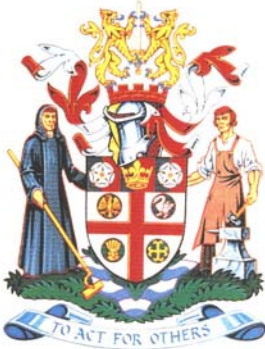


# Selby District Council



## Agenda

Meeting: **Executive**  
Date: **4 October 2012**  
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 September 2012. (Pages 4 to 8).

### 3. **Disclosures of Interest**

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

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

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

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

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

- 4. To receive a petition from the Chairman of Burn Parish Council**
- 5. Financial Strategy – Key Decision**

Report E/12/21 asks the Executive to consider. (Pages 9 to 34).
- 6. Leisure Landlord Maintenance Programme**

Report E/12/22 asks the Executive to consider the latest position in respect of the Landlord Maintenance Programme. (Pages 35 to 49 ).
- 7. HRA Business Plan – Key Decision**

Report E/12/23 asks the Executive to approve the HRA Business Plan for submission to Council. (Pages 50 to 86).
- 8. Options for additional funding within HRA Capital Programme - Key Decision**

Report E/12/24 presents the Executive with options to utilise savings within the HRA Budget. (Pages 87 to 91).
- 9. Tenancy Strategy**

Report E/12/25 asks the Executive to approve the Tenancy Strategy. (Pages 92 to 100).
- 10. Tenancy Policy – Key Decision**

Report E/12/26 asks the Executive to endorse the approach to the Tenancy Policy. (Pages 101 to 128).
- 11. Anti Social Behaviour Policy**

Report E/12/27 asks the Executive to approval the Anti Social Behaviour Policy. (Pages 129 to 144).
- 12. Review of the Asset Management Strategy – Key Decision**

Report E/12/28 asks the Executive to approve the Asset Management Strategy. (Pages 145 to 158).
- 13. Countryside Management and Green Space Strategy – Key Decision**

Report E/12/29 asks the Executive to approve the Strategy for consultation purposes. (Pages 159 to 253).
- 14. CCTV Procurement**

Report E/12/30 asks the Executive to recommend to Council a number of actions to support to the ongoing work. (Pages 254 to 258).

**15. 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 paragraph 3 of Part 1 of Schedule 12(A) of the Act.**

**16. Leisure Services following the fire at Abbey Leisure Centre – Key Decision**

Report E/12/31 asks the Executive to consider latest position in respect of future leisure services at Abbey Leisure Centre. (Pages 259 to 332)

**17. Telephone Mast**

Report E/12/32 asks the Executive to consider the latest position regarding the Telephone Mast. (Pages 333 to 335).

**J Lund  
Deputy Chief Executive**

<b>Dates of next meetings</b>
<b>18 October 2012 Executive Briefing</b>
<b>1 November 2012 Executive</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 September 2012
Present:	Councillor M Crane (Chair), Councillor Mrs G Ivey, C Lunn, J Mackman and C Metcalfe
Officers present:	Chief Executive, Executive Director (S151), Director of Community Services, Policy Officer and Democratic Services Manager.
Also Present:	None
Public:	0
Press:	0

NOTE: Only minute numbers 25, 26, 27 and 28 are subject to call-in arrangements. The deadline for call-in is 5pm 18 September 2012. Decisions not called in may be implemented on 19 September 2012.

#### **22. Apologies for Absence**

None received.

#### **23. Minutes**

The minutes of the meeting on 5 July 2012 were submitted and agreed as a correct record and signed by the Chair.

#### **24. Disclosure of Interest**

None received.

#### **25. 1<sup>st</sup> Interim Budget Exceptions Report – Key Decision**

Councillor Lunn presented the report which updated the Executive with details of major variances between budgeted and actual expenditure and income for the 2012/13 financial year to 30 June 2012 for the Core, Access Selby and Communities Selby.

Councillor Lunn highlighted that, at the end of June 2012, the Council was forecasting a net surplus on the General Fund of £166k. The surplus was largely as a result of Internal Drainage Board Levies being below the budgeted allowance.

The Executive discussed the forecasted surplus on the Housing Revenue Account (HRA). The discussion focussed on the future scope to develop a considered approach to reallocate the surplus. A report on the options available to the Executive would be received at a future meeting.

**Resolved:**

- i) To endorse the actions of officers and note the contents of the report.**
- ii) To adjust budgets to reflect the savings expected to be achieved this year as per Appendix C, and that the Council's 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;**
- iii) To consider the options available for the saving identified (£314k) on external interest payments within the HRA.**

Reason for decision:

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.

**26. 1st Interim Treasury Management Progress Report**

Councillor Lunn presented the report which reviewed the Council's borrowing and investment activity (Treasury Management) for the first three months of 2012/13 and presented performance against the Prudential Indicators.

Councillor Lunn was pleased to inform the Executive that, despite the challenging financial environment, overall investment was forecasted to exceed the budget for the year.

**Resolved:**

**To endorse the actions of officers on the Council's treasury activities for the period ending 30 June 2012 and approve the report.**

Reason for the decision:

To comply with the Treasury Management Code of Practice, the Executive is required to receive and review regular treasury management monitoring reports.

## **27. 1st Interim Corporate Plan Progress Report**

Councillor Crane presented the report which provided details of Access Selby's key performance indicators following the 1st quarter of reporting for the financial year 2012/13. The update also provided progress against the development plan that is included within the Service Level Agreement between the Core and Access Selby.

Councillor Crane highlighted the good work being undertaken within Access Selby. He provided a brief update on the work undertaken to address the issue of housing stock voids.

**Resolved:**

**To approve the necessary action taken by officers to ensure performance meets the targets set.**

Reason for the decision:

The ongoing management of performance and improvement data assists Access Selby in achieving its priorities for 2012/13.

## **28. Corporate Enforcement Policy**

Councillor Crane presented the new Corporate Enforcement Policy which standardised the approach Access Selby takes across its enforcement activities.

The Executive discussed the policy and were keen to see a consistent approach across all areas of enforcement. The Director of Community Services clarified issues raised by the Executive in respect of the use of surveillance.

**Resolved:**

**To approve the Corporate Enforcement Policy.**

Reason for the decision:

The Corporate Enforcement Policy standardises the approach taken across Access Selby's enforcement duties. The Policy will improve consistency in the delivery of services to local people.

## **29. Anti Social Behaviour Policy**

The Executive requested that this item of business be considered at the October meeting.

### **Resolved:**

**To consider the Anti Social Behaviour Policy at the October meeting of the Executive.**

Reason for the decision:

To allow the Executive opportunity to further consider the policy.

## **30. Motion from Council 26 June 2012**

Councillor Metcalfe presented the report which considered the Motion submitted by the Labour Group to the Council meeting on 26 June 2012. The Council had asked for a response from the Executive.

The Executive heard that discussions had been held with a number of councillors from the two main political groups. The report sought to amend and refine the operation of scrutiny at the Council in order that the process adds value to the Council's operations.

### **To recommend to Council:**

**i) To amend the Council's Constitution in respect of the Scrutiny Committee to give effect to the following:**

- **to debate all call-ins**
- **To have the call-in presented to the Scrutiny Committee by the "sponsor" of the call-in and one or more of his/her co-signatories**
- **To hear from any other appropriate contributors, including where necessary the relevant Executive member**
- **To pass any relevant and specific recommendations to the Executive or Council as appropriate**
- **To comment on the validity of the call-in itself**

**ii) To provide a series of development workshops to re-appraise the role of the scrutiny function to help deliver the objectives set out in paragraph 3.3 of the report;**

**iii) To introduce a system of named substitutes for scrutiny committees.**

Reason for the decision:

To improve the operation of the scrutiny function following discussions with elected members from across the Council.

The meeting closed at 5pm.



# Selby District Council

## REPORT

Reference: E/12/21

Item 5 - Public



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<b>To:</b>	<b>The Executive</b>
<b>Date:</b>	<b>4 October 2012</b>
<b>Status:</b>	<b>Key Decision</b>
<b>Report Published:</b>	<b>26 September 2012</b>
<b>Author:</b>	<b>Karen Iveson – Executive Director (s151)</b>
<b>Executive Member:</b>	<b>Councillor C Lunn – Lead Member for Finance &amp; Resources</b>
<b>Lead Officer:</b>	<b>Karen Iveson – Executive Director (s151)</b>

**Title: Medium Term Financial Strategy Update**

### **Summary:**

This report presents an update to the Medium Term Financial Strategy (MTFS) approved by full Council in December 2011. Taking into account anticipated cuts to public sector funding a target net revenue budget of £9.7m is proposed for the forthcoming budget round.

Subject to the assumptions within the update and achievement of savings targets, there is some financial capacity to support the 'Programme for Growth'.

### **Recommendations:**

**It is recommended that subject to comments from the Policy Review Committee the draft update to the Medium Term Financial Strategy be submitted to Council for approval.**

### **Reasons for recommendation**

To set the framework for the 2013/14 budget and 2013 – 2015/16 Medium Term Financial Plan

## **1. Introduction and background**

- 1.1 The Council's Medium Term Financial Strategy was approved by full Council in December 2011 – this report presents an update taking into account changes to the key assumptions within the strategy.

## **2. The Report**

- 2.1 The approved MTFS took a cautious view of the Council's finances given the uncertainty within the wider economy and the Government's resource review, setting additional savings targets for Access Selby of £643k for 2012/13 and £787k for 2014/15 (taking their total savings target to £3.7m by 2014/15 – to date £2.2m has been achieved).
- 2.2 Nearly a year on, the continuing economic recession; the growing uncertainty surrounding the proposed business rates retention scheme; and changes to specific grants (such as Council Tax Support), mean that further cuts to public sector spending are considered likely.
- 2.3 The attached update paper models three scenarios for Government grant/business rates: cuts per the CSR10; mid-range cuts of 10%; and the LGA's view of a 20% cut in 2013/14. The mid range forecast is the scenario that is proposed as the basis for the forthcoming budget round.
- 2.4 Assuming cuts of 10% to grant/business rates and using New Homes Bonus awarded for 2013/14 onwards to help backfill these funding cuts, a further gap of £140k is forecasted for 2013/14.
- 2.5 The Core and Communities Selby savings plan contains enough headroom to absorb this funding cut but Access Selby still has significant savings to deliver in order to meet its targets.
- 2.6 In order to provide some additional capacity and resilience it is proposed that the Executive consider further efficiency and savings initiatives as part of their budget proposals.
- 2.7 Achievement of the planned savings will allow resources to be diverted to the 'Programme for Growth' to support delivery of the Council's Corporate Plan. An estimated summary of the programme's spend and funding profile is set out in section 5 of the paper.

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

#### **3.1 Legal Issues**

None as a direct result of this report.

#### **3.2 Financial Issues**

3.2.1 Based on the updated key assumptions within the paper and a mid-range cut to Government grant/business rates of 10%, the target net revenue budget (excluding NHB allocated to the 'Programme for Growth') for 2013/14 is £9.7m (or £10.562 including NHB for the 'Programme for Growth').

3.2.2 This would give a further funding gap of £140k in 2013/14, which can be covered by headroom within the Core and Communities Selby's savings plan, leaving Access Selby's savings targets unchanged.

### **4. Conclusion**

4.1 There remains significant risk and uncertainty to public sector funding and a cut of 10% is suggested as a prudent mid-range forecast for 2013/14.

4.2 Subject to the assumptions and by using NHB achieved from 2013/14 onwards to back fill these cuts, there should be sufficient resources to cover our in-year revenue spending and allow £880k p.a. from NHB to be diverted to the 'Programme for Growth'.

4.3 However, this is dependent upon Access Selby achieving its savings targets. This is becoming increasingly challenging and therefore opportunities for further efficiencies and savings will be brought forward as part of the 2013/14 budget proposals.

### **5. Background Documents**

Approved MTFS December 2011

#### **Appendices**

Appendix A - Medium Term Financial Strategy Update October 2012

#### **Contact Details**

Karen Iveson  
Executive Director (s151)  
kiveson@selby.gov.uk

## Selby District Council

### Medium Term Financial Strategy Update October 2012

#### 1. Introduction and Background

- 1.1 This paper presents an update to the Medium Term Financial Strategy approved by Council in December 2011. It considers the budget pressures and issues facing the Council over the next 3 years and provides the framework for the forthcoming budget round.
- 1.2 The strategic context for the financial strategy remains unchanged although the Council's work on its corporate objectives (the 5 Big Things) is progressing – a 'Programme for Growth' is currently being developed and the financial strategy aims to provide the resources necessary to deliver the programme.
- 1.3 To support this paper three scenarios concerning central Government grant funding have been modelled and are attached at Appendix A – cuts per the CSR10; mid-range cuts of 10%; and the LGA's view (the most pessimistic, with a 20% cut forecast in 2013/14).

#### 2 Update on financial assumptions

##### Interest Rates

- 2.1 The bank base rate remains at 0.5% with a rise not forecasted until 2014. The approved strategy assumed investment rates would rise to 3% by 2015/16 which is now looking unlikely.
- 2.2 Current returns are around 1.25% and it would be prudent to assume this level for 2013/14, with assumptions reduced to 2% for 2014/15, and 2.5% for 2015/16.
- 2.3 The approved strategy includes provision for a £300k cap on the amount of investment interest used to support the revenue budget and as a result of the on-going low rates it is now anticipated that this will not be reached until 2015/16 (instead of 2013/14).

##### Inflation

- 2.4 The approved strategy took a cautious stance on inflation projections with 3% included for all years – no changes are proposed at this stage.

##### Government grants

- 2.5 This element of funding will see the most significant changes following the localisation of Business Rates and Council Tax Support. Final

## Appendix A

details are still awaited, although Appendix B sets out further information and an example forecast based on the consultation to date and figures in the last spending review.

- 2.6 The LGA's view of future funding is much more pessimistic with a 20% cut estimated for 2013/14. In order to steer a middle course, in simple terms a net cut of 10% has also been projected for 2013/14 (to 2016/17), along with the removal of Council Tax Benefit and a reduced level of support rolled into the new business rates scheme.
- 2.7 Compared to the approved strategy, the three scenarios set out at Appendix A range from an increase in resources for 2013/14 of £240k (the result of 2013/14 New Homes Bonus) to a decrease of £620k.
- 2.8 Beyond 2013/14 the mid-range forecast assumes that business rates and general grant broadly reduce in line with increases in New Homes Bonus – a relatively prudent approach but one which still carries some risk as it requires sufficient levels of increase in Council Tax Base.
- 2.9 Business rates retained above the strategy assumption will be set aside to off-set potential future losses, in accordance with the strategy approved in December 2011.

### New Homes Bonus

- 2.10 The approved strategy assumes that Year 1 New Homes Bonus (NHB) is used to support the 'Programme for Growth' with sums received in excess of the year 1 award, being used to support the revenue budget. This was in response to the announcement that any further awards would be funded from top slicing formula grant.
- 2.11 When the final details of the scheme and the plans for Business Rates retention were released it became clear that the Government had already taken some need for top slicing into account in the 2012/13 settlement and therefore subject to achieving the target for savings in 2012/13, the Year 2 award can be viewed as additional resources and used to support the 'Programme for Growth'.
- 2.12 Receipts above the 2012/13 level of £880k p.a. will be used to support the revenue budget, effectively helping to back fill further grant cuts.

### Council Tax

- 2.13 The strategy assumes that Council Tax will increase in line with inflation. Any deviation from this will require further savings and/or cuts to services.
- 2.14 Council Tax income is also dependent upon the Council Tax Base, which will be reduced by around 10% as a result of change in Council Tax Support - from a welfare benefit to a discount scheme. This

## Appendix A

change is estimated to reduce the Council's precept income by around £460k (allowing for the cut in government funding), which should be offset by an increase in general grant.

- 2.15 Subject to a decision (by January 2013), on the final scheme for Council Tax Support (including the expected 10% cut to grant), further reductions are assumed to be offset by reductions in other discounts.
- 2.16 However, prudent forecasts regarding the future collectability of Council Tax from households previously in receipt of Council Tax Benefit, mean an annual deficit on the Collection Fund of £30k is assumed.

### General Balances

- 2.17 In accordance with the current strategy it is assumed that General Fund balances are **not** used to support the revenue budget after 2012/13.
- 2.18 General Balances remain funding of last resort. Currently there is a balance of £1.8m on this fund so there is some headroom above minimum £1.5m working balance. Given the increased funding risk associated with business rates it is proposed that £300k is transferred to a new Business Rates Equalisation Reserve. This will provide protection should the Council suffer early losses before the funding safety net is reached (there is no protection from losses until the safety net is reached – the Government is currently seeking views on setting the safety net threshold between 7.5% and 10.0% below an authority's baseline funding level, which could equate to around £245k for Selby).

### Earmarked Reserves

- 2.19 An initial review of earmarked reserves suggests:
  - Close the Vehicle Replacement Reserve (the last remaining owned vehicle has now been sold – all other vehicles directly used by Access Selby are leased) – this will release £164k for alternative use.
  - Details of the updated Asset Management Strategy are needed before reviewing the adequacy of the Buildings Reserve. £130k p.a. is transferred into this reserve but following the move to the new Civic Centre and the fire at Abbey Leisure Centre this amount needs to be reviewed.
  - ICT Replacement – the assessment of spending need currently exceeds available resources – a bid for additional resources is anticipated and whilst subject to business case and Council approval, it would be prudent to transfer the £164k from the Vehicle Replacement Reserve to the ICT Reserve.

- Special Projects Reserve - use £880k of New Homes Bonus in 2012/13 – 2014/15 to top up this reserve for the Council's 'Programme for Growth'. Available funds after current commitments stand at £1m plus £880k p.a. New Homes Bonus from 2012/13 onwards (subject to award and grant cuts) which could give us around £3.6m up to 2014/15.

