Parish Council / Michael Wright	<p><b>Character area 1: additional text</b></p> <p>The original settlement was made up of farms aside Main Street that runs east to west through the village over a gentle hill in the undulating farmland. <b>A characteristic form of development is a grouping of farm buildings with their side elevations adjoining the road and the farmyards opening directly on to the street. The Hensall Village Plan, adopted by the West Riding County Council in the early 70s describes the Main Street/ Finkle Street cross-roads as 'the village centre'.</b></p> <p>The original ribbon settlement pattern has succumbed to infill cul-de-sac</p>	Useful additional information received with thanks. Agree to amend

	development with the gradual loss of working farms, although some traditional character still remains. <b>This can be seen in the original farmhouses, set either at 90 degrees to the road or facing the street, a few metres from the footpath.</b> <b>The decline of local employment opportunities coupled with new housing within the village</b> has ensured that Hensall has become a commuter village.	
Parish Council / Michael Wright	<b>On both Main Street and Finkle Street</b> , houses open directly on to the narrow footpath	Agree – make change
Parish Council / Michael Wright	Hensall House is formerly <b>Ivy House</b> .	Useful additional information Agree make changes
Parish Council / Michael Wright	Character area 2: petrol station no longer there.  To the left of the first floor is found a pointed tripartite window; in the centre is a 6-pane sash with a pointed arch set in high gable; <b>and Lord Downe’s initial is set into the header of the cast iron drain pipes.</b>	Agree – make change  Useful additional information
Parish Council / Michael Wright	Dene Close (Character Area 3). No detached houses. Also minor typographical improvements:  <b>Semidetached</b> double fronted houses populate this estate. <b>They</b> are built in a dark red brick with red pan tile roof <b>and have</b> a gabled roof design with the eaves facing the front and no punctures for roof windows.	Agree – make change  Useful additional information
Parish Council / Michael Wright	1 Becks Drain should read Beck Drain (no ‘s’)	Agree – make change
Parish Council / Michael Wright	2 Remove the words ‘Lady Dawnay’. So this would segment would read ‘...who commissioned the build to impress his future wife, lived in nearby Cowick Hall ...’ (It’s not actually incorrect but could be confusing and would take more text to explain properly [especially for someone pedantic about history] which isn’t necessary here	Agree – make change

**North Duffield: Schedule of responses**

<b>Your Name and Contact Details</b>	<b>Your comments (where relevant: including how we can solve your concerns</b>	<b>SDC response</b>
<p>Mrs. Janet R.Clark</p>	<p>On reading the above document I am very disappointed that the last sentence on the page Character Area 1 in the paragraph headed Layout states 'The village is unusual in the District as it does not have a church, instead worshippers make their way to nearby Skipwith or Bubwith'</p> <p>The Methodist Church stands at the junction of main street and the A163 and is even seen in the third picture on that particular page. The original Primitive Church was built in 1821 and although now demolished is marked by a stone. The Wesleyan Church, built 1834, is now used as a meeting room and is attached to the present Methodist church which was built in 1876 and which holds services weekly.</p> <p>At the end of the last sentence in the second paragraph headed Layout the statement says '.....development of a small school.' I am not aware what constitutes a 'small school' but with presently well over 100 pupils wonder if this is correct.</p> <p>The information regarding the church and school in the document is very misleading and does not portray the facilities available within the village correctly.</p>	<p>The text considers the appearance of the village and refers to a "typical" Church of England facility with a tower or spire that would normally be found in a village. It was not intended to cover all religious orders, nor was it intended to offend.</p> <p>The VDS may be usefully amended to be clear as to the context of the above, and also to include information about the Methodist church</p> <p>Agree make changes</p> <p>The "smallness" of the school is subjective, and in terms of the VDS design guidance, largely irrelevant. However in the interests of completeness, remove the word "small".</p> <p>Agree make changes</p>
<p>Ed Ryder</p>	<p>I agree that the core theme of detached houses and brick construction remains prevalent. This is one of the things that originally attracted us to the village 5 years ago. The development away from the 3 main streets is rather uniform and</p>	<p>Support welcome.</p>



	<p>much less characterful than on the 3 main roads. I would agree that future development should revert back to more traditional character traits of individual style buildings so as to avoid the look of a developers estate. I note that the VDS says 'of crucial importance is that.....no two houses are the same'. I think that is absolutley correct.</p> <p>North Duffield retains a country character at heart at this should be preserved where at all possible. New development should include green spaces and maintain the open feel referred to in the statement.</p> <p>If one looks at recent developments in the village the new houses at Champions Gate where the buildings are individual and set in their own good sized plots, have sold much better, even taking account of the road noise, than those crammed into small plots on the A163 junction.</p> <p>More generally there is a broad mixture of property available in the village which would suit buyers at all levels. There seems no need for example, for special attention to be given to affordable housing.</p> <p>Consideration also needs to be given to the local economy. There are no employers in the village, so any new residents will have to commute to work. I think many people feel that the skipwith road is already a very busy road for a B road and further traffic would make the roads less safe and make the village noisier and less child friendly, as many cars use the road to cut through to the A19 at Escrick.</p> <p>Even taking into account the current property downturn, houses do not sell quickly in the Village. This would indicate that there is no desire from the market to see any further development in the village in the immediate future as supply already more than meets demand.</p>	<p>Support welcome.</p> <p>Comments are not issues covered by the VDS.</p>
Mr Carter.	"no unfavourable comments"	Support welcome
Mrs Wilkinson	Would like to see a group of smaller properties built on a site, preferably	Comments are not issues covered by the VDS.

	bungalows. These could be for sale or rent, to enable older people who wish to move to a smaller	
Mrs Clayton:	Property with a small garden, to sell or move from the larger house to suitable accommodation for older people. Preferably not close to young families, so not part of a 'mixed' development. They said that this had been discussed at the local Womens Institute and many ladies were in agreement. It was suggested that a site mentioned in the Site Allocations study, next to Kapuni, the bungalow at the Selby road end of Green Lane, which would be an infill site, would be good, especially as there are bungalows at either side of the field in question. (How can we persuade a builder to do this?). Do not want any more 3 storey houses in the village.	Comments are not issues covered by the VDS.  This matter is covered in the VDS as it establishes character of the village.
Jennifer Hubbard	What is the purpose of the Location Map? It tells us nothing about those characteristics of the village which are material to the VDS – how the Village “fits” in its countryside setting etc.	The location map sets out the location of the village to assist in locating it. It is not intended to explain the landscape setting or the character of the village.
Jennifer Hubbard	The section “Purpose of a Village Design Statement” is unclear. It appears to be a mix of general comments and comments specific to North Duffield.	The <i>purpose the VDS</i> text will be partially generic as it will apply to all VDS documents. However in places there will need to be specific reference to North Duffield which is the subject of the document.
Jennifer Hubbard	Paragraph 1.0 is tautologous. Under “VDS Objectives” and “Purpose of a Village Design Statement” references appear to the <i>unique</i> qualities, character and position of the Village. What does this mean? All villages are “unique” in that no two villages are identical. The document should identify what characteristics differentiate North Duffield from other villages.	Although paragraph 1.0 itself does not set out any unique characteristics of the village, the remaining sections that set out the unique characteristics of the village do indeed set out the unique characteristics of the village.
Jennifer Hubbard	Paragraph 1.1 is particularly unhelpful in that it refers to <i>local distinctiveness</i> , without explanation.	Disagree the last part of this paragraph 1.1 explains that local distinctiveness is local character
Jennifer Hubbard	North Duffield could have been described as a farming community until the middle of the 20 <sup>th</sup> Century but it is now a commuter settlement. No working farms remain within the village.	Agree make change

Jennifer Hubbard	<p>References to the <i>traditional linear settlement</i> are unhelpful. Going back in time, all villages were linear in that there was no need for development to occur other than directly fronting roads and tracks. Many villages in Selby remain predominantly linear (Cliffe, Thorganby etc.) but this description does not fit North Duffield today. This is clearly demonstrated by the plan indicating character areas by blue and green shading and also by the description of the Village in the Landscape Appraisal forming one of the background papers to the LDF which describes North Duffield as <i>a village compact in form</i>.</p> <p>It is agreed, however, that the Village Green and roads radiating from it are locally distinctive.</p>	This is the character of North Duffield – a traditional linear settlement where three roads meet and houses have stretched along these routes. This has subsequently been “infilled” and “rounded off” by modern development. The VDS attempts to explain this character.
Jennifer Hubbard	Apart from mining settlements, all rural settlements started life as farming communities. North Duffield is not distinctive in this respect.	The text is emphasising that this is a community of farming origin as opposed to a mining settlement.
Jennifer Hubbard	It is reasonable to include the first three paragraphs in this section as background material but they tell us nothing about how new development should be accommodated. The remainder of this section would be more helpful if, in describing features within the village, there is some explanation attached of how these features should inform new development.	The VDS sets out the existing settlement – providing a context to inform developers. It is not prescriptive, nor should it be. A reasonable developer will use the information to inform his/her development proposals and demonstrate how the existing character has been used to create something new.
Jennifer Hubbard	Instances of poor/bad development would also be helpful as examples of things to avoid.	Approached tactfully, this could be a useful addition to the VDS, though no such examples are presented.
Jennifer Hubbard	The timescales for the changes identified should be explained. There has been no “growth in ribbons” along the three main roads for the last 40 years. The first estate development (Garth Avenue) between Main Street and Back Lane was built in the 1960s and the significant estate developments west of Main Street, including the new school, began in the early 1970s.	Agreed – timescales could usefully be included.
Jennifer Hubbard	Character area 1: What does the sentence “North Duffield is made up of several infill plots and recent development” mean?	Agreed – this paragraph is out of place and confusing. Instead, a more fitting introduction to the character area should be inserted

		explaining the 3 lanes and the basis of this character area.
Jennifer Hubbard	There is very little material in this section which actually describes the characteristics – as opposed to the history – of the areas. Buildings are generally (but not always) 2-storey in a range of types with detached, semi-detached and terraces occurring randomly, but generally with hedges forming the boundaries with the highway. There is also variety in building sizes, building lines, the orientation of buildings and plot widths, reflecting the development of these areas over time	The VDS sets out the existing settlement – providing a context to inform developers.
Jennifer Hubbard	Apart from a sentence in “Introduction and History” there is no reference to the landscape setting of the village: the open views to the east to the (important and distinctive) Lower Derwent Valley, lack of fixed boundary vegetation and woodland to the north and north east, strong physical boundaries to the west and the character of the rear boundaries of residential curtilages with the adjacent countryside. Because most modern development is contained by roads, there are only a few examples of new interfaces with the countryside, but these are generally harsh and un-landscaped e.g. to the east of Back lane where rear garden fences and garden paraphernalia appears clearly in views travelling west along the A163 road. Planning permission was refused for these properties to extend their curtilages to provide orchards and amenity planting. New development on the periphery of the village should include suitable edge treatment with the countryside. This may mean larger than average plots on the outer edge of the development to accommodate peripheral planting without compromising useable garden space. If the Parish Council envisages that these characteristics should be reflected in new development, they need to be spelled out	Agree This landscape description could usefully be incorporated into the VDS.
Jennifer Hubbard	New ribbon development extending along the three roads would be likely to be strenuously resisted by the Local Planning Authority. A repeated reference to linear development and infill plots is likely to give a misleading impression to members of the public reading the document.	Agree that linear development along the 3 roads is likely to be resisted, but the character of linear development as opposed to cul-de-sacs is appropriate. However this would be subject to site characteristics.
Jennifer Hubbard	The document should – but does not – encourage innovative design, which	The VDS sets out the existing settlement –

	national policy recognises is an element of sustainability. In fact, the Locally-drafted Section of the VDS appears to positively oppose this.	providing a context to inform developers. It is not prescriptive, nor should it be. A reasonable developer will use the information to inform hi/her development proposals and demonstrate how the existing character has been used to create something new. In no way does it restrict innovative design.
Jennifer Hubbard	There is no planning justification for requiring dwellings to be of similar proportions to their neighbours. If design and materials are sympathetic to the location, single, two and three storey development can coexist happily.	Agreed – re design and materials, but “design” incorporates proportions. Single and multiple storey dwellings can co-exist happily, but there remains a local character of dwellings being broadly similar in proportions.
Jennifer Hubbard	<p>The two most damaging developments that have occurred in recent years along the three roads are:</p> <p>1) The development of 8 houses at The Paddocks on land previously comprising 2 large houses set in mature landscaped grounds, with a pond. Issues of impact on village form and character did not prevent the redevelopment of this area. All the trees within the site and some on the periphery were lost. The houses are built too close to the remaining boundary trees and, within the last week, significant tree works have been carried out to some of these trees which are prominent features travelling through the village – as was predicted at the application stage.</p> <p>There is only one similar plot remaining in the village (immediately to the north of the Village Hall). Consideration might be given to the need to protect this plot from similar unsympathetic development.</p> <p>2) The use of front gardens for vehicle parking has occurred in many places leading to greenery being replaced by a variety of often unpleasant hard surfaces. Planning permission may now be required for such operations, depending on the area of hard surfacing proposed, and this should be pointed</p>	<p>1) The principle of development is not considered in the VDS.</p> <p>Established vegetation and trees form part of the character of the village and should be considered at the application stage – as set out in the VDS.</p> <p>The use of the VDS on future planning applications may assist in protecting the plot from similar unsympathetic development.</p> <p>2) It is unnecessary to list the things that are Permitted Development or those that require permission. There is no identified local character for hard standing, and no suggestion is put forward.</p> <p>A link to Planning Portal would be a useful addition.</p>

	out in the DVS.	Agree make change to all VDS
Jennifer Hubbard	<p>The document should also identify a preference for new front boundaries to be formed by hedges and for existing hedges to be retained rather than being replaced by walls or fences. A good example of boundary fencing to be avoided can be found at the junction of Main Street with the A163 road where the boundaries to both roads, in a highly prominent position, have been formed by a 2 metre high close-boarded fence – for which planning permission was granted!</p> <p>Some of these matters are considered briefly in Appendix B but this is general advice not targeted to North Duffield. The points should be made in the main body of the document.</p>	Agree - Although the VDS considers established vegetation and boundary treatment, it could usefully be bolstered in the main text.
Jennifer Hubbard	The proposals that new estate development should replicate the character of older development along the three main roads is unrealistic. Rather, within any new estate development, there should be a requirement for a hierarchy of streets which, together with the scale and character of the development fronting the streets, clearly differentiates the main or “through” or linking streets from lower order pedestrian-dominated streets. The “main” streets could reflect (not copy) some of the characteristics of the three older village streets.	The core character of North Duffield is the linear “ribbon” growth of the 3 roads. It is down to a competent designer to incorporate this in to development proposals. The VDS does not prescribe how this should be done, but merely sets the context of the village as a starting point.
Jennifer Hubbard	Pedestrian and cycle linkages should be established between the existing settlement and any new development. Several such “snickets” exist throughout the village - from Main Street leading to Back Lane to the south of the Village Hall; from Main Street adjacent to the public house car park, leading to the village school and from Green Lane leading into the Broadmanor housing development. These are important as well as distinctive local features. No mention is made of them in the VDS.	Agree -Mention of the existing “snickets” can be usefully included in the text of the document.
Jennifer Hubbard	The photographs of standardised repetitive housing accompanying the text on Character Area 2 clearly demonstrate the need for variety in building types, heights etc. (see above comment that adjacent properties should [not] be of similar proportions).	Those properties are of similar proportions, but also of very limited variety. It is the combination of these attributes that render them out of character with the remainder of the village, not just the proportions.
Jennifer Hubbard	The document lacks advice on the treatment of the interface between the built-	It is not clear what issue is being raised.

	up areas of the settlement (existing and proposed – see email).	However the document clearly states that where development is to occur on the “border” between two or more character areas, that consideration is given to both/all those area characters. It would not be possible to list every connotation of this as there are numerous potential “borders”, and numerous potential development proposals.
Mr & Mrs Gray	Page 2: para 1.0 spelling of FROM is incorrect	Agree Typographical error
Mr & Mrs Gray	Page 2: para 1.1 Agree. We need to see more typical Yorkshire buildings, as seen in many villages eg brickwork on gable ends patterned – not necessarily intricate but distinctive. No fascia boards or barge boards. Gutters held directly on to the brickwork. Instead of “one size fits all” as in larger housing estates, which could be the same all over the country, it would be good to see more individual designs, with houses much more in keeping with traditional houses. Not all houses of similar design, but all fitting in with each other, with a mixture of 2,3 or 4 bedroom houses, ALL with a reasonable sized garden, and with more than a yard between them, all with chimneys.	Support welcome
Mr & Mrs Gray	Page 2: para 1.2 Agree. It is important that alterations and extensions to existing house fit in	Support welcome
Mr & Mrs Gray	Page 2 para 1.3 Agree – as in para 1.1 comment above.	Support welcome
Mr & Mrs Gray	1.4 – agree. The Council needs to ensure that developers know what we are looking for, and not just put in any bplans they may have used elsewhere and may not be what we would like to see in the village.	Support welcome
Mr & Mrs Gray	1.5 - yes	Support welcome
Mr & Mrs Gray	Page 4. para 2. ...The junction marked BY... ...has been realigned to the SOUTH of the village...	Typographical errors
Mr & Mrs Gray	Page 4 Last but one para: Highlights and landmarks COLON the old school COLON Post Office COLON the village green COLON the kings Arms	
Mr & Mrs Gray	Page 6 in LAYOUT. Last sentence. It does not have an ANGLICAN church; there is a Methodist chapel.	Agree The text considers the appearance of the village and refers to a “typical” Church of England facility with a tower or spire that would

		<p>normally be found in a village. It was not intended to cover all religious orders, nor was it intended to offend.</p> <p>The VDS may be usefully amended to be clear as to the context of the above, and also to include information about the Methodist church</p>
Mr & Mrs Gray	Gradual infilling paragraph: is the school really small?	<p>The “smallness” of the school is subjective, and in terms of the VDS design guidance, largely irrelevant. However in the interests of completeness, remove the word “small”. Agree make change</p>
Mr & Mrs Gray	Page 7 Building materials. ...separating the house FROM the road...	Agree Typographical error
Mr & Mrs Gray	<p>Building details of crucial importance... this is not the situation at present. Our own property built years before neighbouring properties is a bungalow and is surrounded by a variety, including huge 5 bed houses, 3 bed semis, ¾ bed detached and some bungalows. We are completely dwarfed and it’s not good planning. Does this statement mean that this is what we would like to see? Perhaps insert “in future”... each house shares...)</p> <p>Last para- nota all properties have chimneys.</p>	<p>The VDS describes the character of the village as it currently is – which includes a great variety of dwelling types and styles juxtaposed. It is not for the VDS to say what must or must not be built in the future – only to guide as to what would “fit in”.</p> <p>The character statement is a general description. There will always be differences, exceptions and variations. Although some have no chimneys, the vast majority do and this is a strong element of the local character.</p>
Mr & Mrs Gray	Page 8: yes agree strongly with this. Although the houses on most estates are quite innocuous, they don’t have a lot of character. Everyone agrees that Maple Drive, the Barratt development off Green Lane, is a monstrosity, and does not fit in at all with the village properties. We definitely do not want more of this.	Support welcome
Mr & Mrs Gray	Page 10 last sentence: “...the advice of each...” – whose advice? Or is advice	



	not the right word?	
Maureen Fernyhough	<p>It has long been my opinion that the developers are not interested in design and being respectful to the village, their only interest is how much money they can make with little or no thought of how their buildings affect the village or people. I am amazed SDC allow these developers to submit their plans stating the style and number of dwellings to be built but once they receive PP they simply change the plans to suit themselves with no thought whatsoever for local people or their way of life. I do not know how the planning dept works but I am sure they never visit the site where building is taking place or consider the owners of existing properties, they simply judge how it works out on paper. I have written to them every time a new development has been advertised and I know of several people who have done the same but it is all a waste of time and they simple ignore our worries and pamper to the developers – I wonder why!!!</p>	<p>Although this comment is not relevant to the VDS, a response is considered necessary. Developments must be built in accordance with approved plans. If they are not then enforcement action may be taken, however the Council must be informed of the breach before it may act.</p> <p>Development Management Officers always visit sites when an application is submitted.</p> <p>Consultation responses are never ignored. The issues raised are considered and appropriate action is taken if appropriate. The Officer's report will show how objections are considered.</p>
Maureen Fernyhough	<p>The three plots in particular are the one on the corner opposite the pond, the one on the green where one bungalow was pulled down and three or four detached houses were crammed into the same space with no consideration for the look or for the existing residents and how their outlook would be affected. As for the development at the end of the green Lane just around the corner from the A163 these are the totally wrong dwellings. 3 storeys look so out of place and parking on the road at this point is positively dangerous. There has long been a problem with water and sewage flow especially from the time the Broad Manor development and at the time of the development on the corner opposite the pond this happened again when one house owner and his family were offered accommodation in an hotel until the problem was solved. So when I read on the VDS 1.4 that "Where design is not respectful to the village the VDS can be used as evidence to justify the refusal of planning permission" I laughed out loud and I doubt it very much.</p>	<p>These issues are material planning considerations, but are not covered by the VDS.</p>
Maureen	As I read the VDS I agree with quite a lot of it but really I do think we have to be	Support welcome.

Fernyhough	wary of these developers and look in to their methods and reasons for building before N Duffield is spoiled forever and the generations who have lived here and cared for it are pushed into the background.	
Mr Chris Vertigans	Para 1.0: should be "FROM"	Agree Typographical error
Mr Chris Vertigans	Para 1.1: add in "social ideology" and "external pressure from interested parties"	Unnecessary as it is a general explanation of how house building has evolved, not an exhaustive list of the reasons for it. Suggested additions do not strengthen the VDS.
Mr Chris Vertigans	1.3: Where in the VDS does it mention design standards or qualities for doors and windows and not to mention glazing.	This is a generic introduction to all VDS documents. As such it is intended to explain that the VDS may be applied to major or minor development. It is not specific to this VDS.
Mr Chris Vertigans	Para 1.3: suggest adding "building juxtapositions"	Agree – a useful addition
Mr Chris Vertigans	Para 1.3 "Size" – does this refer to plot size or house size or both?	It refers to all proportions – plot, building, and details on each building.
Mr Chris Vertigans	Para 1.3 "Should not copy old buildings" – what exactly should not be copied?	The VDS seeks to encourage an understanding of local character, but does not seek to make new development a slavish copy of historic designs.
Mr Chris Vertigans	Para 1.4: "where design is not respectful to the village, the VDS can be used as evidence to justify the refusal of planning permission" I support this in principle, however if the document is to be used as the basis to refuse PP the SDC better make sure that it has it absolutely watertight and offers or suggests what exactly constitutes good and bad design without any ambiguity. For this reason I believe that this consultation draft needs further work and development to enhance the design content and include "village specific" reference, elements and narrative text.	Support welcome. No suggestion for additional text included, so no additions may be made.
Mr Chris Vertigans	Para 1.5: "Early discussion" refer to the option for pre-application meeting and benefits of this.	The text already refers to early discussion with the LPA. Pre-application meeting is not the only option.

Mr Chris Vertigans	Summary: N Duffield WAS a farming community	Agree – make change
Mr Chris Vertigans	Summary mentions brick construction – should also include roof materials, doors and windows, scale and proportion etc.	All elements are important, but this is a simple introduction summary. The list of features is explored on the pages that follow for a fuller summary of the village character.
Mr Chris Vertigans	Intro/history: Junction marked BY	Typographical error.
Mr Chris Vertigans	Intro/history: road realigned SOUTH of the village	Typographical error.
Mr Chris Vertigans	Intro/history: “landscape is very flat”. Very important local specific statement which needs to be read in context with the generalised comments further in the document	agree
Mr Chris Vertigans	Intro/history: Para 5 – ambiguous - rewrite	Agree – explain what “grown a lot” means
Mr Chris Vertigans	Intro/history: Para 6 – something not quite right here with these 2 sentences.	Agree – more detail/context/explanation required
Mr Chris Vertigans	Intro/history: Para 7: this is true about no obvious original settlement, but the document states elsewhere about the 3 main roads so it doesn’t tie up	Agree – amend to make this clearer regarding the 3 main routes growing.
Mr Chris Vertigans	Intro/history: Character areas bullets: should read “is blurred” not “blurs”	Agree – make change
Mr Chris Vertigans	<p>2 charcater areas is incorrect as the “green” one includes at least 2 recent large residential developments plus one smaller one.</p> <p>The suggestion is that the green area contains everything that is “correct and proper” with the village and the opposite for the blue shaded areas</p>	<p>The chronology of the development is irrelevant – it is broad character that is important and the developments broadly follow the “traditional” style so they may be in the green area.</p> <p>The VDS sets out the existing character and it infers that the green is the more local style. However, the VDS is not judging what is right or wrong, only setting out what the local character actually is.</p>

		<p>Notwithstanding the above, the areas are only indicative – as previously stated there is no “on and off” with character. The blue areas show those developments that are significantly different from the core North Duffield character – there will always be blurred lines as some elements are harmonious while some are blatantly different. The boundaries therefore are reasonable.</p> <p>Given North Duffield’s development over time, it is not so simple to be specific about every detail.</p>
Mr Chris Vertigans	Character area 1: layout. Para 1. No church issue. This doesn’t set a good example about being sensitive to the village and may upset the people who use the Chapel on the A163.	<p>The text considers the appearance of the village and refers to a “typical” Church of England facility with a tower or spire that would normally be found in a village. It was not intended to cover all religious orders, nor was it intended to offend.</p> <p>The VDS may be usefully amended to be clear as to the context of the above, and also to include information about the Methodist church Agree to amend</p>
Mr Chris Vertigans	A photo of housing around the green may be useful	Agreed – insert photo
Mr Chris Vertigans	Building details (Char area 1). Houses set in “lots” of green mature vegetation. Be specific not general.	Difficult as each dwelling has a different range of planting, species, heights, maturity etc. However, the general description may be bolstered setting out maturity, dense tree and hedge/bush cover which provides a green screening to many properties. Boundaries also

		marked by vegetation rather than walls/fences are also common.
Mr Chris Vertigans	Building details (Char area 1). Shouldn't you also mention fenestration and orientation on the façade?	Disagree, as the variety of the houses and buildings in the street renders this impossible. Every style, size and position is represented, and there is no real pattern or layout to acknowledge. In short, there is no discernable character in this regard.
Mr Chris Vertigans	Character area 2: use of the word "estates" is wrong – more appropriate to call them "developments.	Agree –make change
Mr Chris Vertigans	Spelling of "introduced"	Agree Typographical error
Mr Chris Vertigans	Character area 2: increased density observation: Isn't this an SDC policy rather than design issue?	It is merely an observation that the density of housing has increased which has changed the character of the village.
Mr Chris Vertigans	Character area 2: be specific on the character traits, again it will remove ambiguity in the document and provide the reader/user/better quality information	No suggestions for alternative/additional wording are supplied.

### **Monk Fryston – schedule of comments**

<b>Your Name and Contact Details</b>	<b>Your comments (where relevant: including how we can solve your concerns</b>	<b>SDC response</b>
MF Parish Council	Location map: Circle around village needs to be Monk Fryston only and not Hillam	Agree – make change
MF Parish Council	Page numbering in contents page required	Agree – to be implemented upon final version
MF Parish Council	Intro: para 1.0 Our village occupies a unique position in the surrounding countryside. It has evolved over hundreds of years to suit the needs and	Disagree- the intro is generic, not just about one village. The suggested amendment makes

	circumstances of the people who lived here throughout the ages. As a result of this. we are naturally drawn to the elements that make our village different from others. and those things that make it unique.	no discernable difference.
MF Parish Council	There's no mention of green belt or conservation village status	Can be usefully added in to the document.
MF Parish Council	Para 3 of introduction & history: Change last sentence to Monk Fryston is most commonly associated with Monk Fryston Hall Hotel, St Wilfrid's Church and the thatched cottage in the centre of the Village	Agree- add details
MF Parish Council	Para 4 of introduction & history: change 1st sentence to Upon entering the village the character of ....	Agree – for readability
MF Parish Council	Don't think Malven House & Muse Houses are 3 storey - please check	The Listing entry states that they are 3 storey, and the photograph shows 3 storey buildings.
MF Parish Council	Relate map to photos and text	Partially agree – draw in character areas which will then relate better to the text. Agree to make change
MF Parish Council	Can we get a picture without a car in it (character area 1)	No image supplied Will attempt to do this
MF Parish Council	The war Memorial is sited at the church. The public houses are not in this area. There is a small Cemetery which is shared by Hillam and Burton Salmon parishes	Agree – make amendments to text
MF Parish Council	Main St development A paragraph: variation in proportions .... (missing 'n')	Agree Typographical error
MF Parish Council	Old vicarage lane is not close to the village of Hillam  Mill close is near to Hillam	Agree make change

**Ricall– schedule of comments**

<b>Your Name and Contact Details</b>	<b>Your comments (where relevant: including how we can solve your concerns</b>	<b>SDC response</b>

Riccall Parish Council	<p>There are glaring grammar and spelling mistakes - eg - what are 'Other Characterises' - front page!!</p> <p>Words like THESES and PAINS (instead of Panes) abound.</p> <p>Under the Regen Centre article - sentence ends 'visitor provides' - provides WHAT?</p>	<p>Typographical errors</p> <p>Regen Centre text is contained in a text box that has cut off the remaining text – amend.</p>
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**Ulleskelf: Schedule of responses**

Your Name and Contact Details	Your comments (where relevant: including how we can solve your concerns	SDC response
Anne Temple	<p>The main street area is indeed has a very varied range of houses. There are several that stand out as too tall and totally out of keeping they are Septima House and Rose Lodge on Ings Road and Fieldside on Church Fenton Lane. Generally any development should be of similar design to existing houses.</p> <p>Any development should be restricted to areas within the existing village area where possible i.e. land near the station and near Barleyhorn Road. Exceptions to these would be the old green houses that need developing. No houses should be built on open fields.</p> <p>Other things that need to be provided are footpaths and lighting to the ex RAF camp and a footpath to Kirby Wharfe.</p> <p>Schooling and bus and train services should also be taken into account for future developments.</p>	<p>Overall support welcome. There will always be “exceptions to the rule” but the chapter describes overall character.</p> <p>Insertion of photographs and caption of Septima House and Fieldside may highlight where the character has not been followed. Agree to make change</p> <p>Remaining comments are not issues covered by the VDS.</p>

No name or address	Developments next to existing houses should be the same. Bungalows near bungalows. No 3 storey houses.	Overall support for the VDS welcome.
No name or address	Septima House, Ings Road. Please nothing like this again – looks awful.	Insertion of photographs and caption of Septima House may highlight where the character has not been followed.
B Goodman	<p>More houses would cause a bigger layout than we already have in Ulleskelf. The road through is already too heavily served as a bye road to Selby.</p> <p>Insufficient schooling. Insufficient shops. Insufficient medical facilities. No footpaths to .....and Kirby Wharf</p> <p>Already the village has doubled in size over the last 15 years.</p> <p>One bungalow = 2 four bedroom houses - Proof</p>	Comments are not issues covered by the VDS.
No name or address	West Garth Bungalows = Low density housing with gardens	General support welcome
No name or address	Church Fenton Lane; Can we have an example of what we do not want – No 3 storey near bungalows.	The VDS sets out the existing character and explains what will fit in, not what won't fit in. Where there are examples of development not in keeping then these may be highlighted, but to discuss all potential forms of inappropriate development is not required.
Paner	<p>Ryedale/Wheatdale Road : Ensure that any development contains two storey properties only to keep in line with current properties.</p> <p>Character is in line with area being built both in local style of building and number of properties, in other words kept to a minimum.</p> <p>Village prides itself on being just that a village peaceful, quiet and tranquil.</p>	General support welcome
Martin Doolan,	MOD housing at RAF Church Fenton: Now that Fenton fields has been	Comments are not issues covered by the VDS.



	recognised as part of Ulleskelf can the Council please supply a cycle path/footpath between the two so that the two parts can join together in all aspects of day to day life.	
No name or address	Do not want estates. Would like any additional houses to be in keeping with those around.	General support welcome
No name or address	For a better village, land by train station would be better used or parking and a better train service. Youngsters and older ones are isolated unless they drive especially Sunday.	Comments are not issues covered by the VDS.
No name or address	Would public transport get any better? Please consider this.	Comments are not issues covered by the VDS.
No name or address	Can you consider the building of a school if the village must grow any more!	Comments are not issues covered by the VDS.
No name or address	No tall houses. Brick built	General support welcome
No name or address	Houses off main roads rather than estates. Maintain the character of varying buildings without large changes in size and with design similarities.	General support welcome
No name or address	All builders have their own style. It is very important that the right builder builds the houses. Will the job go to tender?	Comments are not issues covered by the VDS.
No name or address	Do not want to see anything resembling an estate, where would the children go. Schools cannot cope locally.	Comments are not issues covered by the VDS.
No name or address	Please do not cram in 15+ houses on the planned plot next to the railway. Use the land to improve parking for the train station and vastly improve the train service.	Comments are not issues covered by the VDS.
Ulleskelf Parish Council	<b>Introduction &amp; History</b> - 5 <sup>th</sup> paragraph – correct spelling Grimston Estate. 8 <sup>th</sup> paragraph – should read listed buildings not cottages and read Manor Farm not Manor Farm Cottages.	Agree make changes
Ulleskelf Parish Council	<b>Village Layout</b> – Number of farms remaining operating is only two; third sentence add “a” to make “The village is <u>a</u> low density, linear village with narrow and twisty roads.”	Agree make changes
Ulleskelf Parish Council	Character Area – 2 Purple – Hallgarth Close – The size of the area shaded purple on the map is larger than the land in Hallgarth Close.	This is just the name of the Character Area, not necessarily a description of all the elements within it.

Ulleskelf Parish Council	Character Area – 3 Yellow – The area highlighted in yellow covers West End Approach and West Garth and includes bungalows but also detached houses	This is just the name of the Character Area, not necessarily a description of all the elements within it.
Ulleskelf Parish Council	Character Area – 4 Blue – Don't understand the word trade. Is it a typo, should it be traffic?	Agree make changes
Ulleskelf Parish Council	Character Area – 5 Red – Ryedale houses are Housing Association/Affordable Homes.	Noted
Ulleskelf Parish Council	Character Area – 6 Pink – Spelling of <u>Barley</u> Horn Road; Only has semi detached houses, some of which are still “Council houses”.	Agree make change
Ulleskelf Parish Council	Character Area 7 – Former MOD housing at RAF Church Fenton – Think it needs a map.	Agree make change
Ulleskelf Parish Council	Character Area 1 - Main Street – 1 <sup>st</sup> paragraph - There is actually only one working farm on Main Street, Intake Farm; 4 <sup>th</sup> paragraph – Typo space in the word moving.	Agree make change
Ulleskelf Parish Council	Character Area 2 – Hallgarth Close – the end of the 1 <sup>st</sup> paragraph should read Main Street and Ings Road; 3 <sup>rd</sup> paragraph – Last word – Not sure whether it should be elaborate???	Agree make changes  Elaborate is correct, but usefully add “ <i>relative to the simpler styles found in Main Street</i> ”
Ulleskelf Parish Council	Character Area 4 – Church Fenton Lane – The 1st paragraph should read church Fenton Lane is well known for its garage and small shop etc. The garage no longer sells petrol; 2 <sup>nd</sup> paragraph, 2 <sup>nd</sup> sentence should read - “Each house is different, but reflects the taste of the period; 3 <sup>rd</sup> paragraph – typo on bungalows.	Agree make change
Ulleskelf Parish Council	Character Area 5 – Ryedale Road/Wheatdale Road – Does it need a mention that the Ryedale houses are Housing Association Affordable Houses?	Such an amendment would not add greatly to the VDS
Ulleskelf Parish Council	Character Area 6 – Barley Horn Road – Does it need a mention that some of the semis are still Council houses?	Such an amendment would not add greatly to the VDS
Ulleskelf Parish Council	Character Area 7 – RAF Church Fenton – Does it need a mention about the Management Company operation of the estates?	Such an amendment would not add greatly to the VDS
Ulleskelf Parish Council	Diagram of the Hierarchy of Plans – Does it need mentioning that the Regional Spatial Strategy (RSS) is now defunct?	Agree make change – update the hierarchy
Ulleskelf Parish Council	B6 – There are some examples of this in the village already – Septima House and Rose Lodge in Ings Road and Fieldside House on Church Fenton Lane.	Noted

**Womersley: Schedule of responses**

Your Name and Contact Details	Your comments (where relevant: including how we can solve your concerns	SDC response
Julie Evison	<p><u>Interesting Structures:</u></p> <p>1 -The remains of the mediaeval magnesian limestone village cross – the location could be marked on the map – could you comment within the VDS that if this is not restored, it will be lost forever?</p> <p>2 - The village pump and trough – again should be marked on the map. Again, they are interesting historical structures and should be protected/restored and could the VDS advise this aim?</p> <p>3 - The pigeoncote at home farm - could this be mentioned in the same way as above? Perhaps a photo of this should be included as I bet most villagers are not aware of its historical reference and listing 41/5/25</p> <p>4 - The old wheel wash on the Womersley Beck – could this be mentioned in the same way?</p> <p>5 - Ice House in the Ice House Park – this is a listed monument and has reference no MON30131. I do not have access to a picture of this, but its historical importance is of no doubt. Could this be acknowledged within the VDS and how should we go about ensuring its survival when it is not on land that is owned by the parish etc?</p> <p>As Womersley has no village green / centre etc to the village, surely it makes</p>	<p>Highlighting the important structures is welcome, and marking them on the map is acceptable.</p> <p>Safeguarding the structures is not the role of the VDS, however highlighting their importance may assist in an improved understanding and appreciation of them.</p> <p>The lack of a village green is an important aspect of the village character.</p> <p>Inclusion of the Conservation Area map is desirable.</p> <p>Agree</p>

	<p>mentioning these structures really important to give the village its identity and character? I hope you can agree.</p> <p>Also would it be possible to mention that the village does lack a central / amenity space (other than the large open sports field or the tiny bit of grass in front of the village hall car parking area which really do not count!). These sort of areas normally provide more of a meeting place for villagers and can create an amenity space for watching the world go by and perhaps watching wildlife etc I hope you understand what I mean by this and assume you will get the idea do you agree that it should be mentioned as this is unusual?</p> <p>Also, should a map of the conservation area be included within the VDS?</p>	
Julie Evison	<p><b>Intro &amp; history</b></p> <ol style="list-style-type: none"> <li>1. You comment that Womersley Park is a sturdy almost white building material used extensively etc – this sentence does not appear to make any sense? Pls re-write</li> <li>2. Suggest replace the 3<sup>rd</sup> picture – as ivy is now cut back from wall on the right - <i>see image no 5118 on disc</i></li> <li>3. Womersley's character – you say there is a relative lack of street lighting – but the parish council have thousands of pounds to spend on street lighting – so the streets will be lighter v soon on a night – pls refer to PC?</li> </ol>	<ol style="list-style-type: none"> <li>1) agree - amend</li> <li>2) agree – make change</li> <li>3) agree - make change</li> </ol>
Julie Evison	<p><b>Layout</b></p> <ol style="list-style-type: none"> <li>1. One at a tome?? What does this mean?</li> <li>2. You comment that on the plan it appears that some building particularly in main st, follow a building line. The road on park lane was rerouted by Lord Hawke to divert traffic away from the Park, so make his estate more private. The sharp bend is where the road would have travelled straight on. I would remark that the theory about the original road is more correct.</li> <li>3. Agree – brick should be avoided!</li> </ol>	<ol style="list-style-type: none"> <li>1) Agree typographical error</li> <li>2) Agree add additional information to text</li> <li>3) support welcome</li> </ol>
Julie Evison	<p><i>Walls for buildings</i> – should be magnesian limestone rubble or lime render in colour to match surrounding properties.</p>	<p>Support for the VDS building principles welcome. Some of these comments will</p>

	<p><i>Windows</i> – should be small, with multiple panes of glass, wooden in construction and painted a light colour – not necessarily white – no more plastic! Ideally Georgian sash is preferable – but again anything used should be similar in design and construction to the windows in the adjoining properties/curtilage etc</p> <p><i>Headers and cills</i> – suggest stone surrounds are more suitable</p> <p><i>Doors</i> – ideally a stone step, should be timber plank and battened – painted to owners choice</p> <p><i>Roofs</i> – the eaves should face the front and be pantile with stone slates to eaves. NO FLAT ROOFS SHOULD BE ALLOWED TO BE BUILT AS IN image attached.</p> <p><i>Roof Tiles</i> – red/orange clay pan tile or slate as appropriate to tie in with adjoining properties.</p> <p><i>Boundary Walls</i> – pls see image of a wall within the grounds of Womersley Park – one you will see is an existing and the other is a new stepped wall that was built to separate Womersley Park – from the new housing development at Womersley Park gardens! As you can see this is a terrible wall and should never have been allowed to happen. It does not mirror the wall at the opposite side of the garden and does not even match the height of the listed wall it meets that runs parallel with Park Lane!</p> <p><i>Size of buildings</i> – the size of buildings built in plots should not be overly dominant. Pls see Orchard House image as an example. Also this is an example of incorrect materials used in the construction.</p> <p><i>Driveways</i> – drives should be laid with either limestone chippings as at Womersley Park or the Church or tarmac. Chippings obviously help water dissipate. Low Farm has recently installed a paved parking / driveway which is out of character with the village as a material and in colour – see image</p>	<p>require minor amendments to the text to bolster the descriptions. However some are aspirational and may not necessarily describe the character as it exists.</p> <p>Support for wall, window, header &amp; cill, doors, roof descriptions welcome.</p> <p>It is beyond the role of the VDS to prevent flat roofs, but it may encourage appropriate shapes.</p> <p>Example of the new wall at Womersley Park, Orchard House and Low Farm are noted.</p> <p>Driveway construction is aspirational.</p>
Julie Evison	<p>In order to keep continuity around the village, I think the only way forward is to bear the above in mind and try to ensure that designs keep to various parameters, depending on the location in the village itself. For example if there are a lot of magnesian limestone properties, rectangular in length – then anything new must be very similar in design. If there is a lot of lime render, then this must be mirrored.</p>	<p>This is the driving force behind the VDS. It is intended to guide and advise as to the existing <i>context</i> of the village to that a designer may understand local character. He may then use this information to design a modern building that is respectful, without slavishly copying</p>

	<p>Windows, Roof Tiles, boundaries etc should all be dealt with in the same manner.</p> <p>This is a charming village, with some very well maintained properties and other properties including farm houses which could do with some serious investment as they seem to be falling down. This is a shame and should not be allowed to happen. The boundary walls are an unusual feature which must be safeguarded for future generations and coping stones must not be allowed to be stolen.</p> <p>The village has a distinct shortage of smaller start up homes, say 1, 2 or 3 bedroom sized for young and local people to get established in the housing market, such as those situated on Cow Lane. Potential development sites need to be found within the village to accommodate such a requirement.</p>	<p>historic designs. Clearly it is a balance, but the VDS sets the scene.</p> <p>Noted</p> <p>Repairs and investment in existing buildings is beyond the remit of the VDS, as is security of building materials.</p> <p>No change necessary</p> <p>House types and availability of building plots is beyond the remit of the VDS. The VDS does not affect the principle of development, only the aesthetic qualities of development that is already acceptable in principle.</p>
Julie Evison	<p><b>Later additions:</b></p> <p>The VDS should include a picture of either a property from Womersley Park Gardens or Orchard House in this section, as they are the largest later additions and should be reflected in this document. All are out of context in terms of design and size with the rest of the village.</p>	<p>Agreed. Add information, photo and appropriate caption.</p>
Julie Evison	<p><b>Buildings of interest</b></p> <p>1. Womersley park complex? Prefer if complex removed as sounds like a school? Do you want a picture of the front elevation? <i>See image called Womersley Park on disc. The Hall itself dates from the 17C, with the south east wing constructed towards the end of the 18C and the building is a Georgian Grade 11* building.</i></p> <p>2. The main entrance to Womersley Park is on Churchfield road <i>see image 5095</i>– which leads via Carriageway Drive to the Hall itself/</p> <p>3. Walls – think this should have a separate title as they are so special and significant? Most of the walls in the village were built in the late C18 using magnesian limestone rubble and pinkish brown brick with ashlar dressings. <b>IF ANY FURTHER WALLS ARE TO BE BUILT IN THE VILLAGE THEY SHOULD</b></p>	<p>1) amend as suggested</p> <p>2) amend as suggested</p> <p>3) insert new title and emphasis the importance of the walls. Add detail as suggested.</p> <p>4) amend as suggested.</p> <p>5) Insert description of boundary treatment</p> <p>6) Support welcome</p>