**It must be stressed that the use of NHB resources to fund growth is wholly dependent upon achieving the revenue savings targets set.**

- Spend to Save Reserve – the need for on-going savings and efficiencies to achieve the Council's objectives remains a key priority and therefore this reserve, which provides up front investment for improvements and efficiency initiatives, is a crucial part of the financial strategy. The reserve is currently sustained through in-year revenue savings in excess of set targets.
- Pension Equalisation – there is the potential to release funds from this reserve subject to changes in pension rules and the next triennial valuation. The £200k p.a. that is currently set aside will be reviewed following the results of the valuation due late in 2013.
- PFI – the on-going adequacy of this reserve will be reviewed in light of interest rates and inflation. Any necessary increases in contributions will form part of the revenue budget and will be funded as a commitment before further service growth is considered.

### 3 Revenue Budget

#### Costs

- 3.1 It is assumed that costs will increase in line with inflation although at the time of writing this paper, details on the employee pay award have not been finalised. A pay award of 1% has been included in the MTFP for 2013/14
- 3.2 Whilst cuts in general grant continue, any demand led cost pressures must be contained within the net revenue budget.

#### Income

- 3.3 The current Medium Term Financial Plan includes £250k p.a. for Planning Fee localisation, which will not now take place.

## Appendix A

- 3.4 Other income generation is a key part of Access Selby's business plan but is currently not delivering to target, which is putting greater pressure on the need for savings. However this remains a key objective for Access Selby and therefore it is assumed that income targets are increased in line with inflation and alternative streams are brought forward for consideration by the Executive.

### Savings

- 3.5 The latest versions of the savings action plans are set out at Appendix C. There are concerns over Access Selby's ability to deliver to their plan in light of the outlook for planning fees and income generally.
- 3.6 Planned savings from the removal of the fixed term costs associated with Communities Selby have been added to the Core's savings list, taking their headroom in 2013/14 to around £180k. On the other hand, Access Selby still has up to £1.5m savings to be delivered over the next 2½ years. The 'still to identify' line in the table below is the result of localised planning fees not coming to fruition.

<b>Access Selby savings still to be delivered</b>	<b>2012/13 £000</b>	<b>2013/14 £000</b>	<b>2014/15 £000</b>
Amber	230	283	288
Red	111	681	1,013
Still to identify	252	239	224
<b>Total</b>	<b>593</b>	<b>1,203</b>	<b>1,525</b>

- 3.7 Delivery of the set savings targets is a fundamental and crucial part of the Council's financial strategy – failure to achieve the targets will mean that resources can not be diverted into the 'Programme for Growth' which will limit the potential for economic growth within the district and in turn will limit the resources available to the Council through NHB and Business Rates retention.
- 3.8 Given Access Selby's challenging target it would be prudent to look for alternative efficiencies and savings within the Council's spending and income plans.

## **4 Capital Programme**

- 4.1 There is currently around £0.5m available in usable capital receipts over next 5 years after Disabled Facilities Grants and other capital project commitments. The approved programme is attached at Appendix D.
- 4.2 The fire at Abbey Leisure Centre and the resulting temporary gym arrangements mean that receipts from the sale of land at the former



## Appendix A

Civic Centre site will be delayed to 2015. It is intended that these receipts be allocated to the 'Programme for Growth' should they be realised within the life of the programme.

- 4.3 As at 31 March 2013 it is estimated that there will be £493k of capital receipts allocated to the 'Programme for Growth' and further spend will be subject to approval of proposals currently in development.
- 4.4 At this stage there are no plans to take out further prudential borrowing although this will be kept under review as the 'Programme for Growth' develops.

### 5 Programme for Growth

- 5.1 The 'Programme for Growth' is the Council's strategic programme to support delivery of its Corporate Plan. The programme aims to comprise a range of cross cutting projects designed to '**build a stronger Selby district**' by investing in housing and infrastructure; jobs; retail; and the leisure economy.
- 5.2 The programme will be funded largely by New Homes Bonus (up to £880k p.a.) and unallocated capital receipts, and be delivered over the next 2½ years from October 2012.
- 5.3 The programme is scheduled for approval by the Executive on 1<sup>st</sup> November 2012 but an estimated summary of the spend and funding profile of the programme is set out in the table below:

	Capital £000	Revenue £000	2012/13 £000	2013/14 £000	2014/15 £000
Programme management	0	93	13	40	40
Housing	0	76	38	28	10
Infrastructure	0	105	40	65	0
Jobs	0	118	15	51	52
Retail	0	500	0	500	0
Leisure	2,000	0	0	0	2,000
Strategic site acquisition fund	1,750	0	1,000	750	0
<b>Total</b>	<b>3,750</b>	<b>892</b>	<b>1,106</b>	<b>1,434</b>	<b>2,102</b>
<b>Funding</b>					
Balance brought forward			0	1,116	562
Special projects reserve - revenue		3,489	1,729	880	880
Special projects reserve - capital	1,493		493	0	1,000
Project spend			-1,106	-1,434	-2,102
<b>Balance carried forward</b>			<b>1,116</b>	<b>562</b>	<b>340</b>

## Appendix A

- 5.4 At this stage the programme is still in development and a number of the potential projects within the programme will be subject to detailed business case and therefore the above spend and funding profile is indicative only.
- 5.5 It should also be noted that the estimated programme funds include estimated capital receipts in 2014/15 which may not be realised. This risk has been identified as part of the programme's outline business brief and the potential for prudential borrowing has been recognised in the leisure project brief.

### 6 Revenue Budget Outlook 2013/14

- 6.1 The forecasted resources available to support the revenue budget for 2013/14 compared to 2012/13 (excluding £880k NHB set aside for the Programme for Growth) are shown in the table below:

Revenue Resources	2012/13 £000's	Change £000's	2013/14 £000's
Grant/Business Rates	4,916	-124	4,792
NHB	0	+371	371
Council Tax	4,818	-269	4,549
Collection Fund	59	-89	-30
<b>Total Resources</b>	<b>9,793</b>	<b>-111</b>	<b>9,682</b>

- 6.2 Based on the mid-range scenario of a 10% cut to grant funding and allowing for specific grants to be rolled into general grant/business rates, the gap between projected expenditure and funding is forecast at around £800k for 2013/14 (subject to assumptions), which is about £140k more than originally anticipated. Given Access Selby's already challenging savings target it is proposed that this be met from the headroom available within the Core/Communities Selby savings plan.
- 6.3 Due to the uncertainty of government grant/business rates it is extremely difficult to predict the level of resources we can expect for 2013/14 and beyond. The strategy assumes that NHB is used to backfill funding cuts but if the cuts are not as severe as modelled then there is the potential for additional funds to be allocated to the 'Programme for Growth'. Alternatively there could be scope to reduce the savings targets.
- 6.4 Should the cuts be more severe then additional savings would be needed and it is proposed that further efficiencies are pursued in order to create additional financial capacity and resilience wherever possible.

## Appendix A

- 6.5 An announcement on funding levels is expected in December and any changes can be incorporated into the Executive's budget proposals before they are considered by full Council in February 2013.
- 6.6 Based on the indicative budget, within the current Medium Term Financial Plan (3 year budget) and amended for the updated assumptions in this paper, the net revenue budget for 2013/14 is expected to total no more than £9.682m.

### **7 Conclusions**

- 7.1 Forecasted revenue resources for 2013/14, assuming a 10% cut in general grant, are £9.7m. This will be the target Net Revenue Budget for 2013/14.
- 7.2 Based on the current approved MTFs, associated savings targets (assuming that these targets are met) and the updated assumptions within this paper, this would increase the funding gap by £140k in 2013/14. This additional gap can be covered by the headroom within the Core and Communities Selby's savings plan.
- 7.3 However, there is increased risk associated with the new business rates retention scheme, the continuing economic recession and delivery of Access Selby's savings plan, therefore it would be prudent to continue to look for other efficiencies and savings wherever possible. Consequently, it is proposed that alternative savings proposals are brought forward for consideration as part of the forthcoming budget round.
- 7.4 The Council's ability to contain its revenue spending within the target resources will mean that funds (particularly NHB) can be diverted to the 'Programme for Growth'. Failure to achieve the necessary savings will put the programme in jeopardy.

**SELBY DISTRICT COUNCIL - 10 YEAR FINANCIAL PLAN V1 (September 2012) LG Futures CSR10**

	Base 2012/13	← Medium Term Financial Plan → 2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
<b>KEY ASSUMPTIONS</b>											
Inflation	3.50%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
Interest Rates	1.25%	1.25%	2.00%	2.50%	3.50%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%
Tax Base Increase	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%
Government Grant Increase	-10.94%	-1.82%	-9.47%	-3.38%	-2.01%	-0.85%	2.00%	2.00%	2.00%	2.00%	2.00%
Council Tax Increase	0.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
<b>COUNCIL TAX</b>											
Tax Base (Number of Band D Equivalents)	30.326	30.629	30.936	31.245	31.557	31.873	32.192	32.514	32.839	33.167	33.499
Tax Base Adj re Council Tax Support		2.832	2.861	2.889	2.918	2.947	2.977	3.007	3.037	3.067	3.098
Council Tax @ Band D (£)	158.88	163.65	168.56	173.61	178.82	184.19	189.71	195.40	201.26	207.30	213.52
Council Tax Income (£)	4,818	5,012	5,214	5,425	5,643	5,871	6,107	6,353	6,609	6,876	7,153
Less Council Tax Support Adj Precept	-	464 -	482 -	502 -	522 -	543 -	565 -	587 -	611 -	636 -	661
	<u>4,818</u>	<u>4,549</u>	<u>4,732</u>	<u>4,923</u>	<u>5,121</u>	<u>5,328</u>	<u>5,542</u>	<u>5,766</u>	<u>5,998</u>	<u>6,240</u>	<u>6,491</u>
% Increase in Council Tax	-	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
<b>REVENUE FINANCING</b>											
	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's
Council Tax	4,818	4,549	4,732	4,923	5,121	5,328	5,542	5,766	5,998	6,240	6,491
Government Grant	4,796	4,709	4,263	4,119	4,036	4,001	4,081	4,162	4,245	4,330	4,417
Government Grant - C Tax Support		464	482	502	522	543	565	587	611	636	661
Council Tax Freeze Grant	120										
New Homes Bonus	880	1,251	1,629	2,014	2,407	2,362	2,400	2,400	2,400	2,400	2,400
Collection Fund Surplus/Deficit (+/-)	59	- 30	- 30	- 30	- 30	- 30	- 30	- 30	- 30	- 30	- 30
<b>TOTAL EXTERNAL RESOURCES</b>	<u><b>10,673</b></u>	<u><b>10,942</b></u>	<u><b>11,076</b></u>	<u><b>11,527</b></u>	<u><b>12,056</b></u>	<u><b>12,203</b></u>	<u><b>12,558</b></u>	<u><b>12,885</b></u>	<u><b>13,225</b></u>	<u><b>13,576</b></u>	<u><b>13,940</b></u>

REVENUE BUDGET	Base	← Medium Term Financial Plan →										
	2012/13 £000's	2013/14 £000's	2014/15 £000's	2015/16 £000's	2016/17 £000's	2017/18 £000's	2018/19 £000's	2019/20 £000's	2020/21 £000's	2021/22 £000's	2022/23 £000's	
Operational Budget	8,988	9,278	9,378	9,779	9,949	10,248	10,555	11,008	11,198	11,394	11,595	
Capital Projects (funded from revenue res)	412	150	818	110	342	85	99	211	175	175	175	
Revenue Growth/Projects	200	134	138	142	146	151	155	160	165	170	175	
Investment Income (Capped at £300k)	- 165	- 165	- 264	- 300	- 300	- 300	- 300	- 300	- 300	- 300	- 300	
External Interest Payments	119	120	123	123	123	123	123	123	123	123	123	
Capital Adj (MRP only)	197	193	190	190	190	190	190	190	190	190	190	
Capital Adj (Conservation grants)	10											
Contingencies	275	275	275	275	275	275	275	275	275	275	275	
Contributions to Reserves:												
PFI Scheme (Updated - ncl SDC's contrib)	363	377	396	409	435	437	440	442	443	443	443	
Building Repairs	130	130	130	130	130	130	130	130	130	130	130	
Computer Development	150	150	150	150	150	150	150	150	150	150	150	
Vehicles	3											
District Election	30	30	30	30	30	30	30	30	30	30	30	
Pension Equalisation	200	200	200	200	200	200	200	200	200	200	200	
Spend to Save (C.Tax Freeze Grant)	119	119	119	119								
Special Projects (New Homes Bonus)	880	880	880	880	880	880	880	880	880	880	880	
Access Selby (GF Surplus)	314											
Balances												
Contributions from Reserves:												
ICT Replacement (Capital projects)	- 265	- 125	- 219	- 85	- 313	- 60	- 66	- 150	- 150	- 150	- 150	
Buildings (Capital projects)	- 147	- 25	- 599	- 25	- 29	- 25	- 33	- 61	- 25	- 25	- 25	
Vehicles (Capital projects)							- 18					
PFI	- 364	- 375	- 386	- 397	- 409	- 422	- 434	- 447	- 461	- 461	- 461	
Special projects												
Tadcaster Central Area Project												
District Election				- 120				- 136				
Balances	- 445											
<b>Forecast Net Revenue Budget</b>	<b>11,004</b>	<b>11,346</b>	<b>11,359</b>	<b>11,611</b>	<b>11,800</b>	<b>12,091</b>	<b>12,376</b>	<b>12,705</b>	<b>13,023</b>	<b>13,223</b>	<b>13,430</b>	
<b>Difference between resources and forecast budget (a - b)</b>	<b>- 331</b>	<b>- 404</b>	<b>- 283</b>	<b>- 83</b>	<b>256</b>	<b>112</b>	<b>181</b>	<b>181</b>	<b>202</b>	<b>353</b>	<b>509</b>	
<b>Original savings target added to MTFS</b>	<b>- 331</b>	<b>- 643</b>	<b>- 787</b>									
<b>Difference</b>	<b>0</b>	<b>239</b>	<b>504</b>									

**SELBY DISTRICT COUNCIL - 10 YEAR FINANCIAL PLAN V1 (September 2012) 10% Funding Cut**

	Base 2012/13	← Medium Term Financial Plan →				2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
		2013/14	2014/15	2015/16								
<b>KEY ASSUMPTIONS</b>												
Inflation	3.50%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
Interest Rates	1.25%	1.25%	2.00%	2.50%	3.50%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%
Tax Base Increase	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%
Government Grant Increase	-10.94%	-10.00%	-10.00%	-10.00%	-10.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Council Tax Increase	0.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
<b>COUNCIL TAX</b>												
Tax Base (Number of Band D Equivalents)	30.326	30.629	30.936	31.245	31.557	31.873	32.192	32.514	32.839	33.167	33.499	
Tax Base Adj re Council Tax Support		2.832	2.861	2.889	2.918	2.947	2.977	3.007	3.037	3.067	3.098	
Council Tax @ Band D (£)	158.88	163.65	168.56	173.61	178.82	184.19	189.71	195.40	201.26	207.30	213.52	
Council Tax Income (£)	4,818	5,012	5,214	5,425	5,643	5,871	6,107	6,353	6,609	6,876	7,153	
Less Council Tax Support Adj Precept	-	464	482	502	522	543	565	587	611	636	661	
	4,818	4,549	4,732	4,923	5,121	5,328	5,542	5,766	5,998	6,240	6,491	
% Increase in Council Tax	-	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
<b>REVENUE FINANCING</b>												
	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's
Council Tax	4,818	4,549	4,732	4,923	5,121	5,328	5,542	5,766	5,998	6,240	6,491	
Government Grant	4,677	4,209	3,788	3,410	3,069	3,130	3,193	3,257	3,322	3,388	3,456	
Government Grant - C Tax Support		464	482	502	522	543	565	587	611	636	661	
Council Tax Freeze Grant	239	119	119	119								
New Homes Bonus	880	1,251	1,629	2,014	2,407	2,362	2,400	2,400	2,400	2,400	2,400	
Collection Fund Surplus/Deficit (+/-)	59	- 30	- 30	- 30	- 30	- 30	- 30	- 30	- 30	- 30	- 30	
<b>TOTAL EXTERNAL RESOURCES</b>	<b>10,673</b>	<b>10,562</b>	<b>10,721</b>	<b>10,937</b>	<b>11,089</b>	<b>11,333</b>	<b>11,670</b>	<b>11,980</b>	<b>12,301</b>	<b>12,634</b>	<b>12,979</b>	