<p><b>FOLLOW THE SAME LOOK AND PRINCIPLE. Also, one of the more unusual and special aspects of the walls is the coping stones. There have been instances of these being stolen and not replaced – which is extremely unfortunate and will have a detrimental effect on the character of the village longer term as the walls will then degrade – see <i>images on disc</i></b></p> <p>4. From Park Lane, there are two additional gateways leading into the estate, not just one.</p> <p>5. Boundaryies of property – many properties have natural boundary treatments – as the building adjoins the footpath with eaves to the road. Where the boundary is a garden wall etc, and there is a verge before the highway, <b>THESE SHOULD ALL REMAIN THE SAME AND BE MAINTAINED AS GRASS AND USED TO PLANT BUSHES AND SHRUBS ETC – SEE IMAGES ENCLOSED</b></p> <p>6. Roof – consistency should be created about future roofs used on buildings – and pan tile roofs with stone slates to eaves is preferable</p> <p>7. Flat roofs – not to be used ie at Garden Cottage</p> <p>8. St Martins Church – this features an iron fence facing the footpath. It also has a beautiful working clock which I believe should be mentioned.</p> <p>9. Other structures – the VDS should include pictures of all these structures so villagers can see what they look like – these should all be restored if required – we have not seen the magnesian village cross on bank wood road, where is that? I have attached an image of pigeoncote. <b>ALSO YOU DO NOT MENTION THE ANCIENT MONUMENT OF THE ICE HOUSE IN THE ICE HOUSE PARK – Ref MON30131 – have you got a picture of this? This is an ancient monument is unusual and needs to be retained for guture generations. Also there is the old wheel wash at the Womersley Beck – have included an image for you – this should be featured too I believe. Do you agree?</b></p>	<p>7) VDS sets out the roof character but cannot dictate no flat roof</p> <p>8) Useful additional information</p> <p>9) Other structures agreed to insert</p> <p>10) Can insert listing number if known</p> <p>11) Map and text re: conservation area can be usefully added</p> <p>12) No need to reference TPOs in the village.</p> <p>13) Useful additional information</p> <p>14) Amend as appropriate</p> <p>15) Highlight this issue re: need for appropriate design even in the lowliest of structures. Emphasise that a pumping station will never be built to dwelling house standards, but there can be more done to link infrastructure equipment with local character.</p> <p>16) Include this building</p> <p>17) Include this building</p>
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	<p>10. Listed structures in the village – should you include the references of all listings such as went farm is 41/5/20 and the pigeoncote is 41/5/25?</p> <p>11 Conservation areas – should all these be included on the village map with references?</p> <p>12 TPO's - should these all be included in a map with references?</p> <p>13. Pontefract gate lodge – this was originally another entrance into Womersley Park – it isn't any longer but is one of the more unusual structures in the village.</p> <p>14 – You have shown a picture of Top House Farm – next to the wording for Low Farmhouse – this needs amending as such</p> <p>15. Yorkshire water station – the design of this is very poor and does not take into account the character of the village which it should have replicated. Without screening, it affects the character that you have of the village when entering from Bank Wood Road.</p> <p>16. The Old Vicarage is not mentioned – should it be as it is an historial building? Also a new vicarage has been built adjoining onto the wall of Park Lane, behind the vicarage. This has not been built with roofing or materials which are sympathetic to its surroundings or area.</p> <p>17. The Manor House is not mentioned – this is also a listed property?</p>	<p>Agree to make changes</p>
	<p>I have taken the time to enclose a CD with various images for your attention. The descriptions are below and relate to the comments made above to give you further clarification. These can be used for inclusion with the VDS as you see think appropriate:</p> <p>5008 – verge planted up outside Top House Farm</p>	<p>Photographs received with thanks</p>



5091 – stepped wall constructed inbetween the grounds of Womersley Park and the new houses constructed in Womersley Park Gardens.

5092 – the wall that was already in situ in the grounds of Womersley Park on the opposite side of the stepped wall – that this wall should have been made to match exactly.

5093 – picture shows roof and size in construction of Orchard House (newly built) – in relation to the plot size and also the surrounding buildings.

5095 – formal entrance onto carriageway drive leading to Womersley Park

5096 – stolen copings from wall replaced with mixture of sand and cement

5097 – agricultural building constructed in position and materials which are unsympathetic to the immediate residential dwellings.

5099 – listed pigeon loft

5100 – Womersley Park Gardens – shows one of the houses on the estate next to the stepped wall which does not match the wall within the grounds of Womersley Park itself.

5102 – Orchard House again on Park Lane - notice dark latticed windows, the colour of the stone used in construction and the size of the building within the plot.

5103 – shows flat roof at Garden Cottage

5104 – shows pantile roof and stone slates in roof construction

5107 – shows the same at the Village Hall

5105 – this shows copings in place on one of the walls

5106 – this shows the old wheel wash at Womersley Beck –w hich could be restored and is an interesting feature of the village

5109 – this shows copings on a wall and some which have been stolen and never replaced. If the water is allowed to penetrate for long, it will eventually degrade over time and break down.

5110 – the Yorkshire Water building at the Bank Wood Road entrance into the village – as you can see there is no screening and it does not follow any of the characteristic of the village in its design

5111 – Pontefract Gate Lodge on Bank Wood Road – a building of interest which used to be one of the entrances to Womersley Park – but is no longer.

	<p>5112 – Cow Lane – picture shows the rendered adjoining cottages, and plastic windows in one of them. It also shows the new build house, which is too large for the plot and dwarfs the cottages either side of it which are rendered</p> <p>5114 – Low Farm – this shows the blue paving stones which have been used which are totally out of character in the village. Also on the same development there are brown and white windows of differing arrangements</p> <p>5117 – picture of wood gates. There are many types of gates in the village but suggest iron or wood is suitable all painted the owners colour choice. Also this image shows Went Farm.</p> <p>5118 – main st, park lane – with ivy cut back form wall tops. Note the copings that have been stolen in the foreground.</p> <p>5119 – verge – shown fully bedded up with planting</p> <p>5120 – another verge – grass with large stones to prevent cars pulling up onto the verge itself</p> <p>5121 – rear of Womersley Park</p> <p>5122 – alternative shot of Church</p> <p>5124 – close up of memorial at the front and the clock</p> <p>Womersley Park – picture of the front elevation of Womersley Park with the Church spire in the background.</p>	
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# Selby District Council

## REPORT

Reference: E/1135

Public – Item 6



**To:** The Executive  
**Date:** 3 November 2011  
**Status:** Key Decision  
**Report Published:** 26 October 2011  
**Author:** Eileen Scothern – Business Manager  
**Executive Member:** Councillor Cliff Lunn  
**Lead Officer:** Karen Iveson, Executive Director

**Title:** Fees and Charges

### Summary:

Following the approval of the Medium Term Financial Strategy (MTFS) at the Executive on 6<sup>th</sup> October attached for your consideration cases where there is a justification to not increasing fees in line with the adopted MTFS.

### Recommendation:

**To agree the exceptions to the Medium Term Financial Strategy (MTFS).**

### Reasons for recommendation

To provide evidence where increasing in line with RPI will not enable the Council to recover the costs of delivering a local service.

## 1. Introduction and background

1.1 The Medium Term Financial Strategy (MTFS) provides the strategic framework for the Council in determining the Fees and Charging policy, the MTFS was agreed at the Executive on 6<sup>th</sup> October 2011, which in terms of income generation stated that

*In determining fees and charges we will also explore opportunities to introduce discretionary charges as a means of either:-*

- i. *optimising income to the Council;*
- ii. *generating additional income to the Council to recover the costs of service delivery;*
- iii. *utilising spare capacity within existing Council services.*

*and*

*Fees and charges will be set to recover the full cost of services unless there is a specific decision to subsidise a service. As a minimum, fees and charges will be increased by RPI as at September each year unless there is a clear business case for a lesser increase.*

## **2. The Report**

- 2.1 The Council generates around £3.3m in income from levying fees and charges for the provision of certain services. Under the Council's new organisational model, fees and charges income from services forms part of Access Selby's resources although responsibility for approving annual increases remains with the Executive. The attached Corporate Charging Policy (see Appendix 1) has been produced to assist Budget Holders to comply with the MTFs.
- 2.2 Appendix 2 identifies proposed changes to fees and charges which are either below the minimum increase (RPI as at September) as outlined in the MTFs; charges introduced for the first time and where the proposed increase is significantly above the RPI.
- 2.3 Officers have identified three tariffs which require an increase above RPI to maintain full cost recovery; they are Water Sampling, Commercial Waste Services and following the relocation to the new building, a new schedule of charges for the Council Chamber/Committee Room and Meeting Rooms (Appendix 3). The Commercial Waste fees are the subject of a separate report in part 2 of the agenda.
- 2.4 Over the next few months further work is being carried out on unit cost information based on the new organisation and producing an activity based costing solution. This project is due to be completed by January 2012 and will be used to price new services and in the budget process for 2013/14.

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

### **3.1 Legal Issues**

None.

### **3.2 Financial Issues**

The impact on increasing the fee schedule to full cost recovery are shown in Appendix 2.

### **4. Conclusion**

4.1 There are only four services that require an exception to the MTFS.

### **5. Background Documents**

5.1 Medium Term Financial Strategy.

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**Appendices:**

Appendix 1 – Corporate Charging Policy

Appendix 2 – Exceptions to the Medium Term Financial Strategy

Appendix 3 – Corporate Room Charges

## Appendix 1

Policy Title	Corporate Charging Policy
Policy Number	002
Date Introduced/Revised	6 October 2011
<b><u>Policy Aim</u></b>	
The Aim of this policy is to provide a corporate framework for setting of fees and charges for services provided by Selby District Council.	
The Policy applies to all fees and charges which the Council has discretion to set, regardless of whether they are approved by Access Selby/Community Selby or Core. Services where charges are decided externally will be set in line with the relevant legislation.	
<b><u>Policy Summary</u></b>	
Charging is an important and appropriate way of financing services and provides an alternative to council tax in paying for the Council's services. The Council needs to make its approach and policy on charges clear to the public. This needs to explain why it is appropriate to introduce charges or increase charges in appropriate circumstances. Charges should be considered where only some members of the public benefit from the service provided. The overall principle for charging should be that the "user pays", and non-users do not support users through council tax.	
The Policy applies to all fees and charges which the Council has discretion to set, regardless of whether they are approved by Access Selby/Community Selby or Core. Services where charges are decided externally will be set in line with the relevant legislation.	
The principles are that:- (a) Charging proposals must be judged in the light of the Council's corporate aims and service objectives and also identify whether charging is an appropriate alternative to council tax in paying for the service in question. (b) They should clearly link to the achievement of service priorities and strategies, (c) They should be subject to consultation with users or beneficiaries of the service where appropriate. (d) Charges can be market-led and should be set according to market demand and taking into account competition from other providers of the service. (e) The extent of any subsidy should be determined and charging levels should take account the users ability to pay.	
<b><u>Process</u></b>	
(i) Reviews of charges should be undertaken as an integral part of the service and financial planning process each year. (ii) Changes to existing charges may be made	

<ul style="list-style-type: none"> <li>• Annually in line with inflation (RPI as at September each year or</li> <li>• To take account of changes in VAT</li> </ul> <p>by the Executive Director with S151 responsibilities in conjunction with the Director concerned.</p> <p>(iii) As a minimum, fees and charges will be increased by RPI unless there is a clear business case for a lesser increase. Increases above the rate of inflation, or proposals for new charges, would require a report to Executive.</p> <p>(iv) Appropriate consultation with service users and stakeholders will be undertaken in respect of any proposed significant changes to current charges or in relation to the introduction of significant new charges.</p> <p>(v) All charges need to be consistent with the Council's corporate and service aims, strategies and service priorities.</p> <p>(vi) Variations to charges will generally apply from 1 April.</p>
<p>There are five categories of fees and charges. Commercial; Full Cost recovery; Subsidised; Free and Statutory Charges.</p>
<p>Commercial – where there is a market rate and Full Cost Recovery would have an adverse effect on the commercial market.</p> <p>Full Cost Recovery – Charges are based on average cost of delivering a service. In instances where we provide services to other local authorities (and/or partners etc) our charges will be set to recover marginal costs and contribute to organisational overheads – the level of contribution (in part or full recovery) will be determined on a case by case basis.</p> <p>Subsidised – Where the Council chooses to make a contribution to the costs</p> <p>Free – Where the Council chooses to make the service available at no charge to meet a Council Strategic Objective.</p> <p>Statutory – Charges which are determined in line with legal requirements.</p>
<p>In determining whether to provide a discretion charge or a free service the following principles will be considered by Directors and Councillors.</p> <ul style="list-style-type: none"> <li>• Why are we providing this service?</li> <li>• Who benefits from the service – individuals or the community?</li> <li>• Do we subsidise this service from council tax?</li> <li>• What are we achieving by subsidising it?</li> <li>• How much do residents and businesses value the service?</li> <li>• How willing and able are they to pay for it?</li> <li>• What effect does charging have on the supply and demand for a service?</li> <li>• How can charging affect behaviour and assist service objectives?</li> </ul>
<p>The Schedule of Charges will be reviewed on an annual basis (unless variations have been agreed by Executive or Council) and published on the Council's web site.</p>
<p>Where ever possible fees and charges will be collected in advance or at the</p>

point of service delivery.	
<b>Implementation</b>	
Who is responsible	Budget Holders
Monitoring	Budget Holders through Performance and Budget Monitoring
Consultation	
Internal - Business Managers and Directors to be consulted on a draft version of the strategy.	
External - No consultation is required on this policy; however elements of the Fees and Charges Schedule may involve public consultation.	
Approved	6 October 2011
Review frequency/date	5 years/October 2016
Interdependencies with other Policies	Medium Term Financial Strategy



Appendix 2. Exceptions to the Medium Term Financial Strategy.

Budget Heading	Reason for recommendation	Current Charge	Proposed Charge	% increase/decrease
Water Sampling Fees	New legislation requires a review of the structure. Charges have been reviewed following the re-organisation, time recording and introducing full cost recovery. However changes in regulations will result in fewer samples and reduce the income stream.	£50	£77.50	55% increase
Committee Room Bookings	The previous room charges are not directly comparable due to different sizes and facilities provided.		See Schedule of charges	Based on benchmarking with other facilities in the District.
Committee Room Bookings - Partners	The previous room charges are not directly comparable due to different sizes and facilities provided.		See Schedule of charges	Working with partners is a corporate objective and therefore a discounted rate is recommended.
Committee Room Bookings - PCT	The previous room charges are not directly comparable due to different sizes and facilities provided.		See Schedule of charges	As part of the joint agreement discounted rates have been agreed with PCT.

Impact of changes

Activity	2011/12	2012/13 (5%)	2012/13 (Full Cost Recovery)	Difference between Full Cost Recovery and MTFS
Water Sampling Fees – minus lab fees	£5,710	£2,500	£3,810	£1,310
Civic Centre Room Hire	£13,500	£14,200	£15,000	£800

Appendix 3 Room Charges

	<b>PCT</b>	<b>Stakeholders</b>	<b>Commercial Bookings</b>
<b>Civic Chamber (125 m<sup>2</sup>)</b>	£16 per hour £63 per half day £126 per full day £78 per evening	£25 per hour £100 per half day £200 per full day £125 per evening	£150 per half day £300 per full day £200 per evening
<b>Committee Room (55 m<sup>2</sup>)</b>	£7 per hour £28 per half day £55 per full day £35 per evening	£15 per hour £60 per half day £120 per full day £75 per evening	£75 per half day £150 per full day £100 per evening
<b>Committee Room 1 (20 m<sup>2</sup>)</b>	£3 per hour £10 per half day £20 per full day £13 per evening	£5 per hour £20 per half day £40 per full day £30 per evening	£25 per half day £50 per full day £30 per evening
<b>Committee Room 2 (available until 5.00 pm) (40 m<sup>2</sup>)</b>	£5 per hour £20 per half day £40 per full day £25 per evening	£10 per hour £40 per half day £80 per full day £60 per evening	£50 per half day £100 per full day £75 per evening
<b>Committee Room 3 (20 m<sup>2</sup>)</b>	£3 per hour £10 per half day £20 per full day £13 per evening	£5 per hour £20 per half day £40 per full day £30 per evening	£25 per half day £50 per full day £30 per evening
<b>Committee Room 4 (20 m<sup>2</sup>)</b>	£3 per hour £10 per half day £20 per full day £13 per evening	£5 per hour £20 per half day £40 per full day £30 per evening	£25 per half day £50 per full day £30 per evening
<b>Committee Room 5 (available until 5.00 pm) (32 m<sup>2</sup>)</b>	£4 per hour £16 per half day £132 per full day £20 per evening	£10 per hour £40 per half day £80 per full day £40 per evening	£50 per half day £100 per full day £60 per evening
<b>Civic Chamber and Committee Room (opened up) (180 m<sup>2</sup>)</b>	£181 per full day	£320 per full day	£450 per full day

# Selby District Council

## REPORT

Reference: E/11/36

Public - Item 7



**To:** The Executive  
**Date:** 3 November 2011  
**Status:** Key Decision  
**Report Published:** 30 September 2011  
**Author:** Kevin Ross – Senior Finance Officer  
**Executive Member:** Cllr C Lunn  
**Lead Officer:** Executive Director (and S151)

**Title:** 2<sup>nd</sup> Interim Financial Results and Budget Exceptions Report

### Summary:

This report is to update the Executive with details of major variations between budgeted and actual expenditure and income for the 2011/12 financial year to 30 September 2011.

### Recommendations:

- i. **Councillors endorse the actions of officers and note the contents of the report.**
- ii. **That the budgets be adjusted to reflect the savings expected to be achieved this year as per Appendix C, and that the Councils Medium Term Financial Plan be amended to take account of projected savings in 2012/13 and 2013/14 where these are not currently allowed for in the budget.**

### Reasons for recommendation

**To ensure that budget exceptions are brought to the attention of the Executive with explanations from officers; in order to approve remedial action as necessary.**

## 1. Introduction and background

- 1.1 This is the 1<sup>st</sup> 2011/12 budget exception report and provides details of the Core, Access Selby and Community Selby General Fund (GF), and Housing Revenue Account (HRA) expenditure and income variations for the financial year 2011/12 and where appropriate remedial action.

## 2. The Report

### Budget Exceptions

#### Revenue

- 2.1 Appendix A presents a summary of the financial position of the Council based upon income and expenditure to September 2011, identifies variances between budgets and actuals for the 1<sup>st</sup> half year, and forecasts variances for the full year to 31 March 2012.
- 2.2 The full year forecast for the General Fund currently shows an estimated saving of £69k:

General Fund	Budget £000's	Forecast Full Year variance £000's
Core	3,555	0
Access Selby	6,365	(69)
Communities Selby	270	0
	10,190	(69)

The HRA full year forecast saving is £84k:

HRA	Budget £000's	Forecast Full Year variance £000's
Core	2,459	0
Access Selby	(2,459)	(84)
Communities Selby	0	0
	0	(84)

- 2.3 In accordance with the 'shadow budget' approved by Council on 1 March 2011, for this first year of operation any Access Selby 'profits' will be retained in an earmarked 'SDV' reserve.
- 2.4 There are a number of cost and income pressures which officers are managing within budget (such as the impact of inflation on the street scene and leisure contracts, rising energy prices and reduced income). These pressures are currently being mitigated by salary savings from frozen and vacant posts – further details are set out in Appendix B.

- 2.5 Continuing uncertainty within the economy and future cuts to public sector funding mean that robust budget management is essential to ensure services are delivered within the budgets set.
- 2.6 Contingency budgets are also available to fund one-off issues, should the need arise.

### Capital

- 2.7 Currently there are no capital budget exceptions for the 2011/12 financial year. However there is a potential for an issue with damp proof works if the current trend continues for the rest of the year. Officers are currently quantifying the situation and a verbal update will be given at the meeting.

### Savings

- 2.8 Appendix C presents an update on progress against the Council's savings action plan for the General Fund and HRA.
- 2.9 Overall progress on savings is positive for 2011/12, with General Fund savings of £1.541m and HRA savings of £192k, either achieved or on track to be achieved by the end of the year.
- 2.10 Looking ahead to 2012/13 and beyond there is still a gap of around £809k between the savings target on the General Fund (including an additional £500k added from an update of the MTFS) and £62k on the Housing Revenue Account. Proposals for additional savings will be brought forward as part of the forthcoming budget cycle.

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

### **3.1 Legal Issues**

There are no legal issues as a result of this report.

### **3.2 Financial Issues**

The financial issues are highlighted in the body of the report.

## **4. Conclusion**

- 4.1 Overall the first half year financial results are encouraging although there are a number of external factors which are impacting upon income and expenditure. Officers are monitoring and managing their budgets closely and currently have plans in place to deal with and react to the impact of the external factors placed upon them.

## **5. Background Documents**

Accountancy budget management files

**Contact Details**

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**Appendices:**

Appendix A – General Fund and Housing Revenue Account Revenue financial summary.

Appendix B – General Fund and Housing Revenue Account Revenue and Capital budget exceptions.

Appendix C – General Fund and Housing Revenue Account Savings.

## Core Management Accounts 2011-2012

## Quarter 2 Results

## General Fund

	Original Budget	Revised Budget	Year to Date		Annual Total	Variances		Comment
	Budget	Budget	Actual	Budget	Forecast	Year to Date	Full Year	
	£k	£k	£k	£k	£k	£k	£k	
<b>Income</b>								
Internal Recharges	-64	-64	-32	-32	-64			
Sundry Income	-15	-15	-7	-7	-14			1
<b>Total Income</b>	<b>-79</b>	<b>-79</b>	<b>-39</b>	<b>-39</b>	<b>-78</b>			<b>1</b>
PAYMENTS TO ACCESS SELBY AND COMMUNITY SELBY	6,636	6,636	3,318	3,318	6,636			
Contract Adjustments	-98	-98	-49	-49	-98			
Superannuation Backfunding Adj	51	51	26	26	51			
<b>Expenditure</b>								
Staff Costs	836	910	447	475	910	-28		Democratic Services vacancies & Frozen Posts
Members Allowances	228	228	117	114	228	3		
Members Seminars & Training	10	17		12	17	-12		Training not yet committed.
Premises Running Costs	2	2	8	1	2	7		
Consultants Fees		13		6	13	-6		
Legal Fees	8	8	8	4	8	4		
Transport Costs	21	21	8	11	18	-3		-4
ICT	17	13	6	9	17	-3		5
Audit Partnership	106	106	38	38	106			
External Audit Fees	112	112	45	44	112	1		
Drainage Board Levy	1,482	1,442	720	721	1,442			
Election Costs	112	112	10	12	112	-2		
Other Sundry Costs	77	110	41	50	108	-8		-2
<b>Total Expenditure Cfwd</b>	<b>9,602</b>	<b>9,683</b>	<b>4,743</b>	<b>4,791</b>	<b>9,682</b>	<b>-47</b>		<b>-1</b>

## General Fund

	Original Budget	Revised Budget	Year to Date		Annual Total	Variances		Comment
	Budget	Budget	Actual	Budget	Forecast	Year to Date	Full Year	
	£k	£k	£k	£k	£k	£k	£k	
<b>Total Expenditure Bfwd</b>	<b>9,602</b>	<b>9,683</b>	<b>4,743</b>	<b>4,791</b>	<b>9,682</b>	<b>-47</b>	<b>-1</b>	
Capital Charges	762	762	381	381	762			
FRS17 adjustments	-71	-71	-35	-35	-71			
Savings	-77							
Investment Income	-215	-215	-107	-107	-215			
External Interest Payable	770	770	385	385	770			
Capital Projects	273	273	137	137	273			
Capital Account Adjustment	-649	-649	-325	-325	-649			
Contingencies	275	272	136	136	272			
Contribution To Reserves	866	866	433	433	866			
Contribution From Reserves	-1,267	-1,422	-711	-711	-1,422			
Grant NDR / RSG	-5,252	-5,252	-2,626	-2,626	-5,252			
Ctax Freeze Grant	-119	-119	-60	-60	-119			
Ctax Levied	-4,763	-4,763	-2,381	-2,381	-4,763			
Collection Fund Surplus Share	-57	-57	-28	-28	-57			
<b>Net Total</b>	<b>-</b>	<b>-</b>	<b>-98</b>	<b>-51</b>	<b>-</b>	<b>-47</b>	<b>-</b>	

Forecast Surplus / Deficit For 2011/12

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**Access Selby Management Accounts 2011-2012**  
**Profit and Loss Account Quarter 2 Results**  
**General Fund**

	Original Budget	Revised Budget	Year to Date		Annual Total	Variances		Comment
	Budget	Budget	Actual	Budget	Forecast	Year to Date	Full Year	
	£k	£k	£k	£k	£k	£k	£k	
INCOME FROM THE CORE	-6,365	-6,365	-3,183	-3,183	-6,365			
Contract Adjustments	393	393	197	197	393			Changes to original cost envelope budget following further analysis of allocation of responsibilities
Additional Contributions from Core		-2	-1	-1	-2			Corporate Plan work.
Carry Forward Budgets		-609	-304	-304	-609			
<b>INCOME</b>								
Government Grants	-21,987	-21,987	-10,701	-10,748	-21,832	47	155	Reduction in Housing and Council Tax benefit grant income offset by reduction in Housing & Council Tax benefit Payments
Industrial Units	-184	-184	-186	-140	-190	-46	-7	
Court Fees/Cost/Summons Income	-150	-150			-150			
Internal Recharges	-402	-402	-15	-25	-402	10		
Licences	-123	-123	-53	-62	-123	9		
Property Management Rent	-61	-61	-9	-30	-39	21	22	Shortfall in mast income
Water Sampling Fees	-12	-12					12	New regulations and fees have delayed implementation
Land Charges	-128	-128	-59	-64	-128	5		
Recycling	-771	-771	-398	-386	-771	-13		
Refuse Collection General	-25	-25	-5	-13	-25	8		
Clinical Waste	-10	-10		-5	-10	5		
Commercial Waste	-581	-581	-486	-547	-535	61	46	Loss of income due to loss of customers, as a result of business closing and competition.
Planning Fees	-595	-582	-277	-297	-582	20		A strong second quarter suggests the income is achievable.
Car Parks	-298	-318	-153	-149	-338	-4	-20	Fee increase.
Legal Services	-17	-17	-6	-8	-15	2	2	
Local Air Pollution	-18	-18	-20	-18	-20	-2	-2	
Sundry Income	-98	-98	-26	-49	-89	23	8	
<b>TOTAL INCOME C'fwd</b>	<b>-31,430</b>	<b>-32,048</b>	<b>-15,684</b>	<b>-15,831</b>	<b>-31,832</b>	<b>147</b>	<b>216</b>	

## General Fund

	Original Budget	Revised Budget	Year to Date		Annual Total	Variances		Comment
	Budget £k	Budget £k	Actual £k	Budget £k	Forecast £k	Year to Date £k	Full Year £k	
<b>TOTAL INCOME B'fwd</b>	<b>-31,430</b>	<b>-32,048</b>	<b>-15,684</b>	<b>-15,831</b>	<b>-31,832</b>	<b>147</b>	<b>216</b>	
<b>EXPENDITURE</b>								
Staff Costs	4,940	5,560	2,641	2,742	5,527	-101	-33	Some savings arising from vacant posts being held pending the restructure. In addition there will be some frozen posts remaining vacant for the remainder of the year.
Housing & Ctax Benefit	20,780	20,780	7,961	7,915	20,628	45	-152	Reduction in Housing and Council Tax benefit paymentsoffset by reduction in Housing & Council Tax benefit grant income
Premises Running Costs	539	506	292	335	488	-43	-18	Hurricane Ind Unit NNDR due to occupation of unit. Also forecast saving on Civic Centre electricity
Home Improvement Grants	25	25	20	12	25	8		
Consultants Fees	124	562	29	46	562	-17		
Supporting People	432	432			432			
Legal Fees	15	15	2	8	15	-6		
Transport Costs	105	120	61	57	120	5		
ICT	368	374	204	189	369	15	-5	Project being carried out within Data & Systems to consolidate ICT budgets, it is expected that this will result in a saving.
PFI Scheme	343	343	117	172	352	-54	9	
Homeless Strategy	60	123	60	62	123	-2		
General Insurances	283	285	108	139	285	-32		
Office Running Costs	376	396	124	194	393	-69	-3	
Other Sundry Costs	350	388	77	147	392	-71	4	
Contracts								
Street Scene Contract	3,828	3,669	1,869	1,835	3,602	34	-67	Reduced tonnage being disposed of.
Leisure Trust	298	298	150	149	298	1		
Other Contracts	207	207	122	98	207	23		
Partnership Arrangements	117	117	104	33	137	70	20	Potential increased contribution to building control partnership for forecast losses
<b>TOTAL EXPENDITURE</b>	<b>33,189</b>	<b>34,200</b>	<b>13,940</b>	<b>14,134</b>	<b>33,954</b>	<b>-194</b>	<b>-245</b>	
NET CEC Charge to HRA	-795	-2,191	-1,096	-1,096	-2,191			
Budget Savings Required	-1,034	-31		-16		16	31	Balance of savings remaining to be achieved through contracts procurement
Contingency	70	70					-70	Contingency not required as yet
<b>NET TOTAL</b>			<b>-2,840</b>	<b>-2,808</b>	<b>-69</b>	<b>-32</b>	<b>-69</b>	
<b>Forecast Profit For 2011/12</b>					<b>-69</b>			

**Access Selby Management Accounts 2011-2012**  
**Profit and Loss Account Quarter 2 Results**

**HRA**

	Original Budget	Revised Budget	Year to Date		Annual Total	Variances		Comment
	Budget	Budget	Actual	Budget	Forecast	Year to Date	Full Year	
	£k	£k	£k	£k	£k	£k	£k	
PAYABLE TO THE CORE	2,654	2,459	1,230	1,230	2,459			Original cost envelope Budget payment adjusted for contribution from Core for bids 195k
Contract Adjustments	172	172	86	86	172			
Carry Forward Budgets		-49	-24	-24	-49			
<b>INCOME</b>								
Housing & Garage Rent	-10,500	-10,500	-5,269	-5,250	-10,540	-19	-40	Rent is currently on track based on the rent data available.
Internal Recharges	-432	-432			-432			
Other Rent Income	-95	-95	-14	-18	-56	5	39	This is due to 33% occupancy in the hostels, due to proactive prevention work.
Subsidy Receivable	-1,989	-1,989	-1,000	-994	-2,000	-6	-11	Major Repairs Allowance confirmed after budget was set.
Other Income	-80	-80	-49	-34	-72	-15	8	Hostel utility income is down due to occupancy, in addition rechargable works on Corporate Buildings is included and is ahead of profile due to works on the old Civic Centre.
<b>TOTAL INCOME</b>	<b>-10,269</b>	<b>-10,513</b>	<b>-6,331</b>	<b>-6,297</b>	<b>-10,517</b>	<b>-35</b>	<b>-4</b>	
<b>EXPENDITURE</b>								
Staffing Costs	2,027	555	416	523	454	-108	-101	Saving based on current structure and agency commitments
Transport Costs	187	181	62	69	181	-7		
Dwellings Works								
Dwellings Repairs & Maintenance	932	1,125	515	543	1,125	-28		Payments to sub contractors lower than forecast, too early to say if there will be a full year saving
Dwellings Adaptation Works	130	130	65	65	130			
Contract Payments	89	89	44	44	89			
Equipment & Materials	282	282	126	141	279	-15	-3	
Equipment Leases	162	162	64	65	162	-1		
General Insurances	103	101			101			
Other Sundry Costs	340	366	148	148	349		-17	A saving has been forecast on Choice Based Letting due to delays in the scheme.
Subsidy Payable	5,389	5,389	2,686	2,695	5,372	-9	-17	Final subsidy figures were confirmed after budget was set.
<b>TOTAL EXPENDITURE</b>	<b>9,641</b>	<b>8,379</b>	<b>4,126</b>	<b>4,293</b>	<b>8,242</b>	<b>-167</b>	<b>-138</b>	
NET CEC Charge from GF	795	2,191	1,096	1,096	2,191			
Budget Savings Required	-197	-88		-44		44	88	Balance of savings remaining to be achieved.
Contingency	30	30					-30	Contingency not required as yet
<b>NET TOTAL</b>			<b>-1,109</b>	<b>-952</b>	<b>-84</b>	<b>-158</b>	<b>-84</b>	

Forecast Profit for 2011/12

-84

## Communities Selby Management Accounts 2011-2012

## Quarter 2 Results

## General Fund

	Original Budget	Revised Budget	Year to Date		Annual Total	Variances		Comment
	Budget	Budget	Actual	Budget	Forecast	Year to Date	Full Year	
	£k	£k	£k	£k	£k	£k	£k	
INCOME FROM THE CORE	-270	-270	-135	-135	-270			
Contract Adjustments	36	36	18	18	36			
Carry Forward Budgets		-234	-117	-117	-234			
<b>Income</b>								
Community Safety Contributions	-99	-99			-99			
LSP Contributions	-10	-10			-10			
	-343	-577	-234	-234	-577		-	
<b>Expenditure</b>								
Staff Costs	61	131	50	54	131	-3		
CEF Costs	130	250	36	125	250	-89		CEF Costs yet to be committed to projects.
Community Safety	47	146	98	81	146	17		Officer Costs to be reclaimed from City of York Council
Miscellaneous Grants	51	39	39	39	39			
Local Strategic Partnership								
<b>TOTAL</b>	288	566	223	298	566	-76	-	
Savings Target	55	12			12			
<b>Net Total</b>		1	-11	64	1	-76	-	

Forecast Surplus / Deficit For 2011/12

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## BUDGET EXCEPTIONS REPORT

April 2011 - September 2011

Access Selby

General Fund Income

Budget Description	Annual Budget £000's	Forecast Variance £000's	One-Off/ On-going	Comments	Action
Government Grants	(21,987)	155	On-going	Latest forecasts suggest a reduction in Housing and Council Tax Benefit Grant income. This is offset by a corresponding reduction in benefit payments.	Shortfall offset by benefit payments
Property Management	(61)	22	On-going	Income from the telecommunications mast in the old Civic Centre Car Park is not expected to meet savings targets.	Find additional income savings to cover shortfall
Car Parks Pay & Dis.	(288)	(20)	One-Off	This is the anticipated increase in income for the year following the review of fees and charges.	Utilise saving to cover shortfall in budget elsewhere
Water Sampling Fees	(12)	12	One-Off	New regulations and fees delayed the implementation. Sampling activity has been reduced due to the restructure.	Find additional income savings to cover shortfall
Commercial Waste	(552)	46	On-going	Income has been reduced due to terminations and raising of credit notes, and businesses changing their bins to a smaller size. This reduction in income is more than off-set by cost savings highlighted below.	Find additional income savings to cover shortfall
<b>Total Variance - General Fund Income</b>		<b>215</b>			

Access Selby

General Fund Expenditure

Budget Description	Annual Budget £000's	Forecast Variance £000's	One-Off/ On-going	Comments	Action
Staff Costs	5,790	(51)	One-Off	Some of the savings have arisen from vacant posts being held pending the restructure. In addition there will be some frozen posts remaining vacant for the remainder of the year.	Utilise saving to cover overspends.
Staff Costs - Pension Regulation Changes	Included in above	18	On-going	From 1 October 2011, due to pension changes, all staff not in the pension scheme will be entered in to it. It will be the individuals responsibility to opt out. For 2011/12, this could lead to an additional superannuation costs of up to £24k, offset by a national insurance saving of (£6k)	Utilise salary savings to cover worst case shortfall
Government Grants	20,780	(152)	On-going	Benefit payments have reduced as a result, grant income has subsequently reduced.	Saving offset by reduced grant above.
Other Sundry Costs	1,635	10	One-Off	A number of issues make up this variance, the major element being the Legal Library updates.	Utilise saving to cover overspends.
ICT	384	(15)	On-going	This is the anticipated saving from the consolidation of all ICT budgets within Data and Systems.	Utilise saving to cover overspends.
Streetscene Contract	3,614	12	On-going	This is the anticipated shortfall on the Streetscene Contract for 2011/12 as a result of inflation being higher than budgeted	Savings required to cover overspends.
Commercial Waste	206	(67)	On-going	Gate fees per tonne are lower than budgeted along with lower than expected current business disposal levels has generated a saving.	Utilise saving to cover overspends.
Premises Running Costs - Industrial Units	48	(12)	On-going	The main reason for this saving is due to Hurricane Way being fully occupied, the budget was set on half occupancy. When the budget was set it was anticipated that the empty unit would attract business rate charges.	Utilise saving to cover shortfall in budget elsewhere
Partnership Arrangements	117	20	One-Off	This is the potential additional payment due to the North Yorkshire Building Control Partnership based on current partnership forecasts.	Savings required to cover overspend.
<b>Total Variance - General Fund Expenditure</b>		<b>(237)</b>			

Budget Description	Annual Budget £000's	Forecast Variance £000's	One-Off/ On-going	Comments	Action
<b>Total Variance - General Fund Revenue</b>		<b>(22)</b>			

**Access Selby  
Housing Revenue Account Income**

Budget Description	Annual Budget £000's	Forecast Variance £000's	One-Off/ On-going	Comments	Action
Housing & Garage Rents	(10,500)	(40)	On-going	Rent data collected is showing that rent is currently exceeding targets.	<b>Utilise saving to cover other income shortfalls.</b>
Ousegate Hostel	(30)	20	On-going	Ousegate Hostel is running at 33% occupancy due to effective homeless prevention work. This results in a rent loss. A six month trial has commenced with Time Out from 1 September 2011 where 3 units are to be used to develop an integrated homelessness service for young people in Selby.	<b>Monitor usage and identify additional savings within HRA income to cover the shortfall.</b>
Edgerton Lodge	(28)	19	On-going	Edgerton Lodge Hostel is running at 33% occupancy due to effective homeless prevention work. This results in a rent loss. The subject of both hostels is to be looked at and a project group will be set up, with key officers in October 2011 to work up an action plan & timescales and options appraisal in respect of hostels. Options may include agreements with Registered Social Landlords, other public or private sector partners, commercial/social let (assured short hold) or disposal in the context of a business model taking into account projected future demand and obligations.	<b>Monitor usage and identify additional savings within HRA income to cover the shortfall.</b>
Housing Subsidy Receivable	(1,989)	(11)	One-Off	The subsidy budget was based on an estimate, the latest forecast suggests a saving will be made.	<b>Monitor Progress</b>
<b>Total Variance - HRA Income</b>		<b>(12)</b>			

**Access Selby  
Housing Revenue Account Expenditure**

Budget Description	Annual Budget £000's	Forecast Variance £000's	One-Off/ On-going	Comments	Action
HRA Salaries	585	(101)	One-Off	Some of the savings have arisen from vacant posts being held pending the restructure. In addition there will be some frozen posts remaining vacant for the remainder of the year.	<b>Utilise saving to cover overspends.</b>
Other Sundry Costs - Choice Based Letting Scheme	34	(22)	One-Off	The scheme has an annual contract fee of £9k, the remainder is required for set-up, which may be required to be carried forward to 2012/13.	<b>Carry forward the balance</b>
Housing Subsidy Payable	5,389	(17)	One-Off	The subsidy budget was based on an estimate, the latest forecast suggests a saving will be made.	<b>Utilise saving to cover overspends.</b>
<b>Total Variance - HRA Expenditure</b>		<b>(140)</b>			
<b>Total Variance - Housing Revenue Account</b>		<b>(152)</b>			

**GENERAL FUND BASE BUDGET  
SAVINGS/EFFICIENCIES ACTION  
PLAN 2011/12 - 2013/14 (V51)  
Updated September 2011**

**Key:**

Green	Savings likely to be achieved/low risk
Amber	Tentative savings - further work required/medium risk
Red	Savings require a change in Council policy or significant change in service delivery/high risk

Business Manager	Proposed Savings	Status	Latest				Progress
			2011/12 £	2012/13 £	2013/14 £	2014/15 £	
	<b>Inflation factor</b>		-	0.020	0.020	0.020	
<b>Procurement Workstream</b>							
Assets & Contracts	Change provider for telephone calls and rationalisation of telephone accounts	Green	13,750	13,750	13,750	10,800	Completed
Business Development	Partnering Back Office Support	Green	77,500	93,000	93,000	93,000	Completed
Core	Election software	Green	4,700	4,700	4,700	4,700	Completed - Implementation underway
Assets & Contracts	CCTV	Amber	-	42,000	42,000	42,000	An options appraisal has been carried out and presented to Executive on 6 October. Further work is underway but the saving is likely to be delayed to 2012/13.
Assets & Contracts	Recycling	Green	159,000	159,000	159,000	159,000	Proposals to change the way that recycling is handled approved and changes implemented through a variation to the existing contract with Enterprise.
Assets & Contracts	Collaborative corporate contracts through shared procurement service	Red	27,670	12,590	37,590	65,540	A further spend analysis has been carried out and the results will be available at the end of October, this will identify immediate priorities for smarter procurement and rationalisation of spend. The remaining target for 2011/12 is at risk.
	Note: The balance of this target will reduce as individual procurement projects are identified						
Assets & Contracts	Expanded Building Control Partnership	Red	-	5,000	5,000	5,000	Savings in 11/12 unlikely to be achieved due to continued downturn in fee earning work, although progress in being made in taking on a new partner which will have a positive impact on future savings.
Core	Audit Partnership	Green	5,000	10,000	15,000	15,000	Completed for 11/12. Planned reduction in Audit days and exploring options for future service delivery in North Yorkshire to coincide with partnership agreement renewal from April 2012. A merger with Veritau has been agreed by SDC, currently awaiting approval from other partners.
Community Support	Contact Centre Electricity	Green	10,000	10,000	10,000	10,000	Completed
Assets & Contracts	ICT - Server Virtualisation	Green	10,000	10,000	10,000	10,000	Completed
Assets & Contracts	Gas Utilities Contract	Green	3,080	6,160	6,160	6,160	Completed

Business Manager	Proposed Savings	Status	Latest				Progress
			2011/12 £	2012/13 £	2013/14 £	2014/15 £	
Assets & Contracts	Citizen Link Printing	Green	800	800	800	800	Completed
			<b>311,500</b>	<b>367,000</b>	<b>397,000</b>	<b>422,000</b>	
Assets & Contracts	WTT - Review of remaining cash collection	Green	0	4,500	4,500	4,500	Completed
SDV Management Core	WTT - Transformation (SDV)	Green	1,029,850	1,380,890	1,380,890	1,380,890	Completed
Core	WTT - Transformation (Core)	Green	50,000	50,000	50,000	50,000	Completed
<b>Total Transformation</b>			<b>1,079,850</b>	<b>1,435,390</b>	<b>1,435,390</b>	<b>1,435,390</b>	
<b>Asset Management Workstream</b>							
Assets & Contracts	Vacation of Portholme Road Depot	Green	13,497	13,497	13,497	13,497	Completed. In addition, there is a saving to the HRA of £26,833
Assets & Contracts	Running costs of new Civic Centre	Amber	20,000	40,000	40,000	40,000	Staff occupied new building from 1 August, running costs are currently being monitored.
Assets & Contracts	Closure of Tadcaster office	Green	30,000	30,000	30,000	30,000	Completed
Assets & Contracts	Barlby Depot	Red	-	20,000	20,000	20,000	Option appraisals for the long and short term usage are to be carried out. Potential for income generation or a reduction in costs in the short term
<b>Total Asset Management</b>			<b>63,497</b>	<b>103,497</b>	<b>103,497</b>	<b>103,497</b>	
<b>Value for Money Workstream</b>							
Assets & Contracts	Telecommunications Mast	Red	-	13,000	13,000	13,000	Budget bid approved as part of 2011/12 budget round. The Executive have approved the engagement of a partner to deliver the project. A procurement exercise will follow.
Core	Internal Drainage Boards	Green	40,000	40,000	40,000	40,000	Completed
TSO	Community Safety	Green	15,000	15,000	15,000	15,000	Completed
Community Specialist	Decentralisation of Planning Fees	Red	-	250,000	250,000	250,000	Devolved Planning fees – Regulations awaited, although it is now looking likely that this will not go ahead.