REVENUE BUDGET	Base	← Medium Term Financial Plan →									
	2012/13 £000's	2013/14 £000's	2014/15 £000's	2015/16 £000's	2016/17 £000's	2017/18 £000's	2018/19 £000's	2019/20 £000's	2020/21 £000's	2021/22 £000's	2022/23 £000's
Operational Budget	8,988	9,278	9,378	9,779	9,949	10,248	10,555	11,008	11,198	11,394	11,595
Capital Projects (funded from revenue res)	412	150	818	110	342	85	99	211	175	175	175
Revenue Growth/Projects	200	134	138	142	146	151	155	160	165	170	175
Investment Income (Capped at £300k)	- 165	- 165	- 264	- 300	- 300	- 300	- 300	- 300	- 300	- 300	- 300
External Interest Payments	119	120	123	123	123	123	123	123	123	123	123
Capital Adj (MRP only)	197	193	190	190	190	190	190	190	190	190	190
Capital Adj (Conservation grants)	10										
Contingencies	275	275	275	275	275	275	275	275	275	275	275
Contributions to Reserves:											
PFI Scheme (Updated - ncl SDC's contrib)	363	377	396	409	435	437	440	442	443	443	443
Building Repairs	130	130	130	130	130	130	130	130	130	130	130
Computer Development	150	150	150	150	150	150	150	150	150	150	150
Vehicles	3										
District Election	30	30	30	30	30	30	30	30	30	30	30
Pension Equalisation	200	200	200	200	200	200	200	200	200	200	200
Spend to Save (C.Tax Freeze Grant)	119	119	119	119							
Special Projects (New Homes Bonus)	880	880	880	880	880	880	880	880	880	880	880
Access Selby (GF Surplus)	314										
Balances											
Contributions from Reserves:											
ICT Replacement (Capital projects)	- 265	- 125	- 219	- 85	- 313	- 60	- 66	- 150	- 150	- 150	- 150
Buildings (Capital projects)	- 147	- 25	- 599	- 25	- 29	- 25	- 33	- 61	- 25	- 25	- 25
Vehicles (Capital projects)							- 18				
PFI	- 364	- 375	- 386	- 397	- 409	- 422	- 434	- 447	- 461	- 461	- 461
Special projects											
Tadcaster Central Area Project											
District Election				- 120				- 136			
Balances	- 445										
<b>Forecast Net Revenue Budget</b>	<b>11,004</b>	<b>11,346</b>	<b>11,359</b>	<b>11,611</b>	<b>11,800</b>	<b>12,091</b>	<b>12,376</b>	<b>12,705</b>	<b>13,023</b>	<b>13,223</b>	<b>13,430</b>
<b>Difference between resources and forecast budget (a - b)</b>	<b>- 331</b>	<b>- 784</b>	<b>- 638</b>	<b>- 673</b>	<b>- 711</b>	<b>- 759</b>	<b>- 707</b>	<b>- 725</b>	<b>- 722</b>	<b>- 590</b>	<b>- 452</b>
<b>Original savings target added to MTFS</b>	<b>- 331</b>	<b>- 643</b>	<b>- 787</b>								
<b>Difference</b>	<b>0</b>	<b>- 141</b>	<b>149</b>								

**SELBY DISTRICT COUNCIL - 10 YEAR FINANCIAL PLAN V1 (September 2012) LGA**

	Base 2012/13	← Medium Term Financial Plan → 2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
<b>KEY ASSUMPTIONS</b>											
Inflation	3.50%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
Interest Rates	1.25%	1.25%	2.00%	2.50%	3.50%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%
Tax Base Increase	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%
Government Grant Increase	-10.94%	-20.00%	-11.00%	-15.70%	-10.70%	-14.80%	-17.30%	-20.60%	2.00%	2.00%	2.00%
Council Tax Increase	0.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
<b>COUNCIL TAX</b>											
Tax Base (Number of Band D Equivalents)	30.326	30.629	30.936	31.245	31.557	31.873	32.192	32.514	32.839	33.167	33.499
Tax Base Adj re Council Tax Support		2.832	2.861	2.889	2.918	2.947	2.977	3.007	3.037	3.067	3.098
Council Tax @ Band D (£)	158.88	163.65	168.56	173.61	178.82	184.19	189.71	195.40	201.26	207.30	213.52
Council Tax Income (£)	4,818	5,012	5,214	5,425	5,643	5,871	6,107	6,353	6,609	6,876	7,153
Less Council Tax Support Adj Precept	-	464 -	482 -	502 -	522 -	543 -	565 -	587 -	611 -	636 -	661
	<u>4,818</u>	<u>4,549</u>	<u>4,732</u>	<u>4,923</u>	<u>5,121</u>	<u>5,328</u>	<u>5,542</u>	<u>5,766</u>	<u>5,998</u>	<u>6,240</u>	<u>6,491</u>
% Increase in Council Tax	-	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
<b>REVENUE FINANCING</b>											
	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's
Council Tax	4,818	4,549	4,732	4,923	5,121	5,328	5,542	5,766	5,998	6,240	6,491
Government Grant	4,677	3,732	3,324	2,803	2,503	2,133	1,765	1,401	1,429	1,457	1,486
Government Grant - C Tax Support		464	482	502	522	543	565	587	611	636	661
Council Tax Freeze Grant	239	119	119	119							
New Homes Bonus	880	1,251	1,629	2,014	2,407	2,362	2,400	2,400	2,400	2,400	2,400
Collection Fund Surplus/Deficit (+/-)	59	- 30	- 30	- 30	- 30	- 30	- 30	- 30	- 30	- 30	- 30
<b>TOTAL EXTERNAL RESOURCES</b>	<u><b>10,673</b></u>	<u><b>10,084</b></u>	<u><b>10,257</b></u>	<u><b>10,330</b></u>	<u><b>10,523</b></u>	<u><b>10,336</b></u>	<u><b>10,242</b></u>	<u><b>10,124</b></u>	<u><b>10,408</b></u>	<u><b>10,703</b></u>	<u><b>11,009</b></u>



REVENUE BUDGET	Base	← Medium Term Financial Plan →										
	2012/13 £000's	2013/14 £000's	2014/15 £000's	2015/16 £000's	2016/17 £000's	2017/18 £000's	2018/19 £000's	2019/20 £000's	2020/21 £000's	2021/22 £000's	2022/23 £000's	
Operational Budget	8,988	9,278	9,378	9,779	9,949	10,248	10,555	11,008	11,198	11,394	11,595	
Capital Projects (funded from revenue res)	412	150	818	110	342	85	99	211	175	175	175	
Revenue Growth/Projects	200	134	138	142	146	151	155	160	165	170	175	
Investment Income (Capped at £300k)	- 165	- 165	- 264	- 300	- 300	- 300	- 300	- 300	- 300	- 300	- 300	
External Interest Payments	119	120	123	123	123	123	123	123	123	123	123	
Capital Adj (MRP only)	197	193	190	190	190	190	190	190	190	190	190	
Capital Adj (Conservation grants)	10											
Contingencies	275	275	275	275	275	275	275	275	275	275	275	
Contributions to Reserves:												
PFI Scheme (Updated - ncl SDC's contrib)	363	377	396	409	435	437	440	442	443	443	443	
Building Repairs	130	130	130	130	130	130	130	130	130	130	130	
Computer Development	150	150	150	150	150	150	150	150	150	150	150	
Vehicles	3											
District Election	30	30	30	30	30	30	30	30	30	30	30	
Pension Equalisation	200	200	200	200	200	200	200	200	200	200	200	
Spend to Save (C.Tax Freeze Grant)	119	119	119	119								
Special Projects (New Homes Bonus)	880	880	880	880	880	880	880	880	880	880	880	
Access Selby (GF Surplus)	314											
Balances												
Contributions from Reserves:												
ICT Replacement (Capital projects)	- 265	- 125	- 219	- 85	- 313	- 60	- 66	- 150	- 150	- 150	- 150	
Buildings (Capital projects)	- 147	- 25	- 599	- 25	- 29	- 25	- 33	- 61	- 25	- 25	- 25	
Vehicles (Capital projects)							- 18					
PFI	- 364	- 375	- 386	- 397	- 409	- 422	- 434	- 447	- 461	- 461	- 461	
Special projects												
Tadcaster Central Area Project												
District Election				- 120				- 136				
Balances	- 445											
<b>Forecast Net Revenue Budget</b>	<b>11,004</b>	<b>11,346</b>	<b>11,359</b>	<b>11,611</b>	<b>11,800</b>	<b>12,091</b>	<b>12,376</b>	<b>12,705</b>	<b>13,023</b>	<b>13,223</b>	<b>13,430</b>	
<b>Difference between resources and forecast budget (a - b)</b>	<b>- 331</b>	<b>- 1,262</b>	<b>- 1,102</b>	<b>- 1,280</b>	<b>- 1,277</b>	<b>- 1,756</b>	<b>- 2,134</b>	<b>- 2,581</b>	<b>- 2,615</b>	<b>- 2,521</b>	<b>- 2,421</b>	
<b>Original savings target added to MTFS</b>	<b>- 331</b>	<b>- 643</b>	<b>- 787</b>									
<b>Difference</b>	<b>0</b>	<b>- 619</b>	<b>- 315</b>									

Extract from LGA Futures Five-Year General Revenue Resource Projection - August 2012

Resource Forecast 4: NDR change of +0.0% per annum - using NDR baseline as 2013/14 forecast income

<b>Selby</b>						
Resource Forecast 4	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18
NDR change of 0% per annum	£m	£m	£m	£m	£m	£m
Individual authority business rates		15.506	15.862	16.275	16.877	17.552
Top up/(Tariff)		(13.056)	(13.356)	(13.703)	(14.210)	(14.779)
<b>Equals pre-levy income:</b>	<b>-</b>	<b>2.450</b>	<b>2.506</b>	<b>2.572</b>	<b>2.667</b>	<b>2.773</b>
LESS Levy on growth above RPI						
<b>Equals post-levy income</b>	<b>-</b>	<b>2.450</b>	<b>2.506</b>	<b>2.572</b>	<b>2.667</b>	<b>2.773</b>
PLUS New Homes Bonus returned		0.297	0.230	0.099	0.030	0.011
PLUS RSG	4.677	1.756	1.322	1.243	1.134	1.012
PLUS Safety Net Returned		0.086	0.086	0.086	0.086	0.086
PLUS 2011/12 CT freeze grant	0.119	0.119	0.119	0.119	0.119	0.119
PLUS Safety net payment						
<b>EQUALS Retained income*</b>	<b>4.796</b>	<b>4.708</b>	<b>4.263</b>	<b>4.119</b>	<b>4.036</b>	<b>4.001</b>
Annual % change		-1.82%	-9.47%	-3.38%	-2.01%	-0.85%
		<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>
Annual business rates growth (%)		0.0%	0.0%	0.0%	0.0%	0.0%
RPI		3.0%	2.3%	2.6%	3.7%	4.0%
NDR Baseline	15.506					
Baseline funding	2.450					
Baseline safety net (percentage) at	-10%					
Levy rate (pence in the pound)	84%					

**Note:** This forecast assumes that Selby's NDR baseline will match our NDR income figure for 2013/14. It therefore eliminates any potential gains or losses from DCLG's methodology for determining our proportionate share / starting point for the scheme.

**GENERAL FUND BASE BUDGET**  
**SAVINGS/EFFICIENCIES ACTION PLAN**  
**2012/13 - 2014/15 (V62)**  
**Updated July 2012**

## 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

Proposed Savings	Status	2012/13 £	2013/14 £	2014/15 £	Progress
Inflation factor		0.020	0.020	0.020	
<b>Procurement Workstream</b>					
Election software	Green	4,700	4,700	4,700	Completed
Audit Partnership	Green	10,000	15,000	15,000	Completed. Planned reduction in Audit days and merger with Veritau.
		<b>14,700</b>	<b>19,700</b>	<b>19,700</b>	
WTT - Transformation (Core)	Green	50,000	50,000	50,000	Completed
<b>Total Transformation</b>		<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	
<b>Asset Management Workstream</b>					
<b>Total Asset Management</b>		-	-	-	
<b>Value for Money Workstream</b>					
Internal Drainage Boards	Green	146,000	146,000	146,000	Completed - The savings increased from £40k to £146k to reflect lower precepts as a consequence of 3 Drainage Boards freezing their precept and the remainder adding an average 1.39% inflation. This was set against a budgeted increase of 3.5% and an additional £75k to counter any large increases.
Community Safety	Green	15,000	15,000	15,000	Completed
Temporay staffing structure	Amber	-	74,000	74,000	On-going CEF support currently being procured through an external organisation
<b>Total Value for Money</b>		<b>161,000</b>	<b>235,000</b>	<b>235,000</b>	
<b>Base Budget Review Workstream</b>					

<b>Proposed Savings</b>	<b>Status</b>	<b>2012/13</b> £	<b>2013/14</b> £	<b>2014/15</b> £	<b>Progress</b>
External Audit Fee	Green	31,840	31,840	31,840	Completed
Early Retirements - Strain on Pension Fund	Green	75,000	75,000	75,000	Completed
Corporate and Democratic Core	Green	7,000	7,000	7,000	Completed
Car Allowances	Green	2,850	2,850	2,850	Completed
<b>Total Base Budget Review</b>		<b>116,690</b>	<b>116,690</b>	<b>116,690</b>	
<b>Discretionary Service Review Workstream</b>					
External Grants	Green	12,000	12,000	12,000	Completed
<b>Total Discretionary Service Review</b>		<b>12,000</b>	<b>12,000</b>	<b>12,000</b>	
<b>Inflation adjustment</b>		<b>7,088</b>	<b>17,509</b>	<b>26,527</b>	
<b>Total General Fund Savings</b>		<b>361,478</b>	<b>450,899</b>	<b>459,917</b>	
<b>Target</b>		<b>255,478</b>	<b>265,789</b>	<b>271,108</b>	
<b>Headroom/Deficit (+/-)</b>		<b>106,000</b>	<b>185,110</b>	<b>188,809</b>	
<b>Green Savings</b>		361,478	373,909	381,388	
<b>Amber Savings</b>		-	76,990	78,529	
<b>Red Savings**</b>		-	-	-	
<b>Total</b>		<b>361,478</b>	<b>450,899</b>	<b>459,917</b>	

**ACCESS SELBY**  
**GENERAL FUND BASE BUDGET**  
**SAVINGS/EFFICIENCIES ACTION PLAN**  
**2012/13 - 2014/15 (V71)**  
**Updated September 2012**

**Key:**

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

<b>Proposed Savings</b>	<b>Status</b>	<b>2012/13</b> £	<b>2013/14</b> £	<b>2014/15</b> £	<b>Progress</b>
<b>Inflation factor</b>		0.020	0.020	0.020	
<b>Procurement Workstream</b>					
Change provider for telephone calls and rationalisation of telephone accounts	<b>Green</b>	18,780	20,480	20,530	Completed
Partnering Back Office Support	<b>Green</b>	93,000	93,000	93,000	Completed
Pest Control Contract	<b>Green</b>	1,200	1,200	1,200	Completed
CCTV	<b>Amber</b>	10,500	42,000	42,000	EU Procurement exercise has commenced with ITT due to be issued in September 2012 - conclusion of the procurement is expected by the end of the year. Actual savings forecast yet to be determined following the outcome of procurement. Full year saving for 2012/13 will not be achieved, so the forecast is for a saving in Q4
Recycling	<b>Green</b>	159,000	159,000	159,000	Completed
Green Waste - Gate fees and reduced mileage costs negotiated with Enterprise	<b>Amber</b>	15,000	29,000	29,000	Work in progress
Collaborative corporate contracts through shared procurement service Note: The balance of this target will reduce as individual procurement projects are identified	<b>Red</b>	39,560	31,360	56,310	Spend Analysis carried out and a detailed action plan is being put together for targeted procurement. Options limited on non-HRA spend but looking at opportunities for collaborative procurement. This will include a savings target for this project where possible. Ongoing savings have been identified on individual /discrete procurement projects. Still potential for 2012/13 target to be achieved however it is still a risk area.
Contact Centre Electricity	<b>Green</b>	10,000	10,000	10,000	Completed
ICT - Server Virtualisation	<b>Green</b>	10,000	10,000	10,000	Completed
Gas Utilities Contract	<b>Green</b>	6,160	6,160	6,160	Completed

Proposed Savings	Status	2012/13 £	2013/14 £	2014/15 £	Progress
Negotiate savings within Street Scene and Leisure contracts	Red	-	40,000	40,000	SDC and Enterprise are to undertake a review of the contract in Q1/Q2 of 2012/13 to identify potential opportunities for efficiency savings. A cost/Benefit report will then be taken to the relevant management group to agree approach. In the meantime any low risk quick wins identified will be implemented.
Citizen Link Printing	Green	800	800	800	Completed
Coshh Management	Green	3,000	3,000	3,000	Completed
		<b>367,000</b>	<b>446,000</b>	<b>471,000</b>	
WTT - Review of remaining cash collection	Amber	3,375	4,500	4,500	Arrangements for cash collection cannot go ahead as planned due to fire at Abbey Leisure Centre - alternative arrangements to be explored.
WTT - Transformation (SDV)	Green	1,380,890	1,380,890	1,380,890	Completed
WTT - Transformation HRA Impact	Green	-120,000	-120,000	-120,000	Completed - Impact of savings generated through staff reduction which are transferred to HRA via CEC
Spend to save initiatives	Red	0	0	25,000	
Service delivery options	Red	0	25,000	50,000	Commercial & marketing strategy approved, open for business event scheduled for September. The outcome of which will inform delivery options.
BPI	Red	-	-	25,000	
<b>Total Transformation</b>		<b>1,264,265</b>	<b>1,290,390</b>	<b>1,365,390</b>	
<b>Asset Management Workstream</b>					
Vacation of Portholme Road Depot	Green	13,497	13,497	13,497	Completed. In addition, there is a saving to the HRA of £26,833
Running costs of new Civic Centre	Amber	40,000	40,000	40,000	A NNDR appeal has been submitted, if this is not succesful then savings target will not be able to be achieved. We have now agreed with the PCT the formula for calculating the electricity split, still awaiting the invoice from PCT.
Closure of Tadcaster office	Green	30,000	30,000	30,000	Completed
Barlby Depot	Red	20,000	20,000	20,000	Depot being considered by an interested party, if they are interested then a costs v income assessment will be carried out.
<b>Total Asset Management</b>		<b>103,497</b>	<b>103,497</b>	<b>103,497</b>	
<b>Value for Money Workstream</b>					

Proposed Savings	Status	2012/13 £	2013/14 £	2014/15 £	Progress
Telecommunications Mast	Red		13,000	13,000	This project is being reviewed in light of the sale of the old civic centre car park site not going ahead. Options are currently being reviewed and a decision on the future of the project is expected shortly. Target for 2012/13 will not be achieved.
Decentralisation of Planning Fees	Red		250,000	250,000	Devolved Planning fees – 12/13 Saving removed. Indication fees to be increased by up to 15% in the Autumn. Impact to be assessed when details are confirmed. Impact on future years will be kept under review.
Negotiation for share of out performance on Council Tax collection	Red		25,000	25,000	Currently underachieving on the collection of Council Tax by 0.8%, this target will not be met in 2012/13
Car Park Income	Amber	60,000	60,000	60,000	An increase of 20% for both long and short stay park was implemented from 1 December 2011. As saving was not fully achieved in 11/12, income will continue to be monitored in 12/13. At the end of June, income is £6k below target, but will be clawed back through opening the new car park at the old Civic Centre Site.
<b>Total Value for Money</b>		<b>60,000</b>	<b>348,000</b>	<b>348,000</b>	