Business Manager	Proposed Savings	Status	Latest				Progress
			2011/12 £	2012/13 £	2013/14 £	2014/15 £	
Business Support	Car Park Income	Amber	20,000	60,000	60,000	60,000	Review of fees agreed at Executive early July 2011 & implementation October 2011. Expectation from January 2011 Budget Away day of £50,000 increase against current budget. An increase of 20% for both long and short stay parks has been approved and potentially will be implemented by Nov/Dec 2011 after ticket machines and signage is updated.
<b>Total Value for Money</b>			<b>75,000</b>	<b>378,000</b>	<b>378,000</b>	<b>378,000</b>	
<b>Base Budget Review Workstream</b>							
Core	External Audit Fee	Green	5,000	5,000	5,000	5,000	Completed
Core	Corporate and Democratic Core	Green	7,000	7,000	7,000	7,000	Completed
<b>Total Base Budget Review</b>			<b>12,000</b>	<b>12,000</b>	<b>12,000</b>	<b>12,000</b>	
<b>Discretionary Service Review Workstream</b>							
Business Support	HR - Budget review	Green	5,000	5,000	5,000	5,000	Completed
Community Specialist	New charge for planning advice	Green	15,000	30,000	30,000	30,000	Completed - But currently running behind income expectations du to the economic climate.
Community Support	Reduce opening hours at Access Selby	Green	35,000	35,000	35,000	35,000	Completed - approved at P&R on 1 February to continue with the reduced opening hours
Assets & Contracts	Barlow Nature Reserve	Amber	13,250	53,000	53,000	53,000	An initial review has undertaken and revised service delivery model has been approved - a revised countryside management strategy is due in the Autumn of 2011.
Core	External Grants	Green	12,000	12,000	12,000	12,000	Completed
<b>Total Discretionary Service Review</b>			<b>80,250</b>	<b>135,000</b>	<b>135,000</b>	<b>190,600</b>	
<b>Inflation adjustment</b>			<b>-</b>	<b>48,618</b>	<b>99,420</b>	<b>155,559</b>	
<b>Total General Fund Savings</b>			<b>1,622,097</b>	<b>2,479,505</b>	<b>2,560,307</b>	<b>2,697,046</b>	
<b>Target (Per 2011/12 - 2013/14 MTFP)</b>			<b>1,592,000</b>	<b>2,594,000</b>	<b>3,006,000</b>	<b>3,006,000</b>	
<b>New savings per MTFS</b>				<b>264,000</b>	<b>264,000</b>	<b>500,000</b>	
<b>New Target</b>			<b>1,592,000</b>	<b>2,858,000</b>	<b>3,270,000</b>	<b>3,506,000</b>	
<b>Headroom/Deficit (+/-)</b>			<b>** 30,097</b>	<b>- 378,495</b>	<b>- 709,693</b>	<b>- 808,954</b>	
<b>Green Savings</b>			1,541,177	1,974,003	2,018,685	2,085,642	

Business Manager	Proposed Savings	Status	Latest				Progress
			2011/12 £	2012/13 £	2013/14 £	2014/15 £	
	Amber Savings		53,250	198,900	202,878	206,936	
	Red Savings**		27,670	306,602	338,744	404,469	
	Still to identify**		-	378,495	709,693	808,954	
	<b>Total</b>		<b>1,622,097</b>	<b>2,858,000</b>	<b>3,270,000</b>	<b>3,506,000</b>	
<b>Summary by Workstream</b>							
	Procurement		311,500	374,340	413,039	447,830	
	Transformation		1,079,850	1,464,098	1,493,380	1,523,247	
	Asset Management		63,497	105,567	107,678	109,832	
	Value for Money		75,000	385,560	393,271	401,137	
	Base Budget Review		12,000	12,240	12,485	12,734	
	Discretionary Service Review		80,250	137,700	140,454	202,266	
	<b>Total</b>		<b>1,622,097</b>	<b>2,479,505</b>	<b>2,560,307</b>	<b>2,697,046</b>	

**HOUSING REVENUE ACCOUNT BASE BUDGET SAVINGS 2011/12 - 2013/14**

Key:

Green	Savings likely to be achieved/low risk
Amber	Tentative savings - further work required/medium risk
Red	Savings require a change in Council policy or significant change in service delivery/high risk

	Status	Latest 2011/12 £	2012/13 £	2013/14 £	Progress
<b>Inflation factor</b>		0.020	0.020	0.020	
<b>Proposed Savings</b>					
Review of Property Services unfilled posts	Green	50,000	50,000	50,000	Completed
Gas Servicing Contract	Green	20,000	20,000	20,000	Reduced servicing costs from replacement boilers.
Grassed Areas & Open Spaces base budget review	Green	29,000	29,000	29,000	Completed
Various Suppliers	Green	22,000	22,000	22,000	Completed - Improvement in supplier terms and conditions.
WTT - Savings	Green	44,040	129,591	129,591	Completed
2011/12 Pay Award	Green	27,000	27,000	27,000	Completed
2012/13 Pay Award	Green	0	20,000	20,000	Completed

<b>Total Housing Revenue Account Savings</b>	<b>192,040</b>	<b>297,591</b>	<b>297,591</b>
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<b>Target Savings</b>	<b>281,000</b>	<b>360,000</b>	<b>360,000</b>
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<b>Headroom/Deficit (+/-)</b>	<b>-88,960</b>	<b>-62,409</b>	<b>-62,409</b>
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Green Savings	192,040	297,591	297,591
Amber Savings			
Red Savings			
Still to identify**	88,960	62,409	62,409
<b>Total</b>	<b>281,000</b>	<b>360,000</b>	<b>360,000</b>

# Selby District Council

## REPORT

Reference: E/11/37

Public - Item 8



**To:** The Executive  
**Date:** 3 November 2011  
**Status:** Non Key Decision  
**Report Published:** 26 October 2011  
**Author:** Nicola Chick Lead Officer - Finance  
**Executive Member:** Councillor C Lunn  
**Lead Officer:** Executive Director (s151)

**Title:** Treasury Management – Monitoring Report to 30<sup>th</sup> September 2011

### Summary:

This report reviews the Council's borrowing and investment activity (Treasury Management) for the first six months of 2011/12 and presents performance against the Prudential Indicators.

Investments – interest rates have continued at their low level and forecasts for a rise have been put back to late 2011 or even 2012. The Council has a budget of £247k and we are forecasting an outturn of £260k.

Borrowing – the Council has long term borrowing of £10.109m at 30 September 2011.

Prudential Indicators – the Council's affordable limits for borrowing were not breached during this period.

### Recommendations:

- i. **Councillors endorse the actions of officers on the Council's treasury activities for the period ending 30<sup>th</sup> September 2011 and approve the report**

### Reasons for recommendation

To comply with the Treasury Management Code of Practice, the

Executive is required to receive and review regular Treasury Management monitoring reports.

## **1. Introduction and background**

- 1.1 This is the second monitoring report for treasury management in 2011/12 and covers the period 1 April to 30 September 2011. During this period the Council complied with its legislative and regulatory requirements.
- 1.2 Treasury Management in Local Government is governed by the CIPFA “Code of Practice on Treasury Management in the Public Services” and in this context is the management of the Council’s cash flows, its banking and its capital market transactions, the effective control of the risks associated with those activities and the pursuit of optimum performance consistent with those risks. This Council has adopted the Code and complies with its requirements.
- 1.3 The Council's Treasury Strategy, including the Annual Investment Strategy was approved by Policy & Resources Committee on 24 March 2011 and this incorporated the Prudential Indicators which had been approved by Council at its meeting on 1 March 2011.
- 1.4 The two key budgets related to the Council’s Treasury Management activities are the amount of interest earned on investments £247k (£215k General Fund, £32k Housing Revenue Account) and the amount of interest paid on borrowing £770k.

## **2. The Report**

### **Interest Rates and Market Conditions**

- 2.1 The Bank of England is continuing to maintain interest rates at 0.5% (the bank rate). Due to the economic situation forecasters are not expecting a rise until at least the third quarter of 2012 (this time next year).
- 2.2 Consumer Price Inflation (CPI) started the financial year in April at 4.5%, it dropped back marginally to 4.2% in June and has risen again back to 4.5% in August. Forecasters are predicting the CPI to continue rising to 5%, but are then expecting that it will drop back fairly quickly next year. The Retail Price Index (RPI) was at 5.2% in April and as with the CPI dropped back marginally in June to 5.0%, it has however risen back to 5.2% in August.
- 2.4 The conditions with the economy and the decisions by the Bank of England not to increase the bank rate are making forecasting difficult for when interest rates will start to rise.
- 2.5 Table 1 shows that since the start of the year there has been little

change in investment interest rates. The six month and over rates have increased slightly reflecting the market sentiment that rates need to rise and the need to attract deposits. At the moment this will have minimal effect on the interest receipts that the Council obtains from its cash balances. However should these low rates continue then returns will be affected. The Council budgeted for an average rate of 1.25% on investments in 2011/12, and the forecast is that this is likely to be 1.15% despite longer term rates rising slightly. However the volume of funds available for investment is currently forecast to remain above the estimate of £20m at £22m which will enable the amount of interest budgeted for to be achieved.

Table 1: Average Interest Rates 1 April 2011 to 30 September 2011

	April 2011	June 2011	July 2011	August 2011	Sept 2011
Base Rate (Bank Rate)	0.50	0.50	0.50	0.50	0.50
Over Night	0.50	0.50	0.45	0.50	0.50
7 Days	0.45	0.45	0.45	0.50	0.50
1 month	0.55	0.55	0.55	0.60	0.60
3 Months	0.75	0.75	0.75	0.85	0.90
6 Months	1.05	1.00	1.00	1.10	1.16
1 Year	1.50	1.45	1.45	1.60	1.66

- 2.6 The Council's Treasury Advisors, Sector provided a forecast for interest rates for both investments and PWLB borrowing as part of the Treasury Management Strategy. As a consequence of the Bank of England continuing to leave interest rates at their low level this forecast has been updated. Table 2 shows the forecast included in the Treasury Strategy and Table 3 shows the latest forecast.

Table 2: Forecast for Interest Rates Included in Treasury Strategy

	2011			2012		2013		2014
	Now	Q3	Q4	Q1/2	Q3/4	Q1/2	Q3/4	Q1/2
	%	%	%	%	%	%	%	%
<b>Bank Rate</b>	0.5	0.75	1.00	1.13	1.75	2.38	3.13	3.25
<b>5 Yr PWLB</b>	2.45	3.70	3.80	3.95	4.15	4.40	4.65	4.80
<b>10 Yr PWLB</b>	3.51	4.90	4.90	4.95	5.15	5.25	5.40	5.50
<b>25 Yr PWLB</b>	4.58	5.40	5.40	5.45	5.50	5.55	5.65	5.70
<b>50 yr PWLB</b>	4.75	5.40	5.40	5.45	5.50	5.55	5.65	5.70

- 2.7 As can be seen from Tables 2 and 3 because the bank rate has remained at 0.5% this has had an impact on the forecast for rates later in this financial year and into the following financial years.

- 2.8 The forecasts are based on moderate economic recovery and Monetary Policy Committee (MPC) views about inflation looking two years ahead. There is a high level of uncertainty in all forecasts due to the factors involved and their sensitivity to each other. The MPC decided against further quantitative easing at their meeting in September. However, at their meeting in October they decided that the Bank of England would undertake further Quantitative Easing to assist the economy.

Table 3: Forecast for Interest Rates September 2011

	2011		2012		2013		2014
	Now	Q4	Q1/2	Q3/4	Q1/2	Q3/4	Q1/2
	%	%	%	%	%	%	%
<b>Bank Rate</b>	0.5	0.50	0.50	0.63	1.13	1.63	2.38
<b>5 Yr PWLB</b>	2.45	2.70	2.95	3.15	3.50	3.90	4.15
<b>10 Yr PWLB</b>	3.51	4.00	4.20	4.45	4.65	4.85	5.05
<b>25 Yr PWLB</b>	4.58	5.00	5.10	5.15	5.25	5.40	5.50
<b>50 yr PWLB</b>	4.75	5.00	5.10	5.15	5.25	5.40	5.50

### Annual Investment Strategy

- 2.9 The Annual Investment Strategy outlines the Council's investment priorities which are :

- ✚ Security of Capital and
- ✚ Liquidity of its investments

These priorities are consistent with those recommended by CLG and CIPFA.

- 2.10 The Council will aim to achieve optimum return on investments commensurate with the proper levels of security and liquidity. In the current economic climate officers are striving to achieve a balance of investments that will give at least an average of the budgeted level of return of 1.25% whilst minimising the ongoing risks within the banking sector and striving to keep funds positioned to take advantage of the rise in interest rates when it occurs in 2012.
- 2.11 The Council continues to invest in only highly credit rated institutions using the Sector suggested creditworthiness matrices which take information from all the credit ratings agencies. Officers can confirm that the Council has not breached its approved investment limits during the first six months of the year. Appendix A shows an analysis of Investments at 1 April 2011, 30 June 2011 and 30 September 2011.
- 2.12 Despite interest rates available remaining low officers have

endeavoured to secure some deposits generating returns above the budget estimate of 1.25%. These deposits have been placed for one year with mainly other local authorities and government backed banks. The budget monitoring for quarter 2 is forecasting that the Council will achieve an additional £13k on its interest income estimate of £247k giving £260k of which £226k would be allocated to the General Fund (an additional £11k) and £34k to the Housing Revenue Account (an additional £2k).

- 2.13 The average level of funds available for investment during the six months to September was £22.571m. Of which £18.814m was invested in fixed term deposits at an average of 1.28% and £3.757m was held in the Council's immediate access deposit account at a rate of 0.5%. These funds were available on a temporary basis, and the level of funds available was mainly dependent on the timing of precept payments, receipt of grants and progress on the capital programme. The Council holds approximately £17.5m of core cash balances made up of earmarked reserves and capital receipts set aside to repay debt for investment purposes (i.e. funds available for more than one year).
- 2.14 The Council has a benchmark of its budget target of 1.25% to reflect performance investments. The average rate to September was 1.28% for fixed term deposits and 0.5% for the instant access account giving an overall average of 1.15% which is below benchmark. The overall average rate currently forecast for the year if investments continue as forecast is 1.245% (marginally below target). The Council's cash flows are remaining healthy and this is enabling the forecast for the amount of interest earned to be above budget.
- 2.15 The impact of lower than forecast interest rates means that as investments mature and are reinvested the interest earned will be less. The forecast at the time that the budget was set was for interest rates to start to rise in September 2011, 1.00% by March 2012 and reach 2.00% by December 2012 this is now unlikely and the forecast has been revised to 0.75% by December 2012 and 1.75% by December 2013. The impact is that the interest rates currently on offer are averaging between 0.4% for overnight up to 1.66% for one year.
- 2.16 The Council is a member of the CIPFA Treasury Management benchmarking club, and data for the first three months of the year has been received. During this period the Council underperformed the club average of 1.18% with returns of 1.05%. Since then the lower rate investments have been replaced with higher rate deposits which will improve performance.

### **Borrowing**

- 2.17 It is a statutory duty for the Council to determine and keep under review its "Affordable Borrowing Limits". The Council's approved Prudential Indicators (affordable limits) were outlined in the Treasury Management



Strategy Statement (TMSS). A list of the limits is shown at Appendix B. Officers can confirm that the Prudential Indicators were not breached during the first six months of the year.

- 2.18 The TMSS indicated there was no need to take long term borrowing during 2011/12 to support the capital programme. In addition the Council has not required any temporary borrowing during the first six months of the year for cash flow purposes.

The Council approved an Authorised Borrowing Limit of £23.0m (£20m debt and £3m Leases) and an Operational Borrowing Limit of £19.0m (£16m debt and £3m Leases) for 2011/12. The highest total gross amount of debt in the year to 30 September has not been more than £10.113m on any occasion.

- 2.19 In addition the TMSS indicated that the Council will be allocated around £54m of debt in respect of the reform of the HRA due to take effect in April 2012.

- 2.20 The borrowing required to support this debt will require the authorised and operational borrowing limits of the Council to be increased and approval for this will be requested from Councillors once the final debt settlement figure is confirmed.

- 2.21 The impact of the HRA reform will be reported to Councillors as further details are released from Department for Communities and Local Government (DCLG).

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

#### **3.1 Legal Issues**

There are no legal issues as a result of this report.

#### **3.2 Financial Issues**

There are no financial implications as a result of this report. However, the Executive Director (s151) and Lead Officer - Finance will, with advice from the Council's advisor (Sector Treasury Services) look to maximise opportunities with the Council's investment and borrowing position.

### **4. Conclusion**

- 4.1 The impact of the economy, and the turmoil in the financial markets, is having an impact on the Council's investment returns and will continue to do so for some while.

## **5. Background Documents**

Accountancy treasury management files

### **Contact Details**

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### **Appendices:**

Appendix A – Analysis of Deposits at 1 April 2011, 30 June 2011, 30 September 2011

Appendix B – Prudential Indicators as at 30 September 2011

**Analysis of Deposits At 1 April 2011, 30 June 2011, 30 September 2011**

Institution	At 1 April 2011			At 30 June 2011			At 30 Sept 2011		
	Amount £'000	Maturity	Rate %	Amount £'000	Maturity	Rate %	Amount £'000	Maturity	Rate %
Aberdeen City Council	1,000	01-Jun-11	0.60						
Barclays	1,000	14-Mar-12	1.57	1,000	14-Mar-12	1.57	1,000	14-Mar-12	1.57
Barclays	1,000	18-Apr-11	1.00	1,000	18-Jan-12	1.32	1,000	18-Jan-12	1.32
Barclays				1,000	10-Nov-11	1.05	1,000	10-Nov-11	1.05
Basildon District Council	2,000	05-Apr-11	0.50						
Dundee City Council	2,000	16-May-11	0.60						
Lancashire County Council	2,000	04-Jul-11	0.70	2,000	04-Jul-11	0.70			
Leeds City Council							2,000	12-Sep-12	2.00
Lloyds TSB	3,000	01-Dec-11	1.70	3,000	01-Dec-11	1.70	3,000	01-Dec-11	1.70
Nationwide Building Society							1,000	16-Jan-12	1.02
NatWest	2,000	01-Dec-11	1.40	2,000	01-Dec-11	1.40	2,000	01-Dec-11	1.40
NatWest	1,000	02-Jun-11	1.35	1,000	02-Mar-12	1.57	1,000	02-Mar-12	1.57
NatWest	3,885	Call	0.50	2,209	Call	0.50	1,765	Call	0.50
Newcastle City Council				2,000	30-Mar-12	1.30	2,000	30-Mar-12	1.30
Newcastle City Council				1,000	30-May-12	1.60	1,000	30-May-12	1.60
Newcastle City Council							2,000	03-Sep-12	1.70
Santander	1,000	12-Apr-11	1.33	1,000	12-Sep-11	1.32	1,000	12-Dec-11	1.20
Santander				2,000	05-Sep-11	1.31	1,000	05-Mar-12	1.47
Yorkshire Bank				1,000	Notice	0.85	3,000	30 Day Notice	0.85
Total Deposits	19,885			20,209			23,765		

**Prudential Indicators – As at 30 September 2011**

Note	Prudential Indicator	2011/12 Indicator	Quarter 2 Actual
1.	Mid Year Capital Financing Requirement £'000	6,653	6,653
	Gross Borrowing £'000	13,741	13,746
	Investments £'000	-20,000	-23,765
2.	Net Borrowing £'000	-6,259	-10,019
3.	Authorised Limit for External Debt £'000	23,000	23,000
4.	Operational Boundary for External Debt £'000	19,000	19,000
5.	Limit of fixed interest rates based on net debt %	100%	100%
5.	Limit of variable interest rates based on net debt %	30%	0%
6.	Principal sums invested for over 364 days		
	1 to 2 Years £'000	20,000	0
	2 to 3 Years £'000	15,000	0
	3 to 4 Years £'000	5,000	0
	4 to 5 Years £'000	5,000	0
7.	Maturity Structure of external debt borrowing limits		
	Under 12 Months %	20%	0.04%
	1 Year to 2 Years %	20%	0.05%
	2 Years to 5 Years %	50%	0
	5 Years to 10 Years %	90%	74.19%
	10 Years to 15 Years %	90%	0
	15 Years and above %	75%	25.72%

**Notes to the Prudential Indicators**

1. Capital Financing Requirement – this is a measure of the Council's underlying need to borrow long term to fund its capital projects. The information in the table shows a need to borrow £6,653k at 30 September.

## APPENDIX B

(This figure includes the value of the leases that are within the Street Scene and Leisure Contracts)

2. Net Borrowing (Gross Borrowing less Investments) – this must not exceed in the short term the capital financing requirement.
3. Authorised Limit for External Debt – this is the maximum amount of borrowing the Council believes it would need to undertake its functions during the year. It is set above the Operational Limit to accommodate unusual or exceptional cashflow movements.
4. Operational Boundary for External Debt – this is set at the Council's most likely operation level. Any breaches of this would be reported to Councillors immediately.
5. Limit of fixed and variable interest rates on net debt – this is to manage interest rate fluctuations to ensure that the Council does not over expose itself to variable rate debt.
6. Principal Sums Invested for over 364 days – the purpose of these limits is so that the Council contains its exposure to the possibility of loss that might arise as a result of having to seek early repayment or redemption of investments.
7. Maturity Structure of Borrowing Limits – the purpose of this is to ensure that the Council is not required to repay all of its debt in one year.