**Base Budget Review Workstream**

Car Allowances	Amber	41,150	41,150	41,150	Expected saving was not achieved in 11/12 as changes to car allowances etc were not implemented until Q2 onwards. Further review of current position is taking place to determine forecast for savings in 2012/13.
Rationalisation IT Support Costs	Green	50,000	50,000	50,000	Completed
Rationalisation of cost base	Green	100,000	100,000	100,000	£140k identified £40k added to Contingency to mitigate increased budget risk
Redundant ICT systems	Amber	25,000	25,000	25,000	Work ongoing to establish savings in year following system improvements and rationalisation. £25k achieved through decommissioning of 4 systems.
Frozen posts/vacancies	Green	50,000	50,000	50,000	Frozen posts continue to remain vacant.
Compensation for legacy costs/income	Green	136,000	136,000	136,000	
Review and refine apportionments between general Fund and HRA	Red		150,000	150,000	No progress on this yet. This will be looked at after closedown of accounts in time to inform the Budget setting process for 2013/14
2011/12 Profits	Green	50,000	-	-	Carry Forward 11/12 profits to offset future losses.
Finance Budget Savings	Green	1,900	1,900	1,900	Completed
Additional Licensing Income	Green	5,660	5,660	5,660	Completed
O/S Survey Mapping Fees	Green	15,000	15,000	15,000	Completed
Housing Benefit Admin Miscellaneous Savings	Green	3,800	3,800	3,800	Completed
Primary Care Trust	Green	10,000	10,000	10,000	Completed

Proposed Savings	Status	2012/13 £	2013/14 £	2014/15 £	Progress
Street Cleansing - General Advertising	Green	10,000	10,000	10,000	Completed
<b>Total Base Budget Review</b>		<b>498,510</b>	<b>598,510</b>	<b>598,510</b>	
<b>Discretionary Service Review Workstream</b>					
HR - Budget review	Green	5,000	5,000	5,000	Completed
New charge for planning advice	Amber	30,000	30,000	30,000	Income running behind expectations currently £18k under target.
Reduce opening hours at Access Selby	Green	35,000	35,000	35,000	Completed
Maximise current income streams	Red	25,000	50,000	100,000	All discretionary fees which were up for review in 2012/13 have been increased by RPI (5.6%). 'Pilot Projects' for Marketing Strategy now in development - each will have a potential income target which are yet to be agreed. Can update progress monthly
Redeploy resources to pursue grant funding opportunities	Red	25,000	50,000	50,000	Additional hours approved to submit HCA agreed, lead officers considering grant opportunities as part of their budget monitoring.
Policy changes to introduce new income streams	Red	-	-	150,000	Potential for green waste/parking charges in Tadcaster etc. New charges introduced for hiring of committee rooms, water sampling. Parking Charges can't be considered at Tadcaster until the legal challenge has been heard and we have carried out the improvements. In 2012/13 additional 90 car spaces from September, plus any commuted sums from residential schemes of 1 - 9 houses (5% to be for administration)
Barlow Nature Reserve	Green	53,000	53,000	53,000	Completed
<b>Total Discretionary Service Review</b>		<b>173,000</b>	<b>223,000</b>	<b>423,000</b>	
<b>Inflation adjustment</b>		<b>49,325</b>	<b>121,580</b>	<b>202,562</b>	
<b>Total General Fund Savings</b>		<b>2,515,597</b>	<b>3,130,977</b>	<b>3,511,959</b>	
<b>Target (Per 2011/12 - 2013/14 MTFP)</b>		<b>2,436,783</b>	<b>2,727,400</b>	<b>2,949,451</b>	
<b>New savings per budget 12/13 - 14/15</b>		<b>330,610</b>	<b>642,980</b>	<b>786,960</b>	
<b>New Target</b>		<b>2,767,393</b>	<b>3,370,380</b>	<b>3,736,411</b>	
<b>Headroom/Deficit (+/-)</b>	**	<b>- 251,796</b>	<b>- 239,403</b>	<b>- 224,452</b>	
<b>Green Savings</b>		2,174,321	2,167,556	2,210,960	
<b>Amber Savings</b>		229,526	282,625	288,277	
<b>Red Savings**</b>		111,751	680,796	1,012,721	



Proposed Savings	Status	2012/13 £	2013/14 £	2014/15 £	Progress
Still to identify**		251,796	239,403	224,452	
<b>Total</b>		<b>2,767,393</b>	<b>3,370,380</b>	<b>3,736,411</b>	

## Appendix D

### 2012/13 – 2014/15 GENERAL FUND CAPITAL PROGRAMME

<b>PROJECTS</b>	Current Programme 2011/12 £	Forecasted Programme 2012/13 £	Estimated Programme 2013/14 £	Estimated Programme 2014/15 £
Asset Management Plan Leisure Centres & Park	3,125	136,725	0	579,000
Tadcaster Central Area	267,470	0	0	0
Selby Community Project	2,137,210	82,000	0	0
Road Adoption - Industrial Units Sherburn	25,000	0	0	0
Mast Relocation	155,000	0	0	0
<u>Grants</u>				
Conservation / Heritage Grants	10,000	10,000	0	0
Disabled Facilities Grants	300,000	350,000	350,000	350,000
Stay Putt	37,500	0	0	0
Repair Assistance Loans	24,000	30,000	30,000	0
Energy & Efficiency Grants	11,770	0	0	0
<u>ICT Hardware &amp; Systems Within ICT Strategy</u>				
Hardware	11,000	9,000	55,000	26,000
Software	57,000	196,250	17,657	138,000
Implementation & Infrastructure Costs	20,000	34,500	27,000	30,000
Desktop Replacement Programme	30,000	25,000	25,000	25,000
ICT - Virtualisation	29,340	0	0	0
ICT - Financial Management System E-Procurement	7,930	0	0	0
<u>Additional ICT Investment</u>				
ICT - FMS Upgrade	0	10,000	0	0
ICT - Integration of Systems	0	62,500	0	0
ICT - Datango Software	0	20,000	0	0
<b>TOTAL</b>	<b>3,126,345</b>	<b>965,975</b>	<b>504,657</b>	<b>1,148,000</b>
 <b><u>SUMMARY OF FUNDING</u></b>				
Capital Receipts	2,334,710	322,000	240,000	210,000
Grants & Contributions	175,770	140,000	140,000	140,000
Revenue	10,000	10,000		0
Reserves	605,865	493,975	124,657	798,000
Borrowing	0	0	0	0
<b>TOTAL</b>	<b>3,126,345</b>	<b>965,975</b>	<b>504,657</b>	<b>1,148,000</b>

# Selby District Council

## REPORT

Reference: E/12/22

Item 6 - Public



**To:** The Executive  
**Date:** 4 October 2012  
**Status:** Key Decision  
**Report Published:** 26 September 2012  
**Author:** Sarah Smith, Business Manager  
**Executive Member:** Cllr Cliff Lunn  
**Lead Officer:** Karen Iveson, Executive Director

**Title:** Leisure Planned Maintenance Programme – Year 4

### Summary:

In the contract with WLCT the Council holds landlord responsibility for Abbey Leisure and Tadcaster Leisure Centres and Selby Park. An indicative 10 year planned maintenance programme was agreed during the tender period, which is reviewed each year when the Council refreshes its Medium Term Financial Plan and rolling Capital Programme.

The 10 year programme has been revised to reflect the current position with Abbey Leisure and this part of the programme has been suspended pending the decision on the future of Abbey Leisure.

The current proposal for Year 4 includes re-surfacing to the crazy golf at Selby Park which was deferred from Year 2 & 3. There are no essential landlord items scheduled at Tadcaster Leisure Centre in Year 4, however an issue with the platform lift at has been raised for consideration within Year 4. It is currently out of action, despite regular servicing and attempts to repair, which is having an impact on operations at the site. Discussions are being held with WLCT to discuss options for further repair or full replacement at a cost of £19,950 and to identify how this could be funded. Further details will be provided to the Executive at the meeting.

## **Recommendations:**

- i. To agree that the Year Four Landlord Planned Maintenance Programme for Tadcaster Leisure Centre and Selby Park**
- ii. To fund the Year 4 programme from the Building Repairs Reserve within the budget proposals for 2013/14.**
- iii. To include the indicative maintenance programme for 2014/15 and 2015/16 within the Medium Term Financial Plan and Capital Programme as appropriate**

## **Reasons for recommendation**

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

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

- 1.1 In September 2009, the Council entered into a contract with Wigan Leisure Culture Trust (WLCT) for the provision of the Council's leisure services over a ten year period. As part of the contract, a number of leases have been entered into with the Council as landlord and WLCT as tenant for Abbey and Tadcaster leisure centres and Selby Park. Due to the fire at Abbey Leisure Centre, this part of the programme has been suspended pending a further decision on the future of this site. This briefing therefore only considers items for Tadcaster Leisure Centre and Selby Park
- 1.2 An indicative 10 year maintenance programme was developed for each site and set out both 'landlord' and 'tenant' responsibilities and we are now approaching Year 4 of the programme. The Year 4 Planned Maintenance Programme has been drawn up which now needs to be considered by the Executive for inclusion in the 2013/14 capital programme.

### **2. The Report**

- 2.1. The indicative Ten Year Planned Maintenance Programme was drafted during the tender period for the contract in July 2009 and therefore costs highlighted were an estimated cost at that time as formal tenders would need to be required when the actual work is procured. It is reviewed on an annual basis as decisions are made regarding actual works required. The latest 10 Year Maintenance Programme presented to the Executive for consideration for Tadcaster Leisure Centre and Selby Park is attached at Appendix 1.
- 2.2 The proposed Year 4 Maintenance Programme is attached at Appendix 2. The costs included are a 'best known' at this stage and will be

confirmed following a formal tender exercise. There will be no loss of income associated with any of the works proposed.

- 2.3. **Tadcaster Leisure Centre** – In the original plan, there were no ‘essential’ landlord items required in Year 4 however, an issue with the platform lift has developed during year 3. Regular problems have been experienced and despite regular servicing and repairs, engineers are now recommending full replacement due to fundamental problems with mechanical elements and excessive wear and tear. This lift is currently out of action pending a decision on replacement. Discussions are being held with WLCT to discuss options for further repair or full replacement at a cost of £19,950 and identify how this could be funded. Further details will be provided to the Executive at the meeting.
- 2.4 **Selby Park** - requires the crazy golf to be resurfaced which was scheduled for year 2 of the 10 year programme and was also deferred from year 3. Although the surface is still playable, it is of poor quality. It is felt this should now be upgraded, particularly given that more focus has been given to park based activities. This is included in the proposals for year 4. If the resurfacing is carried out in Year 4, it is felt that additional re-surfacing originally planned for Year 9 could be removed. (The overall impact being that resurfacing would only now have been carried out once during the life of the contract)
- 2.5 A revised 10 year indicative programme incorporating these proposed changes is attached at Appendix 3

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

#### **3.1 Legal Issues**

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

#### **3.2 Financial Issues**

- 3.2.1 A detailed breakdown of indicative costs are contained in the Year 4 Maintenance Programme at Appendix 2. In summary, they include;

##### **Tadcaster Leisure Centre**

No items programmed for Year 4

(Lift Replacement = £19,950 currently being considered with WLCT)

## **Selby Park**

Renew crazy golf surface = £6,140

**Total = £6,140**

Funding for the Council's landlord responsibilities within the terms of the contract with WLCT is contained within the buildings repairs reserve.

### **4. Conclusion**

- 4.1 In the contract with WLCT the Council holds landlord responsibility for Abbey Leisure and Tadcaster Leisure Centres and Selby Park. An indicative 10 year planned maintenance programme was agreed during the tender period, which is reviewed each year when the Council is required to submit bids as part of the capital programme. Due to the fire at Abbey Leisure Centre, this part of the programme has been suspended pending further decision on the future of this site.
- 4.2 The proposal for the year 4 maintenance programme includes the resurfacing of the crazy golf at Selby Park which was deferred from year 2 & 3. Consideration is also being given to the repair/replacement of the lift at Tadcaster which was not in the original programme.

### **5. Background Documents**

None

#### **Contact Details**

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#### **Appendices**

- Appendix 1 – Indicative Ten Year Planned Maintenance Programme for Abbey Leisure and Tadcaster Leisure Centres and Selby Park (September 2011 edition)
- Appendix 2 – Proposed Year 4 Planned Maintenance Programme
- Appendix 3 – Revised Ten Year Planned Maintenance Programme (September 2012)

**Appendix 1a Tadcaster Leisure Centre  
Indicative Ten Year Planned Maintenance Programme: Version Four: February 2012**

Element	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Total
Main roof and gutters					Replace roof with liquid plastic and reline gutters Essential £65,000						
Shallow pitched roof and gutters					Replace with liquid plastic and reline gutters Essential Inc in above						
Gutters and downpipes	Clean and survey Desirable £1,500				Clean and survey Desirable £1,500					Clean and survey Desirable £1,500	
Gutters and downpipes	Repair identified defects Desirable £2,500				Repair identified defects Essential £5,000					Repair identified defects Desirable £5,000	
Walls (cladding)	Clean and ivy removal Desirable £2,000				Replace cladding to effected areas Desirable £9,000						
External decoration	Decorate external doors and windows Essential £2,500				Decorate external doors and windows Essential £2,500					Decorate external doors and windows Essential £2,500	
Car Park	Repairs to planters, east boundary wall, boundary fence, surfacing kerbs Desirable £0		Repairs to planters, east boundary wall, boundary fence, surfacing kerbs Essential £13,832		Reinstate line marking Desirable £1,000					Reinstate line marking Essential £1,000	
Drainage	Clean and survey Desirable £1,500				Clean and survey Desirable £1,500					Clean and survey Desirable £1,500	
Drainage	Repair identified defects Desirable £0		Repair identified defects Essential Inc in above		Repair identified defects Desirable £0					Repair identified defects Desirable £2,500	
Internal decoration	Rolling programme Essential £4,500	Rolling programme Essential £2,500	Rolling programme Essential £10,991.35	Rolling programme Essential £5,000	Rolling programme Essential £5,000	Rolling programme Essential £5,000	Rolling programme Essential £5,000	Rolling programme Essential £5,000	Rolling programme Essential £5,000	Rolling programme Essential £5,000	
Floor finishes	Rolling programme Essential £2,500	Rolling programme Essential £2,500	Rolling programme Essential £4,347.75	Rolling programme Essential £5,000	Rolling programme Essential £5,000	Rolling programme Essential £5,000	Rolling programme Essential £5,000	Rolling programme Essential £5,000	Rolling programme Essential £5,000	Rolling programme Essential £5,000	

Sports Hall Walls	Rebuild sports hall wall including allowance for movement joints Essential £14,800										
Sports Hall Floor					Recoat existing floor Essential £7,500						
Sports Hall steelwork decoration										Redecorate Desirable £11,000	
Changing Room ceilings					Renew ceiling tiles and clean grid Desirable £2,500					Renew ceiling tiles and clean grid Desirable £2,500	
Shower			Replace fittings Desirable £0	Replace fittings Essential £3,500							
Sanitary Ware					Replace WC pans, urinals washbasins and sinks Desirable £12,000						
Tiling	RegROUT and clean Essential £500				RegROUT and clean Essential £500					RegROUT and clean Essential £500	
Car Park and building lighting	Replace controller Essential £2,400										
Light fittings to public areas					Replace with energy efficient fittings Desirable £5,000						
Fixed wire tests		Full fixed wire test Essential £1,500			Full fixed wire test Essential £1,500					Full fixed wiring test Essential £1,500	
Sports Hall radiant heating	Install grills / cage to existing heaters and replace faulty heaters Essential £2,700										
Sports Hall emergency lighting					Replace to modern standards Desirable £3,500						
Sport Hall extract	Replace to modern standard Desirable £8,000										
High level lighting to Sport		Replace with modern energy efficient lighting			Retubing at high level		Retubing at high level		Retubing at high level		



Lighting to Sport Hall		Desirable £10,000			Essential £1,000		Essential £1,000		Essential £1,000		
Boiler Controls	Renew boiler and controls Essential £20,000										
Changing Room extractor					Replace roof units Essential £3,000						
Install TMV to changing	Install TMV Essential £675										
Fire Alarm					Renew panel to modern standards Desirable £5,000						
Latest Cost Essential Works Landlord	£40,575	£0	£13,832	£0	£73,000	£0	£0	£0	£0	£1,000	£128,407
Latest Cost Essential Works Tenant	£10,000	£6,500	£15,339.10	£13,500	£23,000	£10,000	£11,000	£10,000	£11,000	£14,500	£124,839
Latest Cost Desirable Works Landlord	£10,500	£0	£0	£0	£10,000	£0	£0	£0	£0	£7,500	£28,000
Latest Cost Desirable Works Tenant	£5,000	£10,000	£0	£0	£31,000	£0	£0	£0	£0	£16,500	£62,500
<b>Total</b>	<b>£66,075</b>	<b>£16,500</b>	<b>£29,171</b>	<b>£13,500</b>	<b>£137,000</b>	<b>£10,000</b>	<b>£11,000</b>	<b>£10,000</b>	<b>£11,000</b>	<b>£39,500</b>	<b>£343,746</b>

## Appendix 1b Selby Park

### Indicative Ten Year Planned Maintenance Programme : Version Three : February 2012

Element	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Total
Pavilion Roof	Inspect and repair Desirable £2,000				Inspect and repair Desirable £2,000					Inspect and Repair Essential £2,000	
Gutters	Inspect and clean Desirable £100				Inspect and Clean Desirable £100					Inspect and Clean Desirable £100	
External Decoration	Full external decoration Desirable £10,000				Full external Decoration Essential £10,000					Full external decoration Essential £10,000	
Internal Decoration	Rolling Programme Essential £5,000	Rolling Programme Desirable £2,500	Rolling Programme Desirable £2,500	Rolling Programme Desirable £2,500	Rolling Programme Desirable £2,500	Rolling Programme Desirable £2,500	Rolling Programme Desirable £2,500	Rolling Programme Desirable £2,500	Rolling Programme Desirable £2,500	Rolling Programme Desirable £2,500	
Floor Coverings	Rolling Programme Essential £5,000	Rolling Programme Desirable £2,500	Rolling Programme Desirable £2,500	Rolling Programme Desirable £2,500	Rolling Programme Desirable £2,500	Rolling Programme Desirable £2,500	Rolling Programme Desirable £2,500	Rolling Programme Desirable £2,500	Rolling Programme Desirable £2,500	Rolling Programme Desirable £2,500	
Sanitary Ware					Replace WC pans, urinals, sinks Desirable £6,000						
Toilet Cubicles					Replace Cubicles Desirable £2,500						
Internal Lighting	Renew light fittings Desirable £3,000									Renew light fittings Desirable £3,000	
Fixed Wire Test	Full fixed wire test and repair Essential £150				Full fixed wire test and repair Essential £150					Full fixed wire test and repair Essential £150	
Car Parking					Patch repair and line markings Essential £5,000					Line Markings Essential £2,000	
Crazy Golf Course		Renew surfacing to individual holes Essential £6,031							Renew surfacing to individual holes Essential £6,000.00		
	Roof Repair and Inspection Desirable				Roof Repair and Inspection Essential					Roof Repair and Inspection Desirable	

Bandstand	£1,500				£3,000					£1,500.00	
Latest Cost Essential Landlord Works	£0	£6,031	£0	£0	£8,000	£0	£0	£0	£6,000	£4,000	£24,031
Latest Cost Essential Tenant Works	£10,150	£0	£0	£0	£10,150	£0	£0	£0	£0	£10,150	£30,450
Latest Cost Desirable Landlord Works	£3,500	£0	£0	£0	£2,000	£0	£0	£0	£0	£1,500	£7,000
Latest Cost Desirable tenant Works	£13,100	£5,000	£5,000	£5,000	£13,600	£5,000	£5,000	£5,000	£5,000	£8,100	£69,800
<b>Total</b>	£26,750	£11,031	£5,000	£5,000	£33,750	£5,000	£5,000	£5,000	£11,000	£23,750	£131,281

Wigan Leisure and Culture Trust

Appendix 2 - Selby DC Year Four Landlord Planned Maintenance

Cost Plan Version One: September 2012

Site	Element	Best Known Cost	Property Consultant Fee (12%)	WLCT Fee (2%)	Loss of Income	Total Costs	Comments
Selby Park	Renew playing surfaces to the Crazy Golf course	£5,385.00	£646.20	£107.70	£0.00	£6,138.90	Carry over of works initially scheduled for the years 2 and 3 programme
<b>Total</b>		£5,385.00	£646.20	£107.70	£0.00	<b>£6,138.90</b>	
<b>Also for consideration</b>							
Tadcaster Leisure	Lift installation	£17,500.00	£2,100.00	£350.00	£0.00	£19,950.00	The lift is currently out of action pending a decision on the replacement. The feedback from the recent inspection indicates a fundamental defect with the trailing cables and its routing, alignment of the shaft panels and general excessive wear and tear to the lift components. Discussion currently taking place regarding options for repair/replacement and potential cost sharing

**Appendix 3 a**  
**Tadcaster Leisure Centre**  
**Indicative Ten Year Planned Maintenance Programme: Version Five: September 2012**

Element	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Total
Main roof and gutters					Replace roof with liquid plastic and reline gutters Essential £65,000						
Shallow pitched roof and gutters					Replace with liquid plastic and reline gutters Essential Inc in above						
Gutters and downpipes	Clean and survey Desirable £1,500				Clean and survey Desirable £1,500					Clean and survey Desirable £1,500	
Gutters and downpipes	Repair identified defects Desirable £2,500				Repair identified defects Essential £5,000					Repair identified defects Desirable £5,000	
Walls (cladding)	Clean and ivy removal Desirable £2,000				Replace cladding to effected areas Desirable £9,000						
External decoration	Decorate external doors and windows Essential £2,500				Decorate external doors and windows Essential £2,500					Decorate external doors and windows Essential £2,500	
Car Park	Repairs to planters, east boundary wall, boundary fence, surfacing kerbs Desirable £0		Repairs to planters, east boundary wall, boundary fence, surfacing kerbs Essential £13,832		Reinstate line marking Desirable £1,000					Reinstate line marking Essential £1,000	
Drainage	Clean and survey Desirable £1,500				Clean and survey Desirable £1,500					Clean and survey Desirable £1,500	
Drainage	Repair identified defects Desirable £0		Repair identified defects Essential Inc in above		Repair identified defects Desirable £0					Repair identified defects Desirable £2,500	
Internal decoration	Rolling programme Essential £4,500	Rolling programme Essential £2,500	Rolling programme Essential £10,991.35	Rolling programme Essential £5,000	Rolling programme Essential £5,000	Rolling programme Essential £5,000	Rolling programme Essential £5,000	Rolling programme Essential £5,000	Rolling programme Essential £5,000	Rolling programme Essential £5,000	
Floor finishes	Rolling programme Essential	Rolling programme Essential	Rolling programme Essential	Rolling programme Essential	Rolling programme Essential	Rolling programme Essential	Rolling programme Essential	Rolling programme Essential	Rolling programme Essential	Rolling programme Essential	

	£2,500	£2,500	£4,347.75	£5,000	£5,000	£5,000	£5,000	£5,000	£5,000	£5,000	£5,000
Sports Hall Walls	Rebuild sports hall wall including allowance for movement joints Essential £14,800										
Sports Hall Floor					Recoat existing floor Essential £7,500						
Sports Hall steelwork decoration									Redecorate Desirable £11,000		
Changing Room ceilings					Renew ceiling tiles and clean grid Desirable £2,500				Renew ceiling tiles and clean grid Desirable £2,500		
Shower			Replace fittings Desirable £0	Replace fittings Essential £3,500							
Sanitary Ware					Replace WC pans, urinals washbasins and sinks Desirable £12,000						
Tiling	RegROUT and clean Essential £500				RegROUT and clean Essential £500				RegROUT and clean Essential £500		
Car Park and building lighting	Replace controller Essential £2,400										
Light fittings to public areas					Replace with energy efficient fittings Desirable £5,000						
Fixed wire tests		Full fixed wire test Essential £1,500			Full fixed wire test Essential £1,500				Full fixed wiring test Essential £1,500		
Sports Hall radiant heating	Install grills / cage to existing heaters and replace faulty heaters Essential £2,700										
Sports Hall emergency lighting					Replace to modern standards Desirable £3,500						
Sport Hall extract	Replace to modern standard Desirable £8,000										

High level lighting to Sport Hall		Replace with modern energy efficient lighting Desirable £10,000			Retubing at high level Essential £1,000		Retubing at high level Essential £1,000		Retubing at high level Essential £1,000		
Boiler Controls	Renew boiler and controls Essential £20,000										
Changing Room extractor					Replace roof units Essential £3,000						
Install TMV to changing	Install TMV Essential £675										
Fire Alarm				Renew panel to modern standards Essential £5,000							
Latest Cost Essential Works Landlord	£40,575	£0	£13,832	£0	£73,000	£0	£0	£0	£0	£1,000	£128,407
Latest Cost Essential Works Tenant	£10,000	£6,500	£15,339.10	£18,500	£23,000	£10,000	£11,000	£10,000	£11,000	£14,500	£129,839
Latest Cost Desirable Works Landlord	£10,500	£0	£0	£0	£10,000	£0	£0	£0	£0	£7,500	£28,000
Latest Cost Desirable Works Tenant	£5,000	£10,000	£0	£0	£26,000	£0	£0	£0	£0	£16,500	£57,500
<b>Total</b>	<b>£66,075</b>	<b>£16,500</b>	<b>£29,171</b>	<b>£18,500</b>	<b>£132,000</b>	<b>£10,000</b>	<b>£11,000</b>	<b>£10,000</b>	<b>£11,000</b>	<b>£39,500</b>	<b>£343,746</b>

## Appendix 3b Selby Park

### Indicative Ten Year Planned Maintenance Programme : Version Four : September 2012

Element	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Total
Pavilion Roof	Inspect and repair Desirable £2,000				Inspect and repair Desirable £2,000					Inspect and Repair Essential £2,000	
Gutters	Inspect and clean Desirable £100				Inspect and Clean Desirable £100					Inspect and Clean Desirable £100	
External Decoration	Full external decoration Desirable £10,000				Full external Decoration Essential £10,000					Full external decoration Essential £10,000	
Internal Decoration	Rolling Programme Essential £5,000	Rolling Programme Desirable £2,500	Rolling Programme Desirable £2,500	Rolling Programme Desirable £2,500	Rolling Programme Desirable £2,500	Rolling Programme Desirable £2,500	Rolling Programme Desirable £2,500	Rolling Programme Desirable £2,500	Rolling Programme Desirable £2,500	Rolling Programme Desirable £2,500	
Floor Coverings	Rolling Programme Essential £5,000	Rolling Programme Desirable £2,500	Rolling Programme Desirable £2,500	Rolling Programme Desirable £2,500	Rolling Programme Desirable £2,500	Rolling Programme Desirable £2,500	Rolling Programme Desirable £2,500	Rolling Programme Desirable £2,500	Rolling Programme Desirable £2,500	Rolling Programme Desirable £2,500	
Sanitary Ware					Replace WC pans, urinals, sinks Desirable £6,000						
Toilet Cubicles					Replace Cubicles Desirable £2,500						
Internal Lighting	Renew light fittings Desirable £3,000									Renew light fittings Desirable £3,000	
Fixed Wire Test	Full fixed wire test and repair Essential £150				Full fixed wire test and repair Essential £150					Full fixed wire test and repair Essential £150	
Car Parking					Patch repair and line markings Essential £5,000					Line Markings Essential £2,000	
Crazy Golf Course		Renew surfacing to individual holes Deferred £0		Renew surfacing to individual holes Essential £6,300					Renew surfacing to individual holes Deferred £0.00		
	Roof Repair and Inspection Desirable				Roof Repair and Inspection Essential					Roof Repair and Inspection Desirable	



Bandstand	£1,500				£3,000					£1,500.00	
Latest Cost Essential Landlord Works	£0	£0	£0	£6,300	£8,000	£0	£0	£0	£0	£4,000	£18,300
Latest Cost Essential Tenant Works	£10,150	£0	£0	£0	£10,150	£0	£0	£0	£0	£10,150	£30,450
Latest Cost Desirable Landlord Works	£3,500	£0	£0	£0	£2,000	£0	£0	£0	£0	£1,500	£7,000
Latest Cost Desirable tenant Works	£13,100	£5,000	£5,000	£5,000	£13,600	£5,000	£5,000	£5,000	£5,000	£8,100	£69,800
<b>Total</b>	£26,750	£5,000	£5,000	£11,300	£33,750	£5,000	£5,000	£5,000	£5,000	£23,750	£125,550

# Selby District Council

## REPORT

Reference: E/12/23

Item 7 - Public



**To:** The Executive  
**Date:** 4 October 2012  
**Status:** Key Decision  
**Report Published:** 26 September 2012  
**Author:** Eileen Scothern  
**Executive Member:** Cllr C. Lunn  
**Lead Director:** Karen Iveson

**Title:** Selby District Council Draft Housing Revenue Account Business Plan 2012 - 2017

**Summary:** The Housing Revenue Account Business Plan is attached for councillors to consider following consultation with tenants and the Policy Review Committee.

### Recommendations:

- i. **The Housing Revenue Account Business Plan is approved for submission to Council.**

### Reasons for recommendation

- i. To set out a viable business plan for the HRA service;
- ii. To comply with the requirements set out in the Localism Act.

### 1. Introduction and background

- 1.1 The current Housing Revenue Account (HRA) Business Plan covers the period 2007-2010. Since the last Business Plan the Council has undergone a major restructuring and introduced a new way of delivering services and there has been significant government reforms including the move to self financing.

## **The Report**

### **Business Plan**

- 2.1 The HRA Business Plan is intended to be a strategic document which sets out the Council's vision for its housing service over the next 5 years.
- 2.2 The draft Plan recognises the Council's role as service commissioner and presents the outcomes we aim to achieve over the next 5 years – 'the what'. But 'the how' will be the responsibility of our service provider – Access Selby.
- 2.3 The attached Plan has been prepared taking account of changes in legislation and the Council's new structure. It sets out:
  - Our vision
  - The context for our housing service
  - Our housing service today
  - Our housing service looking forward
  - Our finances
  - Delivery
  - Consultation

The Business Plan will be reviewed every 5 years, with annual reports to the Executive on strategic issues and how Access Selby is performing against the expected outcomes.

### **Consultation**

- 2.4 Consultation with tenants has taken place through the Tenant and Leaseholder Scrutiny Panel with an overview of the draft document being provided to all tenants through the 'Open Door' newsletter. Furthermore the draft Business Plan has been considered by Policy Review Committee in June 2012.
- 2.5 The Tenants and Leaseholders Scrutiny Panel received a presentation from the Policy Officer and Finance Officer in June 2012, the Panel made no detailed comments on the HRA Business Plan but indicated that they would like more details on the HRA finances and how in future they could engage with the Council. As part of the consultation exercise we are reconsidering how we can improve communications with residents and as part of this will include a presentation or workshop on how HRA finance works.
- 2.6 The Policy Review Committee considered the draft HRA Business Plan on 12 June 2012 and had the following observations:
  - i) In respect of the redevelopment of the Airey homes, the Committee questioned whether it was more cost effective to

demolish and rebuild, making use of the large amount of land per property. The Committee was informed that the various issues and alternatives had previously been considered by the former Social Board and had been subsequently approved by Councillors for inclusion within the capital programme.

- ii) The Committee considered the new Right to Buy policy. Officers confirmed that the tenant's purchase discount must not reduce the selling price below what was spent on the property over a 10 year period (15 years for properties acquired after 2<sup>nd</sup> April 2012). No change required to the Business Plan
- iii) The Committee considered the general state of repair of the remaining housing stock and how Access Selby could evaluate condition and repair works in particular for those tenants not best suited to make their own repairs, such as the elderly. No change required to the Business Plan, however Access Selby Officers will subject to resources carry out a Stock Condition Survey next year.

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

### **Legal Issues**

- 3.1 The new HRA Business Plan meets the requirements as set out in the Localism Act.

### **Financial Issues**

- 3.2 The financial strategy for the HRA aims to provide the financial environment to support the Council in achieving its strategic objectives and for the delivery of its landlord responsibilities over the medium to longer term. The financial strategy is prepared in the context of major changes in housing finance with the introduction of self financing from April 2012.
- 3.3 The Business Plan acknowledges the Government's enhanced 'Right to Buy' scheme and 'one-for-one' replacement of additional homes sold. However, the implications for the HRA and its long term viability have still to be fully assessed. Work will commence on this issue in the next 6 months.

## **4. Conclusion**

- 4.1 Potential initiatives for development over the next 5 years are included within the Business Plan.

## **Contact Details**

**Eileen Scothern,  
Business Manager  
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**Appendix: Selby District Council Housing Revenue Account  
Business Plan**

# Selby District Council Housing Revenue Account Business Plan 2012 to 2017

photos to be inserted.

An Excellent Authority logo etc....

## **Foreword**

Welcome to Selby District Council's draft HRA Business Plan for 2012 onwards.

I would like to thank everyone for their comments which have helped finalise the Business Plan for 2012-17.

There has probably never been a more challenging time to make plans. The economy, the housing landscape and significant political reform present opportunities and challenges for us to grasp.

As major landlord in Selby District, this Business Plan describes the part we play in and describes what we will do for tenants to help you live healthy lives. Our plans include investing £15m million in your homes over the next 5 years.

Councillor C. Lunn  
Executive Member

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# 1. Introduction

- 1.1 The Housing Revenue Account (HRA) Business Plan is our plan for managing our housing landlord service over the next 5 years. The Business Plan is a key element in ensuring the effective management and maintenance of our housing stock.
- 1.2 In developing this Business Plan we intend to take into account the views of our tenants and have already taken account of our Housing Strategy, the condition of our stock, the demand for social housing and the likely availability of resources.
- 1.3 This Business Plan is set in the context of major change – financial reform with the abolition of the old Housing Subsidy System in favour of self-financing, alongside the increased risk from the Government’s enhanced ‘Right to Buy’ scheme and with it the opportunity for ‘one-for-one’ replacement.
- 1.4 Self-financing has seen local housing authorities take on central Government housing debt in return for keeping all of the rents their tenants pay. Putting control of housing services in the hands of local councils and strengthening the link between the rent we collect and the services we provide.
- 1.5 The Council, through its operational arm ‘Access Selby’, manages 3,150 homes across Selby District. We will work together with consultative tenant groups to develop our housing service to meet the challenges that lie ahead. We believe that only by listening to and understanding our customers can we improve services and ensure they meet their needs.

## 2. Our Vision

2.1 Following the district council elections in 2011 the Council developed a new 'Corporate Plan' which set out its aspirations for the district to 2015 and beyond, in the form of '5 Big Things':

1. *Tough times call for a **stronger council** fighting your corner and getting everyone working together...*
2. *...it's all about **changing places** and helping others to see our district through new eyes...*
3. *...we want to work with others to make this a great place with people **living well** and leading happy and healthy lives...*
4. *...and we won't be afraid of **tackling the tough stuff** - that might otherwise knock us off course...*
5. *...which means being **switched on** to what's happening around us, knowing what's important and being fit for the job.*

2.2 These 'Big Things' provide the framework for everything that we do and set the tone for **our vision for our housing service**.....