# Selby District Council

## REPORT

Reference: E/11/38

Public – Item 9



**To:** The Executive  
**Date:** 3 November 2011  
**Status:** Non Key Decision  
**Report Published:** 26 October 2011  
**Author:** Sarah Smith, Business Manager  
**Executive Member:** Cllr Gillian Ivey  
**Lead Officer:** Janette Barlow, Director

**Title:** Leisure Contract Annual Review April 2010- March 2011

### Summary:

The first year of the contract with Wigan Leisure and Culture Trust was very much a period of bedding in and continual review through the Leisure Forum and reporting to Social Board. The first formal review of the contract is therefore for the period April 2010 to March 2011. At a strategic level, WLCT are very committed to supporting the delivery of the Council's corporate objectives and to achieving continuous service improvement and this is reflected in the strategic objectives presented in their Annual Review. However progress at an operational level in developing a commercial customer focused culture had been slow due the need to develop the organisation locally. Through the development work WLCT have undertaken with staff, improvements are now being made in this area.

WLCT is committed to further development of the service and supporting the Council's corporate priorities.

### Recommendations:

- i. To note the key findings of the report and in particular the performance of Wigan Leisure and Culture Trust to date**
- ii. To agree the strategic objectives highlighted in the annual review to support the Council's 'Living Well' priorities.**

## **Reason for Recommendations**

To recognise the progress WLCT has made to date and the measures put in place to develop the service and to ensure the future strategic objectives of the service are in line with the Council's priorities.

### **1. Introduction and Background**

1.1 In September 2009, the Council entered into a ten year contract with Wigan Leisure and Culture Trust (WLCT) to provide a leisure service across the District. The contract requires that an Annual Review is carried out every year in September. A formal review was not carried out in September 2010 due to the implementation and performance of the contract being in continuous review during that first year of this new partnership. This report therefore presents the findings of the first formal review of the contract for the period 2010/11.

### **2. The Report**

#### **2.1 The Annual Review**

2.2 This report presents the findings of the first formal review of the leisure contract since it commenced in 2009 and highlights key strategic objectives particularly around the Council's 'Living Well' Corporate priority to be developed with the Council going forward.

2.3 The review involved a series of workshops with representatives from WLCT, Officers from the Council and Cllr Gillian Ivey to discuss and agree the scope of the review and how it was to be carried out. These workshops were facilitated by ASPE (Association for Public Service Excellence) which provided an independent lead to the review. The workshops were very useful and allowed both client and contractors to put their perspective in a constructive environment.

2.4 It was agreed that the review would largely focus on a 'self assessment' being provided by WLCT which would then be reviewed by the stakeholder group before a final report being submitted by WLCT.

2.5 WLCT have written an Annual Review for 2010-2011 (self assessment) and this is attached as Appendix 1 (Annual Review). As part of the review process they have also submitted an Annual Report 2010/11 which is their own summary of their KPI performance. This is attached as Appendix 2. These documents form the main body of the review.

#### **2.6 Summary of Key Findings**

2.7 The reports contain a wealth of information on the performance of the contract together with identifying future areas for improvement. In summary, the key findings from the review (summarised from the report and from the stakeholder workshops) are:

- ❖ The Council and WLCT have developed a very positive Partnership during the life of the contract to date
- ❖ WLCT have made significant progress in a number of areas since the commencement of the contract in September 2009, for example the refurbishment of Abbey Leisure Centre which has significantly increased gym membership and also in sports development
- ❖ The Strategic Aims of WLCT are very much aligned with the Council's new priority for 'Living Well' and they are committed at a high level to develop these objectives with the Council and our partners going forward
- ❖ WLCT have faced challenges around embedding a new commercially orientated culture within the organisation locally. The recent implementation of a new structure and the recruitment of a new General Manager is already achieving an improvement in this area
- ❖ Effective collaboration between the Council and WLTC in the management and implementation of Planned Maintenance Programme
- ❖ The upgraded facilities at both Selby and Tadcaster have seen a significant increase in membership
- ❖ Progress on setting KPIs and monitoring these has been slow however these have now been agreed and are being monitored via Covalent
- ❖ The Leisure Forum is no longer an essential part of the decision making process. Future key decisions can be made more effectively through the Executive with service decisions being made through the routine management of the contract

### **3. Legal/Financial Controls & other Policy Matters**

#### **3.1 Legal Issues**

None to report

#### **3.2 Financial Issues**

There are no financial implications following the review.

### **4. Conclusion**

The first year of the contract with Wigan Leisure and Culture Trust was very much a period of bedding in and continual review through the Leisure Forum and reports to Social Board. The first formal review of the contract is therefore for the period of April 2010 to March 2011. At a strategic level, WLCT are very committed to supporting the delivery of the Council's corporate objectives and



to achieving continuous service improvement; however progress at an operational level was slow due to the culture that existed which also impacted on frequency and adequacy of reporting of performance data. Improvements have already been made following a recent re-structure.

WLCT are committed to further development of the service and supporting the Council's corporate priorities and this is reflected in the strategic objectives presented in their Annual Review.

The next review of the contract will be for the period April 2011 – March 2012 and will be reported to the Executive in Autumn 2012.

## **5. Background Documents**

None

### **Contact Details**

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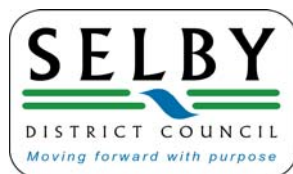
### **Appendices**

**Appendix 1 – Annual Review 2010/11 (WLCT 'Self Assessment')**  
**Appendix 2 - Annual Performance Report 2010/11**

SDC Executive Briefing - Appendix One

# Selby Leisure Services Annual Review 2010 – 2011

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## CONTENTS PAGE

<b>Contents</b>	<b>Page Number</b>
<b>1. Introduction</b>	<b>3</b>
<b>2. Selby District Council's Strategic Themes and Priorities 2011 – 15</b>	<b>3</b>
<b>3. Service Review 2010 - 2011</b>	<b>4</b>
<b>4. Strategic Objectives for 2011 - 2014</b>	<b>16</b>
<b>5. Key Priorities (and their relevant Strategic Objective) for 2012 – 2013</b>	<b>19</b>

# Selby Leisure Services – Annual Review Report, September 2011

## 1.0 Introduction

As we approach the end of year two of a ten year partnership with Selby District Council, it is critical that we review our performance year on year to identify achievements and areas of success, but also review and agree elements of the contract where more focus is needed.

Prior to commencement of the contract, we were clearly focused on making a positive impact in Selby and were committed to:

- Improving the quality of sport, leisure and culture provision for people throughout the District
- Meeting the needs of children and young people
- Encouraging healthier communities
- Supporting the Health Improvement Programme through sports development
- Improving facilities for older people
- Increasing awareness and participation in sport
- Reducing the effects of social exclusion and develop more inclusive communities
- Development of the sport and cultural strategy

When drafting the report, we recognise that Selby District Council is going through a significant period of change. We are mindful that the strategic plans and priorities of the Council have changed. Accordingly, we must ensure that we align our future plans and aspirations with those of the Council.

## 2.0 Selby District Council's Strategic Themes and Priorities 2011 – 15

We appreciate that for the forthcoming year through to 2015, Selby District Council are looking to focus on 5 '*Big Things*':

- Changing Places
- Living Well
- Stronger Council
- Tackling the tough stuff
- Being switched on

In order to contribute fully to Selby District Council's key themes, we will outline our wider strategic objectives and key priorities for the coming year within this annual review plan. We will clearly demonstrate how we will contribute to the achievement of the Council's themes with particular emphasis on 'Living Well'.

In section 3.0 of the report, we will firstly identify how we have performed throughout 2010/11 against a number of key indicators. In the latter part of the report, we shall outline our aspirations for 2011 – 2014 and also plan objectives for the next 12 months (2011/12).

## **2.1 Development Plans**

In addition to the targets detailed within this review document, we will also work towards specific objectives contained within a number of developmental plans, which include:

- The Sports Development Plan
- The Quest Improvement Plans for the Leisure Centres
- An annual business plan (which will contain the objectives detailed within the report)
- The Aquatic Strategy

Feedback against the targets contained within the above plans will be reported to Selby District Council via the Covalent system.

## **3.0 Service Review 2010 - 2011**

### **3.1 Capital Investment**

Since the completion of the £1.1m capital investment programme at Abbey Leisure Centre, the new facilities are performing extremely well. At the commencement of the contract, there were 751 gym members at Abbey Leisure Centre and approximately 280 at Tadcaster Leisure Centre. These figures have increased to 2700 gym members at Abbey Leisure Centre and over 350 members at Tadcaster Leisure Centre.

The second element of the capital investment programme was to refurbish the previous outdoor pitch changing facilities and create a social area; which encompasses catering and bar facilities. To follow our branding of sport and leisure, and food and beverage facilities, the new facilities were named Café Life (Abbey LC Café) and Social Life (Bar area).

Café Life has been very well received by users at Abbey Leisure Centre and in terms of stock performance was expected to achieve a Gross Profit of 60%. Over the last 12 months the GP levels have exceeded the required level with stock results coming in at between 62% - 65%.

However, the revenue turnover for the facility is not at a level that we would expect, so work is being carried out to develop a comprehensive events programme at the facility in order to drive up income from food and beverage at Abbey Leisure Centre. The longer term success of both facilities will be dependant on increasing the number of special events, conferences, training courses and meetings; maximising occupancy in these areas. In Wigan, we have found clear correlation between success in food and beverage and delivery of commercially focused events.

We also believe that there needs to be more cross promotion of 'healthy option' packages for gym members with value added pricing to attract the health and fitness market. Therefore, both areas of the business will have clear objectives within the contained key priorities for 2011/12.

In terms of Tadcaster Leisure Centre, the facility currently has just over 350 gym members. There is opportunity to grow the business by a further 600 members based upon a recent latent demand study that was carried out. This would however be based upon expansion of the current gym facilities to incorporate a larger scale health and fitness facility.

### **3.2 Organisational Culture**

One of the key priorities for us since the commencement of the contract has been to embed a positive 'can do' culture into Selby Leisure Services. We recognise that setting clear objectives is only part of the process; we also need a team focused on improvement to help us deliver on our promises.

Over the last 12 months, progress has been made in a number of areas to improve the culture within the service. These are:

- Restructure of the existing staffing structure to meet the needs of the service
- Recruitment of a General Manager to instil leadership and commercial management within the service.
- Introduction of an NVQ programme through Lifetime Health and Fitness, which is available to employees in Selby
- More regular meeting structures including 1-1 meetings and unit team meetings
- Targets have been introduced across commercial elements of the service such as health and fitness, swimming lessons and food and beverage.
- More accountability has been placed on the service i.e. checklists and regular review meetings with our Senior Management Team.

We have had clear objectives from the outset of the contract around meeting both commercial and social objectives, whilst providing high quality and value services for Selby District residents. We feel that for this to become the norm, the above processes need to be embedded within the service.

As detailed above, we implemented a restructure across the management team and introduced new roles of General Manager and Assistant General Manager. The role of the Quality and Performance Officer, Marketing and Events Officer and the Centre Manager at Tadcaster Leisure Centre were also removed from the structure. Having a new General Manager in post will allow us to drive forward changes and make significant progress on the key objectives laid out within the attached plans.

### **3.3 Continuous Improvement and performance monitoring**

We committed to continually improving the services delivered in the District of Selby. However, there needs to be a clear method of measurement to assess performance levels. It has been agreed through the Selby Forum, that we would be measured across 14 Key Performance Indicators. These would be periodically reviewed by Selby District Council and results against the indicators would be fed into the Covalent system to demonstrate how we are contributing to Selby District Council's wider strategic objectives.

In terms of performance throughout 2010/11, the following summary covers the KPI's with considerations for both under and over achievement. (The full report will be submitted as Appendix 1).

Across all 14 indicators, we have achieved 42% of targets, with 29% being on the borderline of dipping below target and a further 29% that were slightly below target. We have summarised the results below:

## **Participation**

The Active People Survey showed a small decrease in the number of adults participating in 3 x 30 mins physical activity per week (23.5% in 2010/11 compared with 25% in 2009/10). The closure of both Abbey Leisure Centre and Tadcaster Leisure Centre would have had an influence on attendances, but cannot be the sole reason for the drop in visits.

With attendance figures in general at both Abbey Leisure Centre and Tadcaster Leisure Centre there have been instances where the collection and reporting of usage data has not been as accurate as it could have been. We are to carry out a review of data collection and make improvements in this area.

In 2009/10, there were 5,244 actual visits per 1000 of the population and for the year 2010/11 the target was 6,200. The actual was 4,100, which represents an underachievement against target. However, there were a number of reasons for this:

- In the past, collection of data has included the Skate Park and catering facilities at Abbey Leisure Centre. As there was no real method of collecting this data, there is no way of ensuring total accuracy. Current figures have not included these two areas of the service.
- As mentioned, refurbishment at Abbey Leisure Centre meant that at specific points the facility was under construction, services were disrupted and attendances were affected.
- We have also recognised areas for improvement in relation to data collection from an operational perspective (i.e. ensuring that all swipes of the Lifestyle Card are accurately recorded as are customers for large events and functions).

In order to address this issue, we will review data collection and reporting but also look at a number of initiatives across the facility to drive up attendance figures.

## **Number of GP Referrals**

Over the last year, the target for the number of GP referral clients has been 256, however there have only been 61 clients that have used this service. This is reflective of the scheme being on hold at Abbey Leisure Centre as staff required additional training in order to be suitably qualified to deliver the programme.

We are already in the process of re-launching the programme with full buy in from GP surgeries and re-training a number of existing fitness instructors to be able to deliver an improved service.

## **Number of Lifestyle Card holders per 1000 of the population**

With the introduction of TLMS (The Leisure Management Software) system, we introduced the Lifestyle Card within Selby Leisure Services. There are currently 6,500 Lifestyle Card holders across the service at Abbey Leisure Centre and Tadcaster Leisure Centre. The Lifestyle Card offers customers significant discounts and advantages when participating in leisure activities across Selby Leisure Services. The card provides both us and Selby District Council with comprehensive usage information and intelligence through the Customer Relationship Computer system. This data can be utilised to shape future strategy and service provision in partnership with Selby District Council.

In 2010/11 gym memberships have grown significantly to over 2700 active members at Abbey Leisure Centre (from 751) and over 350 at Tadcaster Leisure Centre (from 280). Fitness Industry guidelines would suggest that attrition (loss of members) should be 5% or less, so a key focus will be to reduce attrition levels and drive up retention.

The figures reported back during 2010/11 showed 99% active membership across the 6,500 Lifestyle Card holders, which shows excellent uptake of the card, but also shows that a very high percentage of the 6,500 holders are using the services as 'active members'.

The implementation of Technogym's (The fitness equipment provider) Wellness system will ensure that an effective retention strategy can be maintained amongst fitness suite users. The Wellness system allows instructors to monitor usage patterns and make more regular contact with members, which has been proved to aid retention

### **Percentage of members participating 3 times per week**

In 2010/11 there were 2,031 Lifestyle Members participating a minimum of once per week, 279 participating twice per week and 79 card holders participations in sport and physical activity three times per week. However, there were 4,288 who participated across the service, but not with enough frequency to constitute a regular pattern of one visit per week (i.e. they may visit throughout the year on a regular basis but not with a single visit each week for the 52 weeks).

We will aim to drive up the 2/3 day visits and reduce the number of participants who do not participate frequently enough to constitute one visit per week.

### **Number of visits to sports centres by persons under 17 years**

In 2010/11 it was important to establish some baseline data in this area. The target was to achieve 24% usage from young people aged under 17. Up to Q4, the total usage figures for U17's equated to 21.4%.

### **Number of visits to sports centres by people over the age of 60**

In this area, it was important once again to establish some baseline data. In 2010/11, 7% of all Lifestyle Card visits were by participants over the age of 60. The target for 2011/12 will be to achieve a 1% growth to 8%.

### **Gender Ratio – Male/Female**



In 2010 the target was to achieve a 52.2 female attendee ratio against a 47.8 male attendee ratio. The actual figures for 2010/11 were:

Female – 50.3

Male – 49.7

### **Disability Usage**

It is our intention to report the level of participation from users who consider themselves to have a disability. We are currently unable to report on this due to a technical issue with the Customer Relationship computer system. We have commissioned bespoke development work with XN Leisure (who manage the system). Reporting will follow in 2011.

### **Accident Ratio/RIDDOR reported incidents and lost days through accident**

During 2010/11 the Centres had two RIDDOR (Reporting of Injuries, Diseases and Dangerous occurrences) incidents, which were both related to members of the public at Abbey Leisure Centre.

There was a single employee accident resulting in two days lost service and 120 public accidents (Abbey Leisure Centre 107 and Tadcaster Leisure Centre 13).

The main cause of the accidents was slips/falls around the poolside at Abbey Leisure Centre. We have consequently treated the poolside with a non slip coating and are seeking further advice to reduce the chance of future incidents.

### **3.4 Consultation**

In 2010, we undertook the first APSE (Association of Public Service Excellence) customer survey at Abbey Leisure Centre and Tadcaster Leisure Centre. The results were promising, placing both Centres within the top quartile in their respective family groups (in other similarly sized authorities). The results are detailed in the table below:

<b>Leisure Centre</b>	<b>Performance Score</b>	<b>Average Score</b>	<b>Lowest Score</b>	<b>Highest Score</b>
<b>Abbey Leisure Centre</b>	68.5	67.8	54.0	80.2
<b>Tadcaster Leisure Centre</b>	71.0	69.3	57.4	77.4

In terms of customer satisfaction, we received a total of 27 customer complaints of which 82% were responded to within the specified timescales.

With the new General Manager in post, there is recognition that in 2010/11 more qualitative methods of customer consultation haven't been in place. Therefore, it is intended to host a number of customer forums in order to gauge customer perceptions and views of the facilities. The initial consultation will be held in October and then from there they will be held quarterly.

We are also committed to developing stronger links with CEF groups in the area to gauge the type of activities required and to help drive up participation in sport and physical activity within community settings.

### 3.5 Performance measures

From April, an agreed set of performance measures has been compiled. The 2010/11 KPI report was submitted to Selby District Council in July 2011 and has been inputted onto the Covalent System.

It is proposed that subject to discussion, these performance indicators will provide effective customer intelligence regarding throughput allowing us to shape future service delivery. This data will be useful for us to assess trends and plan future activity programmes.

In terms of national data, The Active People Survey (version 4) and Sport England's NI8, showed a small decrease in the number of adults participating in 3 x 30 mins physical activity per week (23.5%). This is compared to the previous Active People Survey, which was 25%, illustrated in the table below.

		2006/07	2008	2009	2010
<b>NI 8 – Adult Participation in Sport</b>	<b>Selby Actual</b>	<b>20.0</b>	<b>25.6</b>	<b>25.7</b>	<b>23.5</b>
	<i>Yorkshire</i>	20.20	20.80	21.30	22.8
	<i>All England</i>	21.10	21.33	21.50	21.8

The closures of both Abbey Leisure Centre for modernisation and Tadcaster Leisure Centre for maintenance works during the data collection period has had an adverse effect on participation but we expect the position to significantly improve with the popularity of the refurbished facilities. Generally, attendances have been below target in terms of attendances contained within the annual KPI Review Report, however, many of the objectives outlined within the plan will drive up levels of participation.

### 3.6 Health and Fitness

The Profiles Health and Fitness Suite continues to exceed all expectations and is proving to be hugely popular with residents of Selby District. In July 2010, the new fitness facilities opened with 751 new members, (600 direct debit members and 151 cash annual members). We now have over 2,700 live direct debit members at Abbey Leisure Centre and over 350 at Tadcaster Leisure Centre. As detailed in the operational forward plan, our key focus for 2011/12 will be around retention of existing customers.

Fitness Industry guidance would suggest that the new fitness suite could attract 30 members per piece of equipment. This would mean that at Abbey Leisure Centre, 65 pieces of equipment could generate 1,950 members.

We are currently at 2750 gym members, which far exceed the industry guidance. Due to the popularity, one of the key challenges has been to maintain quality standards, but also to ensure that we don't have overcrowding issues in the fitness suite. In May 2011, we invested in £39,000 of additional fitness equipment, which has helped with the overcrowding of the facility.

The increase in lease costs has been offset by an increase in income and membership targets were increased to achieve the difference and attain a revenue surplus. We needed to attract an additional 26 members and retain them for 12 months to achieve the annual lease cost of (£7,332); a target, which has already been exceeded. Purchasing the additional fitness equipment has clearly demonstrated that we have listened to feedback from gym users and have acted positively on their feedback.

One area of health and fitness which needs to be improved is the GP referral programme. The basis of this decision has been the low throughput in the year 2010/11. With a target of 256 participants, with only 61 using the service in 2010/11, we will be looking for significant improvements in this area in 2011/12. This means achievement of the 256 plus a growth target, which is to be agreed.

We will be delivering a Wright Foundation (GP Referral specific qualification), in September, which will qualify all of our contracted fitness instructors to deliver health assessments and targeted exercise programmes. Whilst we progress with the training, it is our intention to once again make contact with all Selby GP's to obtain a formal commitment from them to refer patients on to the programme. We will agree a target with Selby District Council for the year 2011/12. These will be featured in the attached key priorities for 2011/12.

It will be a challenge to clearly demonstrate the correlation between participation on the GP referral programme and improved health or reduction in conditions such as CHD or diabetes. Therefore we will look to introduce the Impact Framework, which identifies the impact of specific health/culture activities on a person's wellbeing. Furthermore, we will look to link closely with the PCT to work towards a set of common targets, which contribute to Area Health Profiles within Selby. Once again this is broadly linked to the Council's Living Well priority.