***“People getting involved and taking a pride in where they live, in homes that enhance their quality of life”***

Our key aims are to:

- Increase tenant and leaseholder participation through the work of tenant groups and the Community Engagement Forums;
- Shape our housing stock so that it better meets the needs of our changing communities through more effective asset management;
- Improve the quality of life of our tenants and leaseholders through targeted investment in their homes;
- Help meet the affordable housing needs across the district through making best use of the resources we have available;
- Deliver value for money to our tenants and stakeholders through efficient and responsive services ensuring a viable housing service.

2.3 We will work with Access Selby to develop these aims into real improvement on the ground and have set out the key deliverables our tenants can expect from this Business Plan, in Section 5 and at **Appendix A**.

### **3. The context for our housing service**

#### **The national policy environment**

- 3.1 In broad terms, the primary emphasis of national housing policy over the past 30 years has been on extending owner occupation. In social housing the Government is proposing a range of reforms to the way social housing is delivered.
- 3.2 These include giving greater flexibility to social landlords to determine the types of tenancies they grant to new tenants. The Council will be consulting on a Tenancy Policy in 2012, which will set out our strategic aims for the management of our stock, including consideration of whether to introduce flexible, fixed term tenancies. The rights of existing secure and assured tenants will be protected.
- 3.3 Councils have become the housing provider for those who are most vulnerable and judged to be in greatest need. The impact of the recession continues to produce great demand for council housing and as a result of this changing profile of council tenants, landlords have to recognise and react to the implications this has on service provision.

#### **Housing in the district**

- 3.4 Most homes in the district (78%) are lived in by the owner, higher than the national average of 68%. Approximately 10% of all households in the district live in Council owned properties and approximately 3% live in properties managed by Registered Providers.
- 3.5 House prices in Selby have increased substantially since 2002, rising by 97.2% from £92,248 to £181,880, however average house prices remain lower in Selby than in any other North Yorkshire district. The most expensive houses are in the Appleton Roebuck ward with an average house price of £469,917 in September 2010.
- 3.6 Despite the reduction in house prices during the recession, housing affordability still remains an issue. In September 2010 house prices in Selby were approximately 6.5 times higher than resident's earnings. The ratio that is generally used to define 'affordable' is 3.5. Selby District's affordability ratio is considerably higher than this<sup>1</sup>.

#### **Supply and demand for affordable housing**

- 3.7 The Council currently retains and manages 3,150 properties and has some 1,788 people on the Housing Register (including transfers).

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<sup>1</sup> Source: Land Registry/Hometrack September 2010 # Data unavailable for North Yorkshire

- 3.8 The profile of our applicants<sup>2</sup> is:
- 25% of applicants on the Housing Register last year were under 18;
  - 22% applicants were over 60;
  - Nearly 60% of applicants are female;
  - 1.6% of applicants were Black and Minority Ethnic Groups;
  - 21% of applicants had a disability.
- 3.9 In November 2008 the Council commissioned a Strategic Housing Market Assessment (SHMA) to look at current housing provision and future requirements.
- 3.10 The SHMA forms a fundamental part of the evidence base for the progression and implementation of the Council's Local Development Framework and the North Yorkshire sub-regional Housing Strategy and Local Action Plans. The report provides a detailed analysis of the current and future housing market and the types of housing requirements specific to the district and can be accessed via the Council's website. The study concludes that there is an annual requirement for 409 affordable dwellings within the District and suggests a variety of affordable housing should be provided with particular emphasis on affordable housing for general needs (2 and 3 bed properties).
- 3.11 There is a requirement for both affordable homes for rent and intermediate housing options; analysis suggests a split in the range 30-50% intermediate and 50-70% social rent across the District is appropriate.
- 3.12 There were 72 new build affordable housing completions between 1<sup>st</sup> April 2011 and 31st March 2012.

### **Housing strategy and policy changes**

- 3.13 The Localism Act places a new duty on councils to develop a Tenancy Strategy which registered providers of social housing will be expected to have regard to. The Strategy will provide an overview of what the authority expects of partners in their own individual Tenancy Policies. Selby District Council is working in partnership with local authorities across North Yorkshire and a combined strategy will be consulted on during May/June and agreed by October 2012.
- 3.14 As a stock holding council, Selby District Council must also produce a Tenancy Policy relating to the management of its own housing stock, which will need to address specific questions in relation to management and allocations. The Council is due to consult on the draft policy during summer 2012 with adoption planned by February 2013.

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<sup>2</sup> Choice base letting – updates will be posted on Council website on an annual basis.

- 3.15 Revised equality and diversity objectives are currently out for consultation and these will be applied to all new and reviewed policies to ensure they are non-discriminative. These issues are particularly important as the district experiences some changing demographics due to changing numbers of migrant workers.
- 3.16 In addition the Council is reviewing the implications of the Universal Credit and proposals within the Local Government Finance Bill, where required the Council will review policies and procedures to ensure they meet the requirement in new legislation.
- 3.17 Further details about Selby District, which have a bearing on our approach to our housing service, are set out at **Appendix B**.

## **4. Our housing service today**

- 4.1 Since our last Business Plan was developed we have made significant changes to our housing service. We identified a number of improvement priorities that we have been working on over the last 5 years:

### **Profiling the district housing stock and monitoring current and future housing need**

- We have worked with partners across North Yorkshire to develop a county wide Housing Strategy which has enabled us to take a co-ordinated approach to housing.
- We have introduced 'choice based lettings' with partners across North Yorkshire making it easier for applicants to find a home that suits their needs.

### **Ensuring that decent and affordable housing is available to everyone**

- We had a target to achieve the government's 'Decency' standard by December 2010 – we exceeded this target by delivering our 'Decency Plus' standard (which included new kitchens) to those properties in need.
- Councillors also approved improvement to our Airey properties and work is due to start on this project during 2012/13.
- We have improved our performance on dealing with responsive repairs.
- We have worked with Registered Social Landlords and developers to secure 367 additional affordable homes in the district over the last 5 years.

### **Promoting social inclusion, respect and sustainable communities**

- We have an established Tenant Participation Strategy and Community Engagement framework to get more people involved in making a difference to where they live.
- We have helped more older people to live at home through our Lifeline service and our Community Support Team.

## **Tackling and preventing homelessness**

- Additional resources have been targeted at homeless prevention and as a result, working with key partners, in the last year we have seen a reduction in statutory homeless in the District, despite the difficult economic climate.

## **Providing a customer focussed service**

- We have improved our responsive repair service.
- We have delivered a customer contact centre to deal with service issues at first point of contact and have achieved high satisfaction levels with the service we provide.

## **Providing value for money**

- We have achieved significant cash savings and efficiencies within the HRA service over the last 5 years, improving value for money for our tenants, ensuring the on-going viability of the HRA and allowing us to re-invest in our homes.
- We have eliminated the need for depot accommodation overheads and streamlined our operations through our new service delivery model.
- We have invested in modern working practices to achieve cost efficiencies in both our management and repairs service.
- We have used collaborative procurement to achieve more for tenants' money for example allowing us to achieve our 'Decent Plus' standard.

4.2 Much has been achieved over the last 5 years, not least of which has been the continued viability of the HRA, which had been forecasted to be in deficit by 2012/13. Tenants gave the Council a mandate to continue to provide the housing service against becoming a Registered Social Landlord and we have used this 'vote of confidence' to build a stronger business model. However the changes in Government policy and the on-going economic uncertainty mean that further challenges lie ahead.

## 5. Our housing service looking forward

5.1 As part of the Business Plan for the next five years we will continue to consider the aspirations of the Council and our tenants and how these can be achieved within the financial resources available.

5.2 Section 2 set out our key aims for our housing service, however, the changing policy environment makes predicting the future particular difficult and our responses to some emerging issues are in the early stages of development. This Business Plan is the start of a dialogue with our tenants and other stakeholders to help inform our future planning. **Our aims over the next 5 years are to:**

***Increase tenant and leaseholder participation through the work of tenant groups and the Community Engagement Forums***

5.3 We aim to build tenants' pride in their homes and where they live through actively engaging them in community activities and our Tenant Participation Strategy identifies a number of actions we will work together with tenants on over the coming years.

***Shape our housing stock so that it better meets the needs of our changing communities through more effective asset management***

5.4 We will look for opportunities to utilise the HRA asset base in a more innovative way to achieve a reshaping of the housing stock to help meet the needs of current and future tenants, taking into account for example, our aging population. Subject to available resources we will consider new build, buy-backs or buying up poor condition private property, refurbishing and letting.

5.5 The Government's enhanced Right to Buy scheme, which has increased the maximum discount for tenants wishing to buy their council owned home (from £24,000 in Selby district to the new national discount of £75,000), means that we can help more tenants to buy their homes in future.

5.6 As part of our response to this change we will be preparing a local funding plan to help us demonstrate how we will achieve the Government's objectives for 'one-for-one' replacement of homes sold, along with a continuing viable Housing Revenue Account.



***Improve the quality of life of our tenants and leaseholders through targeted investment in their homes***

- 5.7 Our capital investment programme is estimated to average £3m p.a. over the next 5 years, allowing us to maintain our 'Decent Plus' standard.
- 5.8 Improving the lives of our tenants is key driver in targeting spend. Our approved capital programme for the next 3 years focuses on energy efficiency measures which aim to improve living conditions and reduce energy consumption. Examples include new roofs, windows and heating systems and thermal efficiency improvements to our Airey properties.
- 5.9 Capital investment in years 4 and 5 is subject to review and prioritisation alongside the range of issues identified in this Business Plan. However we aim to continue to improve our stock and subject to funding being available would like to begin a programme of bathroom replacements once all kitchens have been upgraded.

***Help meet the affordable housing needs across the district through making best use of the resources we have available***

- 5.10 Through self-financing we have much greater flexibility to plan for the long term than has been possible under the old subsidy system. Whilst there will be an on-going need to balance the repayment of debt and additional investment in stock, there is now the potential for us to consider a new build programme, to buy back former council houses or other initiatives to increase the housing stock.
- 5.11 Part of our response to the growing housing need will be to sensitively tackle under occupation of our homes and those property types which are generally hard to let.
- 5.12 And most importantly we will target our resources to help meet the needs of vulnerable people within our communities.

***Deliver value for money to our tenants and stakeholders through efficient and responsive services ensuring a viable housing service***

- 5.13 The HRA is a self contained business which relies on the rental income from homes to provide the on-going maintenance and management resources needed to sustain the housing stock. In order to maximise investment in our homes and sustain the service to our tenants it is vital that our operations are as efficient and effective as possible.

- 5.14 We aim to reduce demand for responsive repairs by having a clear 3 year investment plan in place and provide a responsive service by improving time taken to respond to emergency repairs through ensuring lean, customer focussed processes that make best use of modern technology.
- 5.15 Generally speaking when properties become vacant we use the opportunity to bring forward major improvement works thereby benefiting future tenants. As a consequence and as there are only 18 months from the target year for rent convergence, it is proposed that new tenants are brought in on the convergence rates from the approval of this HRA Business Plan.
- 5.16 We will also consider whether or not it is beneficial for tenants, for us to become a registered provider.

## 6. Our Finances

- 6.1 The financial strategy for the Housing Revenue Account (HRA) aims to provide the financial environment to support our landlord responsibilities over the medium to longer term, as well as our strategic objectives for the housing service.
- 6.2 As a local authority landlord we are required by Government to maintain a 30 year financial forecast of income and expenditure on our housing service. This Business Plan focuses on the next 5 years but also takes a long term view to ensure on-going sustainability of the service. A summary of income and costs for the HRA (including the key assumptions used) is shown at **Appendix C**.

### Self-financing

- 6.3 The financial framework for the HRA has undergone major reform with the introduction of 'self-financing' from April 2012. The aims of 'self-financing' are to:
- give local authorities the resources, incentives and flexibility they need to manage their own housing stock for the long-term and to drive up quality and efficiency; and
  - give tenants the information they need to hold their landlord to account, by replacing the previous opaque system with one which has clear relationship between the rent a landlord collects and the services they provide.
- 6.4 These reforms replace the former redistributive housing system which set a level of cost allowances (including the capital programme) for running the HRA, on an annual basis. From April 2012 the Council has had to take on £57.733m of Central Government housing debt but is no longer required to make an annual payment into the national housing subsidy pool. The amount of debt we had to take on was calculated using a methodology that values the stock over 30 years, and aims to leave the Council with a long term sustainable business plan with full responsibility for the expenditure on the management and maintenance of our homes.

### HRA income

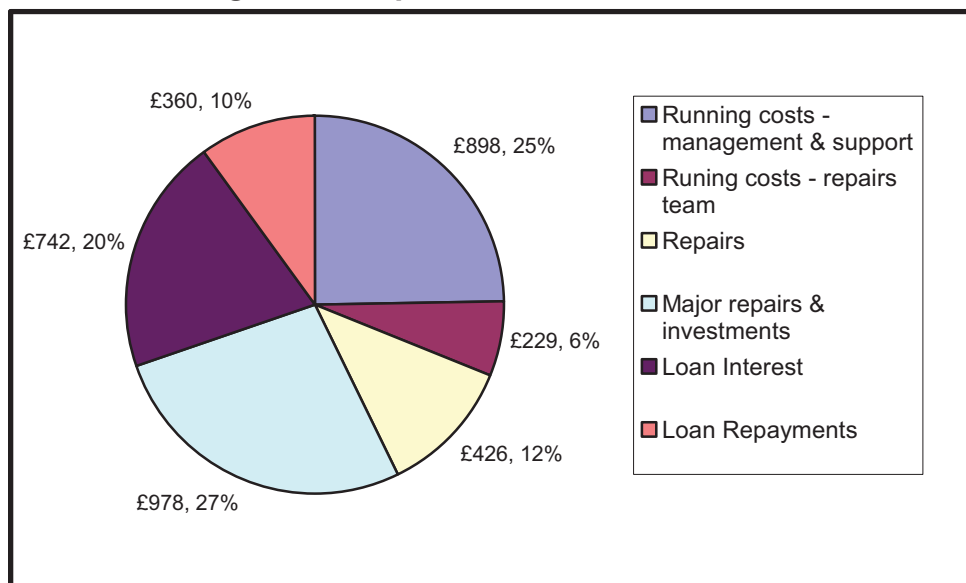
- 6.5 The HRA is a 'ring-fenced' account which means that all of the costs associated with maintaining our homes, financing improvement works and running the service, are met from the rental and other associated income generated from the houses and garages we let to tenants. We can not use this income for any other Council services.

- 6.6 The amount we charge in rents is linked to a formula determined by the Government, which is designed to increase local authority rents up to 'formula rent' (the equivalent of social landlord rents) over a period of time (known as rent convergence). Latest Government projections show that actual rents should converge with formula rents by 2015/16, although for Selby we expect a number of properties still to be below formula rent by this date, due to their historic low rent levels.
- 6.7 For 2012/13 Selby's average rent is £69.86 per week on a 52 week basis (£75.69 per week on a 48 weeks collectable basis) or £3,633 per year. For the purposes of this Business Plan we assume that the Government's convergence formula will be used to determine rent increases up to 2015/16, after which RPI +0.5% will be used.
- 6.8 Garage rents are increased by RPI each year, in line with the Council's policy for fees and charges – we generate around £125k a year from garage rents.
- 6.9 After allowing for void (vacant) properties and an element of bad debt, we estimate HRA rental income for 2012/13 to be £11.2m (94% of the total income to the HRA). Overall income to the HRA is £11.9m with supporting people income, hostel and garage rent rents and interest etc making up the remaining £659k

### Running Costs

- 6.10 Based on 2012/13 estimates, the average rent of £3,633 per year is spent on the following:

#### *What the average rent is spent on:*



- 6.11 Nearly half of HRA costs (45%) are on repairs and investment in our housing stock, with 30% of costs associated with principal and interest on borrowing. Management and support costs account for around 25% of HRA costs.

### **Borrowing**

- 6.12 The Council's borrowing position following self-financing is summarised as follows:

#### **Summary borrowing position for self-financing**

	<b>£000's</b>
Opening Debt Allocation (Debt Cap)	63,068
Actual debt	57,733
Borrowing Headroom	5,335

- 6.13 Actual HRA borrowing is made up of £7.5m historic debt and £50.2m new borrowing – all through fixed rate 'interest only' loans and in accordance with the Council's Treasury Management Strategy.

#### **Loan analysis**

<b>Loan Value</b>	<b>Loan Rate</b>	<b>Loan Term</b>	<b>Maturity Date</b>
<b>£</b>	<b>%</b>	<b>Years</b>	
6,500,000	8.785	8.16	22.05.2020
1,000,000	8.375	44.0	31.03.2056
16,793,000	3.50	30.0	28.03.2042
16,720,000	3.52	40.0	28.03.2052
16,720,000	3.48	50.0	28.03.2062

- 6.14 The business plan model assumes that borrowing is repaid at the earliest opportunity, in order to demonstrate viability. In reality the Council will be able to review the plan regularly and make decisions about the use of surpluses, balancing the repayment of borrowing and additional investment in the stock. This will give the Council greater flexibility in its long term planning than has been possible under the previous subsidy system. In 2012/13 interest charges are £2.4m and principal repayments are £1.2m.

### **Stock investment needs**

- 6.15 The table below summarises the capital investment estimates for the next five years. Resources for investment in our stock come from the depreciation charges set aside in our Major Repairs Reserve along with any in-year surpluses generated.
- 6.16 The programme of works for 2012/13 – 2014/15 has been approved as part of the 2012/13 budget process. Capital investment in years 4 and 5 of the plan is subject to review and prioritisation alongside the range of strategic issues identified in this Business Plan.

### Capital investment forecasts

	2012/13 £000's	2013/14 £000's	2014/15 £000's	2015/16 £000's	2016/17 £000's
Estimated Value of Works	2,976	3,396	3,817	2,573	2,367

- 6.17 Over the next 3 years our planned replacement programme will see tenants benefit from measures that will improve the energy efficiency of their homes – ensuring we fulfil our landlord responsibilities whilst cutting energy bills for our tenants.
- 6.18 The cost of improving the stock beyond this level will need to be the subject of further review and consultation taking into account the resources available and the Council's Asset Management Strategy, although we aim to begin a programme to replace bathrooms once all kitchens have been upgraded.
- 6.19 The total expenditure to improve and maintain the stock and related assets is currently forecast at £161.846m over the next 30 years. This equates to approximately £51.4k per dwelling based on 3,150 properties. Information on the estimated investment needs and resources available over 30 years is shown at **Appendix C(ii)**.

### Right to Buy

- 6.20 Within the plan we have assumed right to buy sales at 2 per annum for 2012/13 and 2013/14, 5 per annum for 2014/15 to 2019/20 and 10 per annum there after.
- 6.21 From April 2012 the Government's enhanced 'Right to Buy' scheme brings a new maximum discount of £75,000 for eligible tenants (against the previous maximum of £24k for Selby). The Government's proposal indicates that net receipts from these sales should be used to replace the additional homes sold due to the increase in discount.
- 6.22 The net receipt can be adjusted for allowable costs, and repayment of debt, although debt repayment is not mandatory. The 'one-for-one' replacement rules state that no more than 30% of the cost of replacement homes can be funded from RTB receipts, with the rest coming from other funding opportunities, such as borrowing against future rental income of the dwelling, or working in partnership with other social landlords.
- 6.23 There is recognition that this may have a detrimental impact on the self-financing business plans of local authorities and as part of our response to this change we will be preparing a local funding plan to help us demonstrate how we will achieve the Government's objectives for replacement of homes sold, along with a continuing viable Housing Revenue Account.

## **Risks**

6.24 The financial elements of the business plan carry a number of risks:

### **Interest Rates**

- The council decided to take fixed rate borrowing for the new £50.233m loans from PWLB which have been used to pay CLG which has mitigated the risk of exposure to increasing interest rates as the economy starts to recover. Should further borrowing be taken in future then the risk of higher rates for new borrowing remains.

### **Inflation – Economic Uncertainty**

- Inflation is a key issue for the Council especially when rates are high relative to income growth.
- High inflation impacts on the rent modelling which is currently at RPI plus 0.5%.
- The self financing business plan financial model has been modelled using a prudent inflation rate consistent with the rates used by the Council for the General Fund of 3.5% 2012/13, reducing to 3% from 2012/14 and then 2.5% from 2021/22.

### **Assets – Council Houses**

- The viability and affordability of the HRA business plan is based on the stock numbers reducing with the current forecasts of Right to Buys (RTB). The impact of the Government's proposals for increased discounts on the number of RTB has not currently been factored into the model.
- Increased asset disposals would result in reduced rental income but also reduced maintenance liabilities and affect the repayment of associated debt. The Council has taken a range of loans over a mix of maturity dates to allow flexibility for repayment and will prepare a local funding plan to forecast the impact of this change and to help mitigate the associated financial risks.

### **Rents (Income)**

- Rent increases could result in a lower collection rate. Unemployment, inflation and other economical factors could affect tenants' ability to afford higher rent increases. Rents have been modelled using social rent policy and to keep within guideline rent.

### **Reserves**

6.25 As part of the budget setting process the Council is required to review the adequacy of its reserves and this includes the HRA reserve. The Council confirmed in February 2012 that the HRA reserve should be £1.5m. This level is deemed adequate to provide financial resource for any unforeseen circumstances within the HRA that may require additional funds. This equates to approximately £475 per dwelling.

## Financial Outlook to 2016/17 and beyond

- 6.26 Following the move to self-financing the financial forecasts show that, based on current assumptions on 'Right to Buy' sales, there are sufficient resources over the next 5 years to maintain a viable Housing Service, maintain the Decent Homes plus standard, and do the necessary planned repairs to our housing stock, although this does put pressure on the ability to repay debt over 30 years. The current financial model shows the need to increase principal set-aside from year 11 onwards to maintain a 30 year payback.
- 6.27 The financial forecast at **Appendix C** suggests that, subject to the assumptions within the model, there is some modest headroom in years 1 to 5 although the impact of increased 'Right to Buys' has not yet been factored into financial plan. This provides some level of contingency as the impacts of this change become clearer.
- 6.28 There also remains the potential to increase borrowing up to our 'debt cap' which would cost in the region of £240k per year in interest charges plus principal repayments of around £178k per year based on a 30 year term – to put this into context this would purchase 35 properties at a cost of £150k each.
- 6.29 The balance of using resources to repay debt and maintain and/or extend the housing stock will be an on-going feature of the Business Plan and will require careful consideration as the impacts of the changes to 'Right to Buy' emerge. That said, the ability to invest in our housing stock over the life of the plan will continue to improve the quality of the homes we provide. Within the available resources there will be the ability to focus spending on those things which will have greatest impact on achieving the Council's objectives whilst improving the quality of life for our tenants.



## **7. Delivery**

### **Operations**

- 7.1 The Council has commissioned 'Access Selby' to deliver the Housing Service, and the Delivery Plan which flows from this Business Plan forms part of the Access Selby Service Level Agreement.
- 7.2 In general the clerical, administrative services are provided through the Access Selby Business Support Team and front line services are provided by the Contact Centre and Community Officers Team. Responsive repairs and works to 'void' properties are co-ordinated and delivered through the Assets team based in Selby.

### **Housing Strategy and Policy Changes**

- 7.3 Access Selby Policy Team is responsible for reviewing existing housing policies and responding to new and developing national policies and legislation including housing and homeless strategy, allocations, tenancy and tenant participation. The team works closely with the Community Officers on delivery of policies and are working in partnership with North Yorkshire local authorities on sub regional policies.

### **Service performance**

- 7.4 Although the past few years have brought many challenges, we have strived to deliver excellent services to our customers and we have provided:
- quick and easy access to services by phone, in person and on line with customer satisfaction at 95% and 92% of enquiries dealt with at the first contact last year;
  - community officers to provide better coordinated services affecting tenants and the communities in which they live;
  - extended opportunities for community engagement through tenant and resident association (TARA) network;
  - choice-based lettings (CBL), to support easier access to housing information, and to improve choice and mobility;
  - quick repairs, mostly by appointment at a time that suits the customer;
  - support to vulnerable people, with aids and adaptations provided quickly;
  - a high level of rent collection from current tenants with 98.48% of rent due collected in 2011/12;
  - generally low cost and high quality services; and
  - significant improvements made during the last year to the turnaround of re-lets to maximise availability of accommodation.

- 7.5 There is still room for improvement though, so we will be:
- encouraging young people and people from minority communities to have their say as these people are under-represented in customer engagement groups;
  - targeting urgent repairs to increase the number that are carried out within agreed timescales;
  - continuing our work on homeless prevention & housing options; and
  - tackling rent arrears owed by current and former tenants.

7.6 The Council is also committed to delivery of national standards:

<b>Standard</b>	<b>Covers</b>
Tenant Involvement and Empowerment standard	Customer service and choice; Involvement and Empowerment; Equality and Diversity; Tenants with additional support needs; Complaints.
Home standard	Repairs and maintenance; Quality of accommodation.
Tenancy standard	Allocations; Rents and tenure.
Neighbourhood and Community standard	Neighbourhood Management; Local area Co-operation; Anti-social behaviour.
Value for money standard	Value for money services.
Governance	Decision Making & governance.

These are clear outcome-based standards with statutory requirements that all social landlords must meet and a focus on tailoring services to meet local needs and priorities.

- 7.7 These, and the issues outlined in Section 5, will be taken forward through the Service Level Agreement we have with Access Selby and we will monitor progress in these key areas.
- 7.8 The headline risks associated with this Business Plan are set out in **Appendix D**.

## **8. Consultation**

- 8.1 Tenants have been consulted on the draft Business Plan through the Tenants and Leaseholder Scrutiny Panel and associated tenant groups. The Panel will continue to have an important role in making sure that tenants have all the information they need.

# Appendix A

## HRA Business Plan 2012-17 Key Deliverables

Outcomes to be achieved	What success will look like	How success will be achieved	What Access Selby will do	By when
<b>Stronger Council</b>				
Increased tenant and leaseholder participation	More tenants and leaseholders getting actively involved in issues raised through the CEFs	Through the work of tenant groups and the Community Engagement Forums	Implementation of the Tenant Participation Strategy in consultation with Tenants' & Leaseholders Scrutiny Panel	April 2013
	Improved appearance of 'estates'	Through achievement of the 'Tenant Involvement and Empowerment standard'	Implementation & roll out of the customer pledge	April 2013
	Reduced incidence of anti-social Behaviour	Through achievement of 'Tenancy Standard'	Review and implementation of Anti-Social Behaviour Policy	April 2013

<b>Outcomes to be achieved</b>	<b>What success will look like</b>	<b>How success will be achieved</b>	<b>What Access Selby will do</b>	<b>By when</b>
<b>Changing places</b>				
Housing stock that better meets the needs of our changing communities	<p>'New' properties that match our assessed need</p> <p>More tenants buying their homes</p> <p>Local funding plan in place that demonstrates viability of RTB and 'one-for-one' replacement</p>	Through more effective asset management	Implement effective Asset Management Strategy for Council owned homes	Annually by 31 March
<b>Living well</b>				
Improved quality of life of our tenants and leaseholders	<p>'Decent Plus' standard maintained</p> <p>Energy efficiency of our properties improved</p> <p>Increased satisfaction in the service</p>	<p>Through targeted investment in their homes</p> <p>Through achievement of 'Home Standard'</p>	<p>Maintain stock intelligence</p> <p>Deliver Council's approved capital programme</p> <p>Deliver a customer focussed responsive repairs service</p>	Annually by 31 March

Outcomes to be achieved	What success will look like	How success will be achieved	What Access Selby will do	By when
<b>Tackling the tough stuff</b>				
Help meet the affordable housing needs across the district	Net increase in housing stock	Through making best use of the resources we have available	Maintain stock and housing needs intelligence	Annually by 31 March
	Ratio of occupancy:bedrooms improved in fixed term tenancies		Implement effective Asset Management Strategy for Council owned homes	
	Reduction in number of 'hard to let' properties		Effective tenancy allocations	
<b>Switched on</b>				
Value for money delivered to our tenants and stakeholders  Effective and transparent decision making demonstrated	Improved performance across key performance measures (including responsive repairs)	Through efficient and responsive services ensuring a viable housing service  Through achievement of the 'Value for money Standard'	Annual review of Business Plan	September each year
	Reduced management costs			

### Selby District Profile

#### Population

- 1 Selby District is a relatively small rural district in North Yorkshire, with an estimated population of 82,900 (mid 2010). It covers an area of approximately 6,190 sq kilometres to the south of York and is broadly contained by the A1 to the west and the River Derwent to the east. Neighbouring local authorities are York, Leeds, Doncaster, Harrogate, Wakefield and the East Riding of Yorkshire.
- 2 Approximately one third of the population live in the three market towns of Selby, Tadcaster and Sherburn in Elmet. The remaining two thirds live in the 60 or more villages and scattered hamlets across the District. Life in the District is strongly influenced by the adjacent larger urban areas, particularly Leeds and York. The 2001 census reveals that approximately half of the working population commute outside the District, and the latest evidence from the Council's 2009 Strategic Housing Market Assessment<sup>1</sup> suggests that this proportion has increased further to around 59%.
- 3 The Office of National Statistics project that the district's population will increase by 27% to 103,700 by 2033. Currently over 50% of the population is aged between 30 and 64, with only 16% over 65, and only 16% of the population in the 15-29 age group. Over the next few decades, there will be a 'demographic shift' with the number (and proportion) of older people increasing – for example the number of 75+ residents is expected to more than double (from 5,900 in 2008 to 12,600 by 2031).
- 4 The 2001 Census also recorded that the District population perceived themselves mainly to be in the white ethnic group, with Chinese, Asian/British Asian and Black/British Black accounting for approximately 0.1% each, and Mixed Ethnic group accounting for 0.3%.

## Economy

- 5 The District's economy is varied although is dominated by agriculture, and the energy industries. With two major coal-fired power stations at Drax and Eggborough, the energy sector is especially prominent and this is expected to continue in the light of national policy statements. Agriculture remains important in spatial terms, although employment in agriculture continues to decline. Selby is the main employment centre but there is also significant employment at Sherburn in Elmet and, to a lesser degree, Tadcaster. Unemployment is generally lower than regional and national averages. 77% of the Selby Population classes themselves as economically active, which is below the Yorkshire and Humber average of 78.9%.
- 6 Earnings in Selby compare favourably to North Yorkshire. Resident population analysis shows that Selby residents earn a gross weekly pay of £539.00 compared to £480.30 for North Yorkshire, equating to £12.02 an hour and £12.11 respectively. This is likely to be due to the good location of Selby and the nature of Selby being a commuter base for surrounding cities such as Leeds, Wakefield and York, where there may be more highly paid jobs<sup>3</sup>.
- 7 Selby is the largest town with a population of approximately 13,000 and is a major district centre within the region. Aside from being the main shopping centre in the District, it is the prime focus for housing, employment, leisure, education, health, local government and cultural activities and facilities. It benefits from a town bypass constructed in 2004. Selby town supports around 6000 jobs.
- 8 The ancient market town of Tadcaster (with just over 6000 population) is situated on the River Wharfe between Leeds (15 miles to the west) and York (10 miles to the east), on the A659 and bypassed by the A64. The town is well connected to both York and Leeds city regions and employs a high proportion of people in the finance, business and insurance sector. Overall Tadcaster supports nearly 1700 jobs.
- 9 Sherburn in Elmet is often referred to as a village, reflecting its historic roots, although it has the characteristics of a small town and is one of the three market towns in the District. It has a population of about 6600 providing essential convenience retail, and other services and facilities for the immediate needs of the local community, South Milford and surrounding rural areas.

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<sup>3</sup> ONS Annual Population Survey April 2010 – March 2011



- 10 The town has good communications with easy access to rail and the A1(M), providing links to the motorway network beyond and its traditional close associations with Leeds and West Yorkshire. In the light of these strengths the town is home to a major industrial site attracting large logistics businesses and distribution centres making it one of the key employment areas for Selby District of regional and national importance. Sherburn supports more than 3000 jobs.
- 11 There has been a relatively high level of housing development in Sherburn in Elmet (some 291 new dwellings between 2000 and 2010) and employment development (more than 80,000 m<sup>2</sup> of new floorspace built since 2004) over recent years which have contributed to the vitality of the town as a whole.
- 12 There are more than 60 villages and hamlets scattered throughout the District ranging from larger service villages with a range of facilities to many small, remote villages. Some of these have limited services and facilities but which only meet the immediate day-to-day needs of the local communities; although others have none. There is a huge variety of character and functions.
- 13 A recent study on the Leeds City Region economy has suggested that growth rates in the Selby district will rise only 1.7% between the period 2004 – 2016. This is significantly less than other areas in North Yorkshire e.g. 8.7% in Harrogate and 4.7% in York. The study goes on to suggest that, during this time scale, the Selby district will decline in relative terms as sites of employment. The study does suggest, however, that, because of its location next to the rapidly expanding areas of Leeds, Wakefield and York, the Selby district will attract a large number of commuters. As part of the Local Development Framework, the Council is working with neighbouring authorities to minimize this trend.

#### **Transport and geographical access**

- 14 The district is well served by major roads. There is a direct train service to London as well as access to the East Coast main line at York, Leeds and Doncaster. However, the remoteness of some areas and variable bus services has led to more people depending on cars. As a result, Selby district has the highest percentage of people who travel to work by car or van (63% - nearly 5% higher than other districts in North Yorkshire), and there is also a high percentage of households with two cars (31%). Again, for comparison, the Housing Needs Survey noted Council tenants have fewer cars than owner occupiers. People without cars may have difficulty getting to facilities in the area, and further a field.

### **Indices of Deprivation 2004**

- 15 These show how varied the Selby district is in terms of its wealth and deprivation. It has some of the most prosperous areas in the country in the wards of Brayton, Riccall with Escrick, Tadcaster East, Monk Fryston and South Milford, yet has some deprived areas such as Selby town. Although there are some very prosperous areas of the district, a large majority of the Council's stock is located in areas with a relatively high level of deprivation, in particular the North and South wards of Selby and areas of Byram. Some 59% of tenants receive housing benefits.