### **3.7 Abbey Leisure Centre – Learn To Swim Programme**

One of the key priorities for us has been to provide a high quality learn to swim programme at Abbey Leisure Centre. Over the last 12 months, we have steadily increased the number of children learning to swim to over 750 from approximately 600 since 2010 at Abbey Leisure Centre; however, we believe that significant improvements can be made resulting in:

- A higher standard of swimming tuition
- Improved parent satisfaction
- Increased occupancy levels and revenue
- More effective links to other aquatic disciplines

To achieve the above outcomes listed above, we feel that it is crucial to introduce the ASA (Amateur Swimming Association's) National Plan for Teaching Swimming (NPTS). The NPTS is a comprehensive and progressive teaching programme based upon sound technical and educational principles.

Over the last 12 months, Abbey Leisure Centre has delivered their own version of swimming lessons, which do not give a clear pathway for swimming. The review of standards has not been as robust as needed and many of the employees have not had the required skills to deliver the nationally recognised programme for swimming tuition.

The National Plan will improve the number of swimmers who continue to learn to swim in the later stages and provide a clear link into clubs for those who have completed or progressed well through the stages of the NPTS. The programme also offers more capacity in terms of places meaning each lesson would offer between 10 - 12 places rather than the eight places (or in some cases lower) at Abbey Leisure Centre.

We originally planned to launch the NPTS in September 2011; however, there are still a number of transitional tasks needed to be completed. We will ensure that the National Plan for Teaching Swimming is introduced in February 2012 but need to ensure that the plans are in place to deliver a quality programme. The reasons for the plan being introduced later than originally expected were:

- The STA (Swimming Teacher Association) qualified teachers at Abbey Leisure Centre needed to take part in a CPD qualification to develop the fundamental skills to deliver the National Plan
- A robust programme of staff training is needed to ensure that the highest standard of tuition is delivered (This has now been arranged for October 2011)
- Links to the ASA will need to be developed and a Service Level Agreement signed by us to include Abbey Leisure Centre into our portfolio of approved centres
- NPTS documentation will need to be introduced in Selby (lesson plans, assessment sheets etc)
- Parents of existing children will need to be informed of the transition as there will be the need to change particular lesson times

- We intend to re-launch the programme with attractive marketing material and a strong PR message

We have made significant progress in the areas outlined above and are currently delivering a number of training courses to ensure that our swimming teachers are well prepared to launch the new programme in February 2012.

### **3.8 Sports Development**

Over the last year, significant progress has been made around the development of sport once again contributing to the council's 'Living Well' theme. Although the team is small at Abbey Leisure Centre, there have been a number of milestones that have been achieved.

One of the key progressions has been to increase the number of clubs for identified sports such as:

- Junior Badminton
- Handball
- Basketball
- Indoor athletics

To date, four new clubs have been developed with over 40 new attendees and four new coaches involved. There has also been development of two of the new coaches professionally. We now also have six coaches from the targeted sports above on our coaching database.

Similarly with Sports Clubs across the district, one of the key aims has been to support them through the 'Club Mark' Accreditation process. There are many benefits to this such as being recognised as a child protective club that coaches to the highest of standards as well as offering clubs the opportunity to attract external funding. Within Selby, we now have six newly accredited clubs and a further six that are progressing towards accreditation.

This year, we have been successful in securing external funding for a Rugby League Development Officer, who commenced their role at the beginning of August.

With the current Sports Development Team consisting of only two officers, there is a definite need to grow in order to develop a wider range of sporting opportunity within the Selby District.

There are a number of Rugby Clubs within the district and opportunities to increase participation and develop stronger club links. Additionally, with external funding opportunities, we often have very constrained timescales to make decisions around funding, so posts such as this are not often planned for months in advance.

This post will be extremely useful for delivering taster sessions within the community and engaging children and young people into coach led sessions in school and club settings. The funding for the post is guaranteed for two years and we are contributing £3,000 per annum to the post.

With support from North Yorkshire Sport, we have now finalised and introduced an Aquatics Strategy for the district. This is a workable document and will be used to develop all disciplines around swimming. The launch of the NPTS (National Plan for the Teaching of Swimming) will be a sizable element relating to the development of swimming in Selby.

We have also been approached by the local NHS to deliver healthy eating and weight management programmes at Abbey Leisure Centre. Officers are currently drawing up proposals for the delivery of the service.

We continue to see growth in attendances for our Sports Unlimited sessions across the facilities, once again engaging more young people in sport. We have recently launched two new programmes at Abbey Leisure Centre; the first is a new Gymnastics programme. Following on from the positive attendances at Tadcaster Leisure Centre, a new programme has been launched at Abbey Leisure Centre and early attendances have been positive. We have also launched badminton coaching sessions targeting children and young people.

The Inclusion Officer post is continuing to function, however we have had to source new funding streams for this role from July 2011 as previous sources of funding have come to an end. We believe that this role is important in developing new innovative programmes of activities for people with disabilities and other underrepresented groups. Some of the activity programmes developed through this role includes:

#### **'Enjoy a ball' sessions at Tadcaster Leisure Centre**

These sessions were popular and had an average of ten disabled people with very specific support needs in attendance. Individuals attending the sessions are supported by their support workers from the Wilberforce Trust. Sessions include a mixture of ball games, music and movement and parachute games.

#### **Thorpe United Disability Football**

TUFC focus for the next season will be to develop and establish an under 16s section for disabled young people. The Club has already established an open age (senior) disability section. The Club will be continuing their good work in this area by continuing to work with the Inclusion Officer and school sport partnership to develop the u16's section.

#### **Links to London 2012**

With the Olympic Games less than 12 months away, we intend to develop a programme of activities leading up to the games and create a sporting legacy through sustainable participation once the games have ended. We are at the early stages within the planning process but would like to work closely with CEF representatives to maximise the profile of the sports facilities and activities in Selby. There is also an opportunity to link the activity programmes in with the Inspire mark programme.

### **3.9 Maintenance**

As part of our commitment to maintaining leisure facilities that are fit for purpose; sustainable for the future and to ensure compliance to the schedules within the Leisure Management Contract, a programme of planned maintenance was established to cover the priority Landlord and Tenant liabilities.

The programmes were drawn from the Indicative Ten Year Maintenance Programmes developed as part of the Leisure Management contract procurement process and fundamentally based upon the Condition surveys commissioned by Selby District Council in 2008.

The Landlord Planned Maintenance investment addressing the Year One works within the Ten Year Indicative Programme were completed between November and December 2010 at Tadcaster and December to January 2011 for works at Abbey Leisure Centre to minimize disruption to the users of both facilities. The level of Landlord Investment totalled £103,000.

The Tenant Planned Maintenance investment addressing the Year Two works within the Ten Year Indicative Programme were completed between November and December 2010 at Tadcaster Leisure Centre and September 2010 at Abbey Leisure Centre. The level of Tenant investment totalled £24,000.

Highlights from the Landlord/tenant Planned Maintenance programme are listed below

### **Abbey Leisure Centre**

- Repair and re-grout poolside tiling to address a backlog of tiling and grouting repairs
- Repair priority external surfaces notably the pedestrian crossing point
- Feasibility Study investigating a replacement boiler and Combined Heat and Power scheme to commence the discussions over the renewal of the Coal Fired boiler with a more sustainable heating solution
- Renewal of floor coverings to the foyer, reception and staircase leading to the gym. This compliments the capital investments made.

### **Tadcaster Leisure Centre**

- Repair structural defects to the Sports Hall walls to stabilize future movement within the block work walls
- Renew the boiler and controls to extend the lifespan of the building heating source beyond the life of the Leisure Management contract
- Renewal of floor coverings and redecorations to the male and female changing rooms

Planning ahead to future years in the short term attention is to be placed on addressing the condition of the roof at Abbey Leisure Centre to account for the expiry of its useful working life and improving the distribution of hot water around Abbey Leisure Centre through an overhaul or renewal of the Calorifier. In the short to medium term the establishment of a feasible and funded solution to renew the coal fired boiler at Abbey Leisure Centre has also been set as a priority to address a critical maintenance risk.

## Conclusion

In 2010/11, we have made a number of improvements in Selby, ensuring that Selby District residents receive high quality sport and leisure facilities. Having spent over £1.1m on the facilities at Abbey Leisure Centre the facilities in Selby are without doubt unrivalled in the area. Use of the health and fitness suite, continues to grow beyond expectation now boasting over 2700 gym members.

However, there still remain a number of challenges ahead to develop the service, which include:

- Developing a more comprehensive range of special events to help increase use and revenue from the catering and bar areas at Abbey Leisure Centre
- Development of a strong performance culture across the teams at Abbey Leisure Centre and Tadcaster Leisure Centre
- Strengthening the health and fitness offer at Tadcaster Leisure Centre
- Developing a robust learn to swim programme with clear club/competitive swimming links
- Improving the effectiveness of data capture

In order to measure our services, we will continue to benchmark both locally and nationally against other providers to ensure that we are competitive, taking areas of good practice and implementing them within Selby. We will continue to work closely with Selby District Council to make sure that services contribute to the Living Well theme and the wider aspirations of the Council. This will be made possible by continuing to broaden the range of sport and leisure activities available to district residents.



## 4.0 Strategic Objectives

Strategic Objectives for 2011-14	Intended Strategic Outcomes and Strategic Impacts	Key Strategic Performance Targets
<p><b>1. Increase participation in sport and physical activity within Selby District</b></p>	<p>Increase in the number of Selby residents doing 30 minutes exercise 3 x per week</p> <p>Contribution to reductions in obesity levels, CHD and type II Diabetes – The results are to be measured in partnership with the PCT (i.e. how increased attendances contribute to PCT targets to reduce mortality and Doctor visits for CHD and Diabetes</p>	<p>NI 8 data – KPI's % increase in participation</p> <p>Need to formalise targets with PCT regarding contribution to reductions in CHD and Diabetes</p>
<p><b>2. Contribute to a reduction in health Inequalities</b></p>	<p>Improved outcomes relating to local health statistics</p> <p>More local residents participating in sustainable physical activity programmes</p> <p>More uptake on the council's concessionary Lifestyle Card</p>	<p>% Increase in the number of residents using the GP Referral/Health programmes</p> <p>NI8 Participation indicator</p> <p>Monitoring of Lifestyle subscription data by ward CEF areas</p>
<p><b>3. To work closely with the Community Engagement Forums (CEF) to develop sporting opportunities within the community</b></p>	<p>Wider variety of health programmes within the community</p> <p>Links to 2012 and legacy of sustainable programmes post 2012</p> <p>Increased awareness/raised profile of sport and leisure facilities in Selby/Tadcaster</p>	<p>NI8 Participation data</p> <p>Measure number of new programmes developed within community settings</p>

<p><b>4. To develop a wide range of opportunities for young people within the district</b></p>	<p>Lower instances of anti social behaviour within the district</p> <p>More young people engaged in positive activities</p>	<p>Work with local police to monitor number of calls to police for antisocial behaviour</p> <p>% increase in participation by YP aged 8-18 years</p>
<p><b>5. To provide a wide range of accessible activity programmes for hard to reach groups</b></p>	<p>Increased participation from hard to reach/minority groups within the district</p>	<p>% increase in participation at disability sessions</p> <p>Increase in the number of targeted leisure/sporting sessions at Abbey LC and Tadcaster LC</p>
<p><b>6. Develop a performance/quality focused culture across Selby Leisure Services</b></p>	<p>Increased income across commercial elements of the service:</p> <ul style="list-style-type: none"> <li>- Health and Fitness</li> <li>- Learn to Swim programme</li> <li>- Events</li> <li>- Food and Beverage</li> </ul> <p>Increased performance in external assessment of services such as:</p> <ul style="list-style-type: none"> <li>- Quest</li> <li>- APSE Customer satisfaction Survey results</li> </ul>	<p>Budget performance and monitoring – Monthly (income and expenditure)</p> <p>Increase Quest and APSE Customer Satisfaction Survey results</p> <p>Quest – Achieve highly commended score for Quest at Abbey Leisure Centre and Tadcaster Leisure Centre</p>

<p><b>7. To maximise commercial opportunities across Selby Leisure Services with a particular emphasis on core areas of the business including:</b></p> <ul style="list-style-type: none"> <li><b>*Health and Fitness</b></li> <li><b>* Learn to Swim</b></li> <li><b>*Special Events</b></li> <li><b>Food and Beverage</b></li> </ul>	<p>Improved budget performance</p> <p>Achievement of surplus throughout contract</p> <p>Reduction in the net cost of the service/contract</p>	<p>Monthly Budget performance against target</p> <p>Monthly budget monitoring</p> <p>Measurement of the net cost of the service</p>
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In this section, we will aim to focus on key priorities for Selby Leisure Services for the next 12 months. This can be used to monitor progress against key milestones.

Responsibility key:

PH – Paul Hirst – General Manager

ML – Mike Lyons – Head of Sport and Leisure

LF – Laura Fairburn

## 5.0 KEY PRIORITIES (and their relevant Strategic Objective) for 2012 - 2013

<b>Key Priorities</b> <i>(E.g. projects, service Improvements)</i>	<b>Lead Officer</b>	<b>Target Milestones and</b>	<b>Intended Outcomes and Impact</b>	<b>Date of Completion/Key Milestones</b>
Retain the current membership numbers within Profiles Health and Fitness Suites – maintain 2700 DD members at Abbey LC 400 at Tadcaster LC	M.L/PH – Health and Fitness Manager	Ongoing – review monthly	Achieve income targets for both Abbey Leisure Centre and Tadcaster Leisure Centre	Review monthly – review at the end of financial year 2011/12
Develop strong group fitness programme at Abbey LC/Tadcaster Leisure Centre	PH/LF – Health and Fitness Manager	To ensure that fitness class numbers are financially viable  To increase the fitness class programme by 10 classes	Increased sale of annual fitness memberships  Wider variety of group fitness classes, which will increase participation.	Monitor class numbers monthly in relation to Expenditure – Minimum of 8 per class  10 new classes to be structured into programme at Abbey Leisure Centre by April 2012
Develop strong commercial programme around Café/Social Life (Catering and Bar facilities) – Maximise special event programme	ML/PH – Catering Supervisor/DM team	Develop short business plan prior to September – monitor monthly	Increased turnover and GP for food/beverage  Increased secondary spend and cross promotional opportunity	Monitor income/expenditure with monthly accounts Achieve 65% Gross profit on catering by April 2012

Achieve Quest accreditation at Abbey LC and Tadcaster Leisure Centres with improved scores by minimum 2%	PH – Centre teams	Assessment to be booked for end March 2012 (Abbey LC and Tadcaster LC)	Improved quality of services  Measurement of current performance levels	Increase Quest scores at both Abbey Leisure Centre and Tadcaster Leisure Centre ensuring facilities are scored as Highly Commended.
Maximise occupancy in swimming pool and sports hall programmes and All weather pitch (sports hall at Tadcaster)	PH – Centre management teams	Ongoing – review monthly in line with budget performance	Increased revenue  Wider variety of activities for Selby residents	Monitor income via monthly accounts – remain above budget for income and reduce expenditure
Re-launch the GP Referral scheme at Abbey Leisure Centre/Tadcaster Leisure Centre	PH/ML/Health and Fitness Manager	Re launch once instructors qualified – Aim January 2012	Contribute to reductions in health inequalities within the district  Reduction in mortality from CHD/Stroke/Diabetes	Achieve an additional 200 GP Referral clients on the programme at Abbey Leisure Centre by September 2012  Need to liaise with PCT to set SMART targets relating to CHD/Diabetes reductions
Work closely with CEF's to develop sporting programmes within the local community (links to 2012/legacy)	ML/PH – Selby DC representatives	Meet CEF's September 12th with initial proposals – launch delivery plan from January 2012	Celebration of/lead in to 2012  Legacy of sustainable programmes of activity  Development of community programmes using community representatives/volunteers for delivery	Set up and deliver an Olympic celebration event liaising with CEF groups and local sports clubs  Develop by April 2012  Set up exit routes and legacy programme following 2012 to increase sports club participation

<p>Develop partnership framework with North Yorkshire Sport enhance joint offer</p> <p>- Develop cycling programme in Selby</p>	<p>ML/PH – Sports Development Manager</p>	<p>Completed by 20<sup>th</sup> August – then quarterly meetings to monitor progress with NYS.</p>	<p>More effective support mechanism from NY sport – Improved outcomes</p> <ul style="list-style-type: none"> <li>- Opportunity to gain support for cycling project</li> </ul>	<p>Partnership framework to be put in place by September 2011 – Regular meetings to be held to monitor outcomes with NY Sport</p>
<p>Develop wider range of opportunities for Children and Young People at Abbey Leisure Centre, Tadcaster leisure Centre and Selby Park</p> <ul style="list-style-type: none"> <li>- Sports sessions</li> <li>- Gym Use</li> <li>- Use of park (boot Camp)</li> </ul>	<p>PH/Sports development Manager/Inclusion Officer/RFL Officer</p>	<p>Ongoing – look to develop improved Rugby offers by September 2011</p>	<p>More places to go, things to do for young people – Contribution to reductions in anti social behaviour</p> <p>Contribution to improved health and reduced obesity in young people</p>	<p>Develop sporting/physical activity opportunities in Selby Park by April 2012</p> <p>Develop both centre and community based activity programmes in sport for CYP at Abbey LC and Tadcaster LC – Target sports:</p> <ul style="list-style-type: none"> <li>Badminton</li> <li>Cycling</li> <li>Football</li> <li>Rugby</li> </ul>
<p>Enhance the range of activities for people with disabilities – target:</p> <ul style="list-style-type: none"> <li>- Children and YP</li> <li>Older people</li> </ul>	<p>PH/Inclusion Officer</p>	<p>Ongoing as part of centre programming – develop consultation with local groups/disability forum</p>	<p>Wider access opportunities for people with disabilities</p> <p>More diverse user groups</p> <p>Equality of opportunity for Selby District residents</p>	<p>Develop both centre and community based activity programmes in sport for CYP at Abbey LC and Tadcaster LC – Target sports:</p> <ul style="list-style-type: none"> <li>Badminton</li> <li>Cycling</li> <li>Football</li> <li>Rugby</li> </ul> <p>Equalities officer to tailor events to promote inclusion and access.</p>

Mike Lyons  
Head of Service (Sport and Leisure)  
August 2011

## **Appendices**

### **Appendix 1 – Selby KPI Annual Report**



## Wigan Leisure and Culture Trust Annual Report 2010/11

SDC Executive Briefing – Appendix Two



**WIGAN LEISURE & CULTURE TRUST  
ANNUAL REPORT**

**1.0 BACKGROUND**

Wigan Leisure & Culture Trust (WLCT) works in partnership with Selby District Council to deliver leisure services. The partnership seeks to further develop high class sports and leisure facilities for the whole community.

WLCT's performance is reviewed on a quarterly basis against these indicators, this report aims to summarise performance for the 2010/11 year.

**2.0 SUMMARY OF PROGRESS AGAINST KEY PRIORITIES AND ACTIONS 2010/11**

Progress in delivering against WLCT's key priorities for 2010/11 are summarised below.

<b>PRIORITY/ACTION</b>	<b>PROGRESS</b>
Refurbishment of Abbey Leisure Centre.	<p>A £1.1 million capital investment in the centre has produced a high quality fitness suite, bar and function suite along with a modern catering outlet.</p> <p>The project created a 60 station health and fitness suite alongside new changing rooms incorporating a steam and sauna suite in the first floor with a new café and function suite on the ground floor.</p> <p>Works commenced in January 2010 and the centre fully re-opened following completion of these refurbishment works on 19th July.</p>
Implementation of a new leisure management system.	<p>WLCT have introduced a number of new enterprise level systems along with an extensive high level BPR review exercise as part of the implementation process.</p> <p>These include:-</p> <p>XN Leisure – Leisure Membership Management System            XN Leisure - Kiosk Fast access self-service for pre-paid activities, sessions and bookings.            XN Leisure - Doorwatch - Turnstile system,</p>

PRIORITY/ACTION	PROGRESS
	<p>Magnetic and keypad access control.  QAS – Postcode lookup dataset for accurate address matching for memberships.  Torex - Checkout - Bar &amp; Catering  Technogym - Wellness membership system, Key based with detailed gym usage.</p> <p>All paper based systems have now been removed as part of the business process reengineering exercise undertaken.</p> <p>Lifestyle members are issued with a magnetic swipe card that can be used to access their benefits/memberships at both sites. The system enables WLCT to collect comprehensive management information around utilisation and participation to assist in ensuring that the service can further develop based on quality intelligent information.</p> <p>Additionally we are now fully covered by our disaster recovery and business continuity modelling.</p>
<p>Increase the number of residents participating in 3 x 30 minutes exercise per week.</p>	<p>The Active People Survey showed a small decrease in the number of adults participating in 3 x 30 mins physical activity per week (23.5%). The closures of both Abbey Leisure Centre for modernisation and Tadcaster Leisure Centre for maintenance works during the data collection period has had an adverse effect on participation but it expected that this will be addressed with the opening of the refurbished centre.</p>
<p>Increase participation at both Abbey and Tadcaster Leisure Centres through the implementation of the 'Profiles' brand and Lifestyle Scheme.</p>	<p>The Profiles brand has been successfully implemented at both Abbey and Tadcaster Leisure Centres.</p> <p>Over 2,500 Profiles members have joined the scheme to date.</p>

### 3.0 2010/11 PERFORMANCE REPORT

This section of the report sets out the key performance measures that have been developed to monitor and manage our performance. These have been developed through consultation with Selbv DC. The report shows how we have performed against target, shows past performance where available and shows our target for the next period. The table of performance uses the following symbols to help interpret performance:



**Table 1: Summary of Performance**






Number of PIs	%	%	%
			
14	42	29	29


Table 1 is a summary of our performance against our PIs. It shows the proportion of our PIs that were better than target, on target or worse than target.




**Table 2: Performance against our PIs** – The following table shows you how performance information will be reported.

Performance Indicators		2009/10 Actual Performance	2010/11				Full year 11/12
PI Name	Freq		Trust Actual	Target	Status	Comments	Target
This column shows the name of the particular performance indicator.	Shows the reporting frequency for the PI	Performance for the last full year.	Performance up to the end of this period	Our target for the end of this period	A symbol showing the variance between our performance and our target this period.	Comments on performance	Our target for the full year.