## Selby DC - HRA Business Plan Revenue Operating Account

Year	Income				Expenditure							Surplus Transferred to MRR £000's
	Rent Income £000's	Other income £000's	Investment Interest £000's	Total Income £000's	Running Costs £000's	Repairs & Maintenance £000's	Depreciation Costs £000's	Loan Interest Charges £000's	Loan Repayment Contribution £000's	Total Expenses £000's		
1 2012/13	11,214	639	20	11,873	-3,685	-1,393	-2,970	-2,424	-1,175	-11,647	226	
2 2013/14	11,822	655	36	12,513	-3,781	-1,426	-3,042	-2,424	-1,175	-11,848	665	
3 2014/15	12,441	672	72	13,185	-3,884	-1,459	-3,113	-2,424	-1,175	-12,055	1,130	
4 2015/16	13,078	689	125	13,892	-3,980	-1,494	-3,186	-2,424	-1,175	-12,259	1,633	
5 2016/17	13,405	706	230	14,341	-4,079	-1,528	-3,261	-2,424	-1,175	-12,467	1,874	
6 2017/18	14,036	724	309	15,069	-4,181	-1,564	-3,337	-2,424	-1,175	-12,681	2,388	
7 2018/19	14,434	742	402	15,578	-4,285	-1,601	-3,415	-2,424	-1,175	-12,900	2,678	
8 2019/20	14,831	760	488	16,079	-4,391	-1,637	-3,495	-2,424	-1,175	-13,122	2,957	
9 2020/21	15,227	779	576	16,582	-4,502	-1,672	-3,570	-1,934	-1,175	-12,853	3,729	
10 2021/22	15,634	799	681	17,114	-4,615	-1,709	-3,648	-1,852	-1,175	-12,999	4,115	
11 2022/23	16,051	819	823	17,693	-4,730	-1,746	-3,727	-1,852	-2,299	-14,354	3,339	
12 2023/24	16,479	839	1,002	18,320	-4,849	-1,784	-3,807	-1,852	-2,299	-14,591	3,729	
13 2024/25	16,918	860	1,195	18,973	-4,970	-1,822	-3,890	-1,852	-2,299	-14,833	4,140	
14 2025/26	17,368	882	1,404	19,654	-5,094	-1,862	-3,974	-1,852	-2,299	-15,081	4,573	
15 2026/27	17,831	904	1,628	20,363	-5,221	-1,902	-4,061	-1,852	-2,299	-15,335	5,028	
16 2027/28	18,305	927	1,870	21,102	-5,351	-1,943	-4,149	-1,852	-2,299	-15,594	5,508	
17 2028/29	18,792	950	2,131	21,873	-5,486	-1,985	-4,238	-1,852	-2,299	-15,860	6,013	
18 2029/30	19,292	973	2,410	22,675	-5,622	-2,028	-4,330	-1,852	-2,299	-16,131	6,544	
19 2030/31	19,805	998	2,709	23,512	-5,763	-2,072	-4,424	-1,852	-2,299	-16,410	7,102	
20 2031/32	20,331	1,023	3,030	24,384	-5,908	-2,116	-4,519	-1,852	-2,299	-16,694	7,690	
21 2032/33	20,871	1,048	3,373	25,292	-6,055	-2,162	-4,616	-1,852	-2,299	-16,984	8,308	
22 2033/34	21,425	1,075	3,739	26,239	-6,206	-2,209	-4,716	-1,852	-2,299	-17,282	8,957	
23 2034/35	21,994	1,101	4,130	27,225	-6,361	-2,256	-4,818	-1,852	-2,299	-17,586	9,639	
24 2035/36	22,577	1,129	4,548	28,254	-6,520	-2,305	-4,922	-1,852	-2,299	-17,898	10,356	
25 2036/37	23,176	1,157	4,992	29,325	-6,683	-2,355	-5,028	-1,852	-2,299	-18,217	11,108	
26 2037/38	23,790	1,186	5,466	30,442	-6,851	-2,405	-5,136	-1,852	-2,299	-18,543	11,899	
27 2038/39	24,420	1,216	5,970	31,606	-7,022	-2,457	-5,246	-1,852	-2,299	-18,876	12,730	
28 2039/40	25,067	1,246	6,506	32,819	-7,197	-2,510	-5,359	-1,852	-2,300	-19,218	13,601	
29 2040/41	25,730	1,277	7,075	34,082	-7,377	-2,564	-5,474	-1,852	-2,300	-19,567	14,515	
30 2041/42	26,413	1,311	7,650	35,374	-7,568	-2,619	-5,592	-1,846	-2,300	-19,925	15,449	
Total	552,757	28,086	74,590	655,433	-162,217	-58,585	-125,063	-60,212	-57,733	-463,810	191,623	

**Selby DC - HRA Business Plan - Capital Programme & Major Repairs Reserve**

Year	Contributions & Expenditure - Capital Programme					Loan Repayments		
	Depreciation Transferred to MRR £000's	Additional Contributions to MRR £000's	Total Contributions to MRR £000's	Estimated Capital Programme £000's	Additional MRR Funds Available for Investment £000's	Debt Repayment Contributions £000's	Debt Repayment Schedule £000's	MRR Debt Repayments Balance £000's
1 2012/13	-2,970	-226	-3,196	2,967	-229	-1,175		-1,175
2 2013/14	-3,042	-665	-3,707	3,396	-540	-1,175		-2,350
3 2014/15	-3,113	-1,130	-4,243	3,817	-966	-1,175		-3,525
4 2015/16	-3,186	-1,633	-4,819	2,573	-3,212	-1,175		-4,700
5 2016/17	-3,261	-1,874	-5,135	2,367	-5,980	-1,175		-5,875
6 2017/18	-3,337	-2,388	-5,725	4,475	-7,230	-1,175		-7,050
7 2018/19	-3,415	-2,678	-6,093	4,580	-8,743	-1,175		-8,225
8 2019/20	-3,495	-2,957	-6,452	4,683	-10,512	-1,175		-9,400
9 2020/21	-3,570	-3,729	-7,299	4,785	-13,026	-1,175	6,500	-4,075
10 2021/22	-3,648	-4,115	-7,763	4,888	-15,901	-1,175		-5,250
11 2022/23	-3,727	-3,339	-7,066	4,995	-17,972	-2,299		-7,549
12 2023/24	-3,807	-3,729	-7,536	5,103	-20,405	-2,299		-9,848
13 2024/25	-3,890	-4,140	-8,030	5,213	-23,222	-2,299		-12,147
14 2025/26	-3,974	-4,573	-8,547	5,326	-26,443	-2,299		-14,446
15 2026/27	-4,061	-5,028	-9,089	5,441	-30,091	-2,299		-16,745
16 2027/28	-4,149	-5,508	-9,657	5,559	-34,189	-2,299		-19,044
17 2028/29	-4,238	-6,013	-10,251	5,679	-38,761	-2,299		-21,343
18 2029/30	-4,330	-6,544	-10,874	5,802	-43,833	-2,299		-23,642
19 2030/31	-4,424	-7,102	-11,526	5,927	-49,432	-2,299		-25,941
20 2031/32	-4,519	-7,690	-12,209	6,055	-55,586	-2,299		-28,240
21 2032/33	-4,616	-8,308	-12,924	6,186	-62,324	-2,299		-30,539
22 2033/34	-4,716	-8,957	-13,673	6,319	-69,678	-2,299		-32,838
23 2034/35	-4,818	-9,639	-14,457	6,456	-77,679	-2,299		-35,137
24 2035/36	-4,922	-10,356	-15,278	6,595	-86,362	-2,299		-37,436
25 2036/37	-5,028	-11,108	-16,136	6,737	-95,761	-2,299		-39,735
26 2037/38	-5,136	-11,899	-17,035	6,882	-105,914	-2,299		-42,034
27 2038/39	-5,246	-12,730	-17,976	7,030	-116,860	-2,299		-44,333
28 2039/40	-5,359	-13,601	-18,960	7,181	-128,639	-2,300		-46,633
29 2040/41	-5,474	-14,515	-19,989	7,335	-141,293	-2,300		-48,933
30 2041/42	-5,592	-15,449	-21,041	7,494	-154,840	-2,300	16,833	-34,400
<b>Total</b>	<b>-125,063</b>	<b>-191,623</b>	<b>-316,686</b>	<b>161,846</b>		<b>-57,733</b>	<b>23,333</b>	

## Financial assumptions

Forecasted costs and income are based on the Council's 2012/13 budgets and the following assumptions:

1. Rents increase in line with government policy, to converge with target rents by 2015/16 and increasing at inflation +0.5% thereafter.
2. Non-dwelling income increases in line with the Council's policy for fees and charges of inflation as at September each year.
3. The void rate is set at 1% and the bad debt provision at 1%.
4. Day to day maintenance costs increase in line with inflation and do not vary with small stock losses from right to buy.
5. General inflation based on RPI reducing from 3.5% in 2012/13 to 3% and then down to 2.5% in the later years.
6. Cost of borrowing 4.18%.
7. Any surplus funds generated through efficiencies or additional income is allocated to the major repairs reserve to be available for use either to repay borrowing or additional investment in the stock.
8. Right to buy sales remain at their existing levels in the short term and rise to 5 -10 a year in the medium term ensuring that the HRA remains viable in the medium term.
9. Capital programme is based on stock survey data held and includes inflation.
10. HRA unallocated reserve remains at £1.5m.

## Appendix D

### Risks

The key risks associated with this Business Plan are:

Political – whether the existing programme and new initiatives would deliver the Council's vision and aspirations;

Economic – due to increasing construction costs, insufficient finances are available;

Social – due to the changing demographics and expectations whether the Council's existing programme and any new initiatives meet our customer needs;

Technological – ensuring our provider has the skills to deliver the Business Plan;

Legal - that the Council considers all the legal aspects of any new initiative to ensure compliance with legislation and health and safety law.

# Selby District Council

## REPORT

Reference: E/12/24

Item 8 - Public



**To:** The Executive  
**Date:** 4 October 2012  
**Status:** Key Decision  
**Report Published:** 26 September 2012  
**Author:** Dave Maycock – Lead Officer Assets / Nicola Chick – Lead Officer Finance  
**Executive Member:** Councillor C Lunn – Lead Member for Finance & Resources  
**Lead Officer:** Karen Iveson – Executive Director (s151)

**Title:** Options for additional funding within HRA Capital Programme

### Summary:

The HRA budget has £314k saving on loan financing costs as a consequence of the lower than forecast interest rate on the self financing debt. This report presents options to utilise these funds on projects within the HRA capital programme in 2012/13.

### Recommendations:

- i. To utilise the £314k saving on the HRA in 2012/13 to fund Option 1 of damp works, doors programme and part of the fencing.

### Reasons for recommendation

Addresses the important issues and is deliverable in the time scales and funding available.

#### 1. Introduction and background

The HRA budget allowed for an estimated average interest rate of 4.72% on the Self Financing Settlement loans which the Council

obtained in March 2012. The actual rate secured was an average of 4.18%. This equates to a saving of £314k each year for additional investment in the Housing Stock. This report presents a number of options for utilising this financial years saving on additional works within the 2012/13 capital programme. The options have been considered based upon the issues giving most concern to tenants and the potential risk to the Council from disrepair and compensation claims.

## **2. The Report**

### **Programme 1 – Damp Works £170k**

An allowance of £190k for damp proof works is within the capital programme. This type of work is reactive and not dealing with these works exposes the Council to The programme is set based on best estimates of when damp courses will fail. Currently there is a larger than forecast number of properties with damp course issues and it is estimated that up to £170k of additional funding may be required for this work. The capital programme would then need to be re-profiled in later years.

### **Programme 2 – Doors £86k (approximate cost £500 per door)**

There are approximately 172 doors out of the total programme of 685 doors identified for replacement in the next 5 years that recent inspections are indicating will require replacing sooner than originally programmed. However there is an order lead time for these doors of 6 weeks and current capacity indicates that 10 per week could be fitted, taking this into account, allowing for Christmas and unforeseen delay's e.g. the weather a cautious estimate is that 130-140 doors could be fitted with the balance being delivered in 2013/14.

### **Programme 3 – Fencing £90k**

The current budget for fencing works is £50k per annum. £90k relates to the backlog of fencing works required.

There are approximately 270 properties requiring fencing repairs / replacements and this work ranges from gate repairs / replacement and or one fence panel to full fence replacements.

### **Programme 4 – Earmark the saving to Assist with Funding Phases 2 and 3 of the Airey Programme.**

The Airey properties report to Executive on 3<sup>rd</sup> May identified that the allowance within the capital programme was below the latest indicative costs for each of the 3 phases of the programme.



A supplementary estimate of £263k was approved to cover the additional cost of this years programme to be funded from borrowing. The report highlighted that Phase 2 due to commence in 2013/14 (next year) would require an additional £90k of funds and that phase 3 due to commence in 2014/15 an additional £387k. A total of £477k.

### **Programme 5 – Airey Properties**

Utilise the funds to commence the next phase of 10 Airey property works scheduled for 2013/14.

Based on the report submitted to Executive in on 3 May 2012 the indicative estimate for the work on these properties is £410k. The 2013/14 programme has an estimated budget allowance of £320k. The report indicated that up to £90k of borrowing may be required to fund the shortfall and some of this saving could be utilised for that.

### **Other Issues**

In addition the contractor appointed to deliver the Airey homes works has been approached to see if they are able to offer any discount if phase 2 and 3 could be brought forward to follow on straight after delivery of phase 1. The contractor has indicated that a discount could be offered. A cost benefit and impact analysis is being undertaken by officers and if it offers value for the Council then a report will be brought to Executive in November.

The Council currently has £5.3m of headroom within the HRA for borrowing to support capital projects. The £314k saving on the current debt interest costs at interest rates available today would fund the interest and principal repayments of £3.75m of borrowing over 25 years or £5.00m over 50 years.

### **Options for Funding**

The following options have therefore been considered for addressing the important issues and are deliverable in the time scales available.

#### **Option 1**

Programme 1 is a necessity and based on experience and current trends at least £170k could be required to fund expected damp proof works to the year end. The balance of the funds could then fund the doors and £58k of the fencing.

#### **Option 2**

Fund the damp proof works, fund the fencing and fund £54k of the doors.

### **Option 3**

Fund the damp proof works then the balance of the funds could be allocated to the Airey programme to assist with the funding gap.

### **Option 4**

Allocate £86k towards the costs of the revised door programme to address issues which are occurring sooner than originally forecast and fund the damp works and the balance to the Airey programme.

### **Option 5**

Commence the next phase of the Airey house programme (10 properties) in 2012/13 for completion in 2013/14. Utilise the £314k for the Airey properties and £96k of the phase 2 funding allocated in 2013/14 to complete them and then put the balance of £224k towards the phase 3 additional costs.

### **Option 6**

Earmark the £314k saving to contribute towards the additional costs of the phase 2 and phase 3 of the Airey Properties works to be delivered in the relevant years.

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

### **3.1 Legal Issues**

None as a result of this report.

### **3.2 Financial Issues**

The options proposed utilise the £314k saving on debt costs and the Capital programme for future years will be reviewed to reflect this investment.

## **4. Conclusion**

After consideration, option 1 is considered to be the best use of available resources and addresses the important issues and is deliverable in the time scales and funding available. In addition it assists the Council in addressing the risks it faces from disrepair and compensation claims.

## **5. Background Documents**

## **Contact Details**

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# Selby District Council

## REPORT

Reference: E/12/25

Item 9 - Public



**To:** The Executive  
**Date:** 4 October 2012  
**Status:** Non Key Decision  
**Report Published:** 26 September 2012  
**Author:** Julia Jennison – Policy Officer  
**Executive Member:** Councillor G. Ivey  
**Lead Officer:** Janette Barlow - Director

**Title:** North Yorkshire Tenancy Strategy

**Summary:** The North Yorkshire Tenancy Strategy has been developed in partnership with other local authorities to provide an overarching guide to social landlords working in the county for the development of their individual Tenancy policies.

### **Recommendations:**

**That the North Yorkshire Tenancy Strategy is approved prior to presentation for approval by the North Yorkshire Housing Board on 8<sup>th</sup> October**

### **Reasons for recommendation**

- i. To provide an update on work being undertaken through the Local Government York and North Yorkshire Housing Board (LGY&NYHB) and the County Tenancy Strategy Group.
- ii. To ensure that all local authorities have signed off the Strategy prior to Housing Board and implementation.

## **1. Introduction and background**

1.1 The Localism Act places a new duty on local authorities to develop a Tenancy Strategy which registered providers of social housing will be expected to have regard to. The Strategy will provide an overview of what the authority expects of partners in their own individual Tenancy Policies.

1.2 A sub regional approach was proposed through York and North Yorkshire (Y&NY) Housing Board and Chief Housing Officer Group (CHOG) to develop a joint strategy as an agreement of a high level tenancy strategy will prevent the need for individual local authorities to each produce a separate strategy themselves

1.3 The Strategy has been consulted and a final version drawn up which is attached for approval.

## **2. The Report**

2.1 The Localism Act places a new duty on local authorities to develop a Tenancy Strategy which registered providers of social housing will be expected to have regard to. The Strategy will provide an overview of what the authority expects of partners in their own individual Tenancy Policies.

2.2 It must also be consistent with local homelessness strategies and allocation schemes and must take account of the tenancy and rent standards. A sub regional approach was proposed through York and North Yorkshire (Y&NY) Housing Board and Chief Housing Officer Group (CHOG) to develop a joint strategy as an agreement of a high level tenancy strategy will prevent the need for individual local authorities to each produce a separate strategy themselves.

2.3 Executive met on 5<sup>th</sup> April 2012 and agreed:

- i) To note the approach to a joint Tenancy Strategy as set out by the York and North Yorkshire Housing Board;**
- ii) To authorise officers, after consultation with the Deputy Leader of the Council, to respond on behalf of the Council to the partner consultation on the Tenancy Strategy Questionnaire.**

2.4 The consultation included a web based questionnaire, with hard copies available on request, and the North Yorkshire and York Housing Forum ran a consultation session on 1<sup>st</sup> May with partners. This has informed the final version of the Tenancy Strategy which is attached.

A Selby response was submitted which fed into the development of a final Strategy document which is planned for consideration at each district, with sign off in Selby on 4<sup>th</sup> October, to allow the North Yorkshire and York Housing Board to provide final sign off on 8<sup>th</sup> October.

## **3 Timescale**

The time line for the Tenancy Strategy is scheduled below.

<b>Date</b>	<b>Event</b>	<b>Action</b>
24 February 2012	NY CHOG	Recommendation to develop a NY Tenancy Strategy
12 <sup>th</sup> March 2012	LG Y & NY Housing Board	Recommendation to undertake a consultation on the scope of a NY Tenancy Strategy
Mid April 2012- Mid June 2012		8 week sub regional consultation
1 <sup>st</sup> May 2012	NY Housing Forum	Consultation session with partners
18 <sup>th</sup> June 2012	LG Y&NY Housing Board	Board approve Strategy
4 <sup>th</sup> October 2012	Executive	Selby sign off
8 <sup>th</sup> October 2012	LG Y&NY Housing Board	Confirmation