### 3.1 Participation




Participation							
Performance Indicator		2009/10	2010/11			2011/12	
PI Name	Freq.	Actual Perf.	Actual	Target	Status	Comments	Target
Visits to leisure centre's per 1000 population (LE_LI001)	Quarterly	5,244.34	4,110.52	6,200.00		See below.  The target for 2011/12 has been reduced following discussion about the calculation of the KPI. The target for 2010/11 was including visits to the skate park and café which will not be included in 2011/12.	5,500.00
Visits to Abbey Leisure Centre (LE_LI002)	Quarterly	372,640	310,340	460,025		Following the capital investment at Abbey Leisure Centre, the health & fitness suite has continued to perform well. The feedback for the facilities has been extremely positive. Currently, there are 2,176 gym members, which exceeded the original targets that were set for the facility.  Due to the popularity of the new fitness suite, WLCT are to invest in a further £40,000 in additional equipment. The extension to the gym will make a significant improvement to the customer experience and allow us to further increase the membership numbers.  Visits did not however achieve the target. This can be attributed to several factors: <ul style="list-style-type: none"> <li>• The refurbishment works at Abbey Leisure Centre meant</li> </ul>	This will not be a stand along KPI in 2011/12 but will be included as commentary in LE-LI001

						<p>that as specific points of the facility were under construction, services were disrupted and attendances affected.</p> <ul style="list-style-type: none"> <li>• Previous data collection and reporting included additional elements of activity (e.g. the skate park and catering facilities). There is no accurate method of capturing this information and therefore the current figures do not include these areas of service.</li> <li>• WLCT has also recognised areas for improvement in relation to data collection from an operational perspective (i.e. ensuring all customers swipe into the centre registering a visit and accurately recording participation).</li> </ul>	
Visits to Tadcaster Leisure Centre (LE_LI003)	Quarterly	57,396	26,723	58,000		<p>The 'Profiles' brand that has been implemented successfully at Abbey will also be extended to Tadcaster Leisure Centre, ensuring a consistency in the standards offered. Tadcaster has over 350 fitness members, but we are hoping to grow this with increased promotional activity.</p> <p>Target was not achieved at the centre. This can be attributed to:</p> <ul style="list-style-type: none"> <li>• The loss of Quarter 1 data due to implementation of the new customer relation management system.</li> <li>• Closure of the site for over 3 weeks whilst refurbishment works were undertaken.</li> </ul>	This will not be a stand along KPI in 2011/12 but will be included as commentary in LE-LI001

Performance Indicator		2009/10	2010/11			2011/12	
PI Name	Freq.	Actual Perf.	Actual	Target	Status	Comments	Target
Number of GP referrals (LE_LI005)	Quarterly	79.0	61.0	256.0		<p>The GP referral scheme has been on hold at Abbey Leisure Centre with the launch of the new profiles gym. However, WLCT plan to re-launch the programme and an in house training course has been arranged to up skill a number of existing employees. This is reflected in the amended target for 2011/12 which will cover a 6 month period from October to March.</p> <p>Regular contact has been maintained with the GP Surgeries and the PCT to ensure that referrals have been encouraged to join; where personalised programme and continued support has been received by individuals.</p>	100  (2012/13 – 300)
Number of 'Lifestyle' members as a % of population (LE_NEW001)	Quarterly	N/A	8.2%	-		<p>There were over 6,500 recorded members at the end of the year representing a positive implementation of the scheme.</p> <p>Member retention and growth will remain a priority during 2011/12.</p>	12%
% of Active Members (LE_NEW002)	Quarterly	N/A	99.2%	-		<p>With the huge growth in health &amp; fitness members, it is encouraging to see that member numbers are being maintained and the % of 'active members' is high. Promotion of the Lifestyle Card and gym membership packages has seen the number of members continue to climb. One of the key challenges going forwards will be retention and maintaining</p>	This will not be a stand alone KPI in 2011/12 but will be included as commentary in LE-NEW001

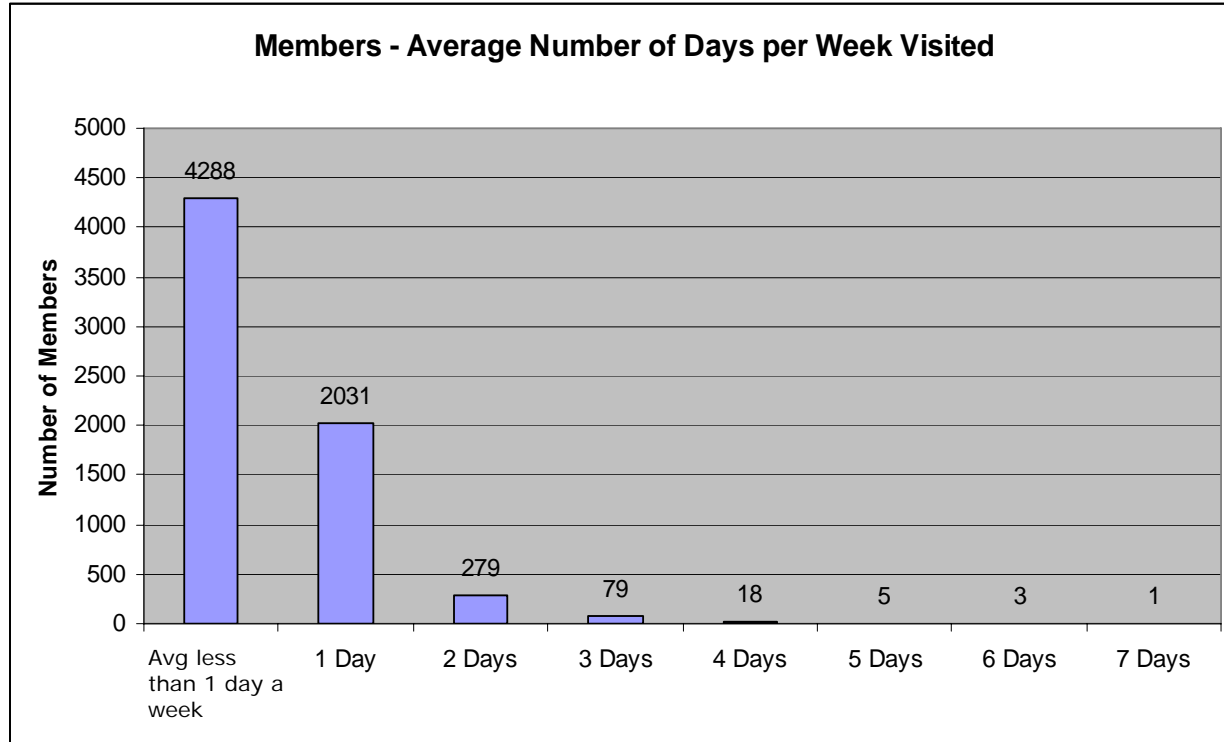
						sustainable participation in physical activity.	
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Performance Indicator		2009/10	2010/11			2011/12	
PI Name	Freq.	Actual Perf.	Actual	Target	Status	Comments	Target
% of Lifestyle Members participating in 3 or more sessions per week (LE_NEW003)	Quarterly	N/A	1.6%	-		See Graph 1 (page 8).	3.0%
% of visits to sport centres from under17's (LE_NEW004)	Quarterly	N/A	21.4%	-		Baseline data established. Target has been set based upon representation of population.	24.0%
Number of visits to sport centres from under17's (LE_NEW004.1)	Quarterly	N/A	40,732	-			46,551
% of visits to sport centres from over 60s (LE_NEW005)	Quarterly	N/A	7.0%	-		Baseline data established. Targeted increase on current levels of participation.	8.0%
Number of visits to sport centres from over 60s (LE_NEW005.1)	Quarterly	N/A	13,331	-			15,235
Gender Ratio (female/male utilisation) (LE_NEW006)	Annual	N/A	50.3 : 49.7	52.2 : 47.8		Sport England research indicates that there are significant barriers to sporting participation from women. This local data shows that participation from women is representative of the District's population. WLCT will continue to monitor this information to ensure that a disparity does not develop.	52.2 : 47.8
Disability Usage (LE_NEW007)	Quarterly	N/A	N/A	N/A	N/A	Data currently unavailable. Technical resolution is currently being sought and reporting will commence during 2011.	

Performance Indicator		2009/10	2010/11			2011/12	
PI Name	Freq.	Actual Perf.	Actual	Target	Status	Comments	Target
Accidents Ratio: Number of reportable accidents per 1,000 visits (LE_NEW009)	Annual	0.35	0.35	<1		During 2010/11 the sites had 2 RIDDOR's (both public at Abbey Leisure Centre), 1 employee accident resulting in 2 days lost and 120 public accidents (Abbey LC 107 and Tadcaster 13).  The main cause of accidents have revolved around slips/falls around poolside at Abbey LC following the re-tile and re-grout in December causing excess surface water. The floor has consequently been treated with a non-slip coating. Targets have been set in line with the Trust's wider portfolio of facilities and are based on continuous improvement on previous years performance. A health and safety audit was carried out at Abbey Leisure Centre in Aug 2010 achieving 73% compared with an average of 84% across all Trust sites. An assessment at Tadcaster will be carried out in Sept 2011.	No target set.  Accidents will be reported on a quarterly basis.
No. of RIDDOR reportable accidents	Quarterly	3	2	-			
Lost days resulting from accidents (staff)	Quarterly	0	2	-			



**Graph 1 – Members: Average Number of Days per Week Visited.**



## National Indicator

In October the Department for Communities and Local Government announced the abolition of Local Area Agreements and the associated National Indicator Set. The National Indicator Set (NIS) consisted of 199 indicators, which were announced by (DCLG) in October 2007, following the Government's Comprehensive Spending Review. Subsequently Local Authorities and their partners are no longer required to report performance against the indicator set to Central Government.

The data is collected through the Active People Survey, the largest ever survey of sport and active recreation to be undertaken in Europe. Sport England have committed to conducting the Active People Survey for the next two years. Due to the strong relationship with NI 8 and the services WLCT manage on behalf of Selby DC, we consider NI 8 a valid indicator to continue reporting as part of the performance framework.



- **National Indicator 8** – The percentage of the adult population in a local area who participated in sport and active recreation, at moderate intensity, for at least 30 minutes on at least 12 days in the last 4 weeks (equivalent to 30 minutes on 3 or more days a week).

The table below shows Selby's performance in relation to NI 8 with a summary of comparative performance information. Comparative data has been drawn from Sport England data.




		<b>2006/07</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>
<b>NI 8 – Adult Participation in Sport</b>	<b>Selby Actual</b>	<b>20.0</b>	<b>25.6</b>	<b>25.7</b>	<b>23.5</b>
	<i>Yorkshire</i>	20.20	20.80	21.30	22.8
	<i>All England</i>	21.10	21.33	21.50	21.8

The indicator was collected for the first time in 2007. This established a baseline in Selby of 20.0%. The latest data for NI 8 represents progress with the data collection between October 2009 and October 2010. It shows current participation in sport and recreation is at 23.5% a small decrease from the data captured in 2009 (2.2%) but still maintaining an increase from the baseline year and significantly higher than the regional and national averages.

### 3.2 Customer Satisfaction and Complaints

Performance Indicator		Satisfaction					2011/12
PI Name	Freq.	2009/10 Actual Perf.	Actual	Target	Status	2010/11 Comments	Target
% customers fairly or very satisfied with the service (LE_NEW010)	Annual	N/A	69.7%	-		<p>During the third quarter the service implemented the Association of Public Service Excellence (APSE) customer survey at both Leisure Centres.</p> <p>The results of the survey provide a customer satisfaction performance indicator based on users experience of staff, information, facilities and value for money. Results for each facility are detailed below: Abbey Leisure Centre – 69% Tadcaster Leisure Centre – 71%</p> <p>APSE compare results with similar facilities to provide relevant benchmarks. Both sites scored above their relevant ‘family group’ average score. (See table below)</p>	72%
% Resident Satisfaction with Sport	Annual	66.7%	63.4%	67.0%		<p>Data for this measure is collected through the Active People Survey (Sport England). It is designed to provide a District wide (user and non user) satisfaction level of the provision of local leisure facilities but is not limited to facilities provided by WLCT.</p> <p>Whilst the satisfaction level has fallen</p>	67%




						<p>it has not been a statistically significant change to demonstrate a downturn in performance.</p> <p>Resident satisfaction has fallen before (62.7, 2007/08). It is anticipated that the recent improvements at the centres will see resident satisfaction increase.</p>	
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Complaints							
Performance Indicator		2009/10	2010/11			2011/12	
PI Name	Freq.	Actual Perf.	Actual	Target	Status	Comments	Target
% of customer complaints responded to within timescale (LE_NEW011)	Quarterly	100%*	82%	95%		The service received a total 27 complaints during 2010/11.	95%
Average speed of response to customer complaints (days) (LE_NEW012)	Quarterly	1.5*	6	5		Targets have been set based on customer care standards.	
Complaints Ratio: Number of complaints received per 1,000 visits (LE_NEW008)	Quarterly	0.01*	0.08	-		LE-NEW012 will not be a stand along KPI in 2011/12 but will be included as commentary in LE- NEW011	0.1

<b>APSE Performance Network: Sport and Leisure Customer Satisfaction Analysis</b>				
		<b>Comparator Group</b>		
<b>Leisure Centre</b>	<b>Performance Score</b>	<b>Average Score</b>	<b>Lowest Score</b>	<b>Highest Score</b>
Abbey Leisure Centre	68.5	67.8	54.0	80.2
Tadcaster Leisure Centre	71.0	69.3	57.4	77.4

**NB** - Performance scores are based on a range of factors including staff, customer information, facility characteristics and value for money. This is the first year for this particular survey, and provides useful baseline data. The survey will now be carried out annually.

### 3.2 Efficiency and Effectiveness

Performance Indicator		2009/10	2010/11			2011/12	
PI Name	Freq.	Actual Perf.	Actual	Target	Status	Comments	Target
Quest Score: Abbey Leisure Centre	Annual	74%	74%	74%		<p>Quest assessment has been postponed as there has been a change of assessment provider. The new operator has changed the whole assessment process and scoring methodology. We are revising all Quest Improvement plans to ensure that the Centres are well prepared for assessment.</p> <p>The next assessments are scheduled to take place in Feb/March 2012.</p>	2 day assessment – Highly commended 80%+
Quest Score: Tadcaster Leisure Centre	Annual	69%	69%	69%		<p>Quest assessment has been postponed as there has been a change of assessment provider. The new operator has changed the whole assessment process and scoring methodology. We are revising all Quest Improvement plans to ensure that the Centres are well prepared for assessment.</p>	2 day assessment – 75%+
Cost per visit (£s) (LE_NEW013)	Annual	2.01*	1.55	-		<p>Baseline established.</p> <p>The indicator provides a measure of the total cost of running the facilities per visit to the Centres.</p> <p>A reduction has been targeted in 2011/12 based on an increase in participation and reduction in the level of cost.</p>	1.10

Performance Indicator		2009/10	2010/11			2011/12	
PI Name	Freq.	Actual Perf.	Actual	Target	Status	Comments	Target
Cost per resident (£s) (LE_NEW014)	Annual	3.66*	6.31	-		Baseline established.  This indicator provides a measure of the total cost of running the facilities divided by the number of residents in the District. The data will be used in the future to benchmark the service with other authorities.	6.29

\* - please note data refers to Sept 09 – Mar 10 only

# Selby District Council

## REPORT

Reference: E/11/39

Public – Item 10



**To:** The Executive  
**Date:** 3 November 2011  
**Status:** Non Key Decision  
**Report Published:** 26 October 2011  
**Author:** Janette Barlow – Director  
**Executive Member:** Councillor Mark Crane  
**Lead Officer:** Keith Dawson – Director

**Title:** To set the date for the ‘floating’ annual leave day over the Christmas period

### Summary:

Agreement is sought on the fixing of the leave date over the Christmas period in line with the Single Status Agreement 2004.

### Recommendation:

**To agree that Friday 30th December 2011 is fixed as the ‘floating’ leave date under the Single Status Agreement.**

### Reasons for recommendation

In line with the Single Status Agreement, the Authority has some flexibility in fixing one of the annual leave dates over the Christmas period. The Executive are asked to confirm the preferred date identified by staff as a result of a ballot.

### 1. Introduction and background

1.1 In 2004 the Authority implemented the Single Status Agreement which harmonised the key terms and conditions of employment for all staff. As part of this Agreement, the two extra statutory holidays (Tuesday after Spring Bank and Summer bank holidays) were removed and replaced by:



- One day added to annual leave
- One day to be fixed during the Christmas/ New Year period annually

## **2. The Report**

- 2.1 Each year, in line with the Single Status Agreement, staff are balloted on a number of options to ascertain their preferred date.
- 2.2 This year Christmas Day falls on a Sunday therefore Monday 26th and Tuesday 27th December 2011 will be allocated as Bank Holidays. Staff were given the options of either Wednesday 28<sup>th</sup> or Friday 30<sup>th</sup> December for the floating day.
- 2.3 The results of the ballot were:
- Wednesday 28<sup>th</sup> December – 53 votes
  - Friday 30<sup>th</sup> December – 85 votes

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

### **3.1 Legal Issues**

None arising from the report.

### **3.2 Financial Issues**

None arising from the report.

## **4. Conclusion**

- 4.1 The Executive is asked to confirm that Friday 30<sup>th</sup> December is fixed as the floating day for 2011.

## **5. Background Documents**

- 5.1 None

### **Contact Officer:**

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### **Appendices:**

None

# Selby District Council

## REPORT

Reference: E/11/40

Public – Item 11



**To:** The Executive  
**Date:** 3 November 2011  
**Status:** Non Key Decision  
**Report Published:** 26 October 2011  
**Author:** Jonathan Lund, Monitoring Officer  
**Executive Member:** Cllr Mark Crane, Leader  
**Lead Officer:** Keith Dawson, Director of Community Services

**Title:** Review of the Constitution

### Summary:

Selby District Council adopted its new Constitution with effect from the May elections in 2011. The Constitution has now been operational for almost six months and an opportunity has been taken to review how it has worked and propose minor amendments to improve its operation and correct any anomalies, oversights or errors. The report sets out the proposals

### Recommendation:

**To recommend the Council to endorse the proposed amendments set out in the report.**

### Reasons for recommendation

In pursuance of the Council's obligations under Article 15 of its Constitution – to review and revise the Constitution – the recommendations are proposed to address issues which have arisen since the Constitution became effective in May 2011

#### 1. Introduction and background

- 1.1 This review does not propose any amendments to the principal objectives of the Constitution which remains based on the model constitution for the Leader and Cabinet form of Executive.

## **2 The Report**

### **2.1 Community Engagement Forums**

**2.2** Article 10 (page 22) and the CEF Procedure Rules (pages 104 to 107) set out the governance arrangements for the Council's five community engagement forums.

**2.3** As the CEFs develop they will inevitably seek a greater degree of autonomy from the District Council. In addition, if community capacity and the "big society" are to be encouraged at local level it is necessary to review and consider relaxing some of the constitutional requirements contained in the constitution. The following changes are proposed:

**2.3.1** Amend Article 10.2 and CEF Procedure Rule 1.6 to allow the Partnership Board to elect its own Chair [from amongst its total membership].

**2.3.2** Amend Article 10.3 to add a new Role and Function at (g) and to repeat the provision in Part 3 (Responsibility for Functions) and Part 4 CEF Procedure Rule 1.1 "To enable communities to build their capacity and develop their confidence by empowering local people and making them better able to help themselves."

**2.3.3** Amend CEF Procedure Rule 1.2 so that the CEF Community Session and the Business Session need not be part of the same event or evening – allowing CEFs to adopt the arrangements which best suit their communities.

**2.3.4** Amend CEF Procedure Rule 1.7 to allow CEF Partnership Boards to set the frequency and dates of their meetings subject to Council approval. And, whilst retaining the requirement to give notice about the time and place of meetings in accordance with the Access to Information Procedure Rules, to remove the specific reference to the Democratic Services Manager to reflect the new role of Communities Selby.

### **2.4 Responsibility for Functions (Delegations)**

**2.4.1** The Chief Executive has delegated authority to exercise all of the functions of the Council in emergency or urgency situations (after consultation with the Leader of the Council). Under Rule 9.1 (c) the Chief Executive has arranged for this delegated power to be exercised by the Deputy Chief Executive, on the same basis, when the Chief Executive is absent or unable to act. It is proposed to amend the Constitution so that this arrangement is written formally into the Scheme of Officer Delegation at a new paragraph 10.1 (page 50).

**2.4.2** The previous constitution made provision for the Head of Service (Finance) to write off as irrecoverable any money owing to the Council in respect of council tax, national non-domestic rates, rent arrears and

miscellaneous debts where the debtor is adjudged bankrupt, insolvent or (in the case of companies) in liquidation and where the officer judged that recovery of the monies was not economically possible. There was no financial limit to the amount that could be written off in these circumstances

**2.4.3** In simplifying these arrangements the new constitution has set a limit in all cases of write-offs at £5,000.

**2.4.4** It is proposed to amend delegation 11.1 (d) (i) so that any proposed write off over a specified amount can only be authorised by the Executive Director with S151 responsibilities after consultation with the Leader of the Council (or other specified Executive Member).

**2.4.5** The Executive is asked to consider an appropriate financial limit and whether, in the case of bankruptcy, insolvency or liquidation the same financial limit should apply or whether the Council should revert to an unlimited delegation.

## **2.5 The State of the Area Address**

**2.5.1** The Council Procedure Rules (pages 60 to 78) at Rule 16 require the State of the Area Address to be reported to the Scrutiny Committee for consideration as part of the consultation process. This provision was copied across from the previous constitution when the Council had a single Scrutiny Committee. Having regard to the remits of the Policy Review Committee and the Scrutiny Committee it is more appropriate for the State of the Area Address to be considered by the Policy Review Committee (as it was this year) and it is proposed that Procedure Rule 16 is amended to reflect this.

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

**3.2 Legal Issues - None**

**3.3 Financial Issues - None**

## **4. Conclusion**

The relatively minor administrative amendments set out above are proposed as sensible improvements to the Constitution and have come to light in the first six months of operating with the new arrangements

**5. Background Documents - None**

**Contact Details Jonathan Lund, Monitoring Officer**

**Appendices: None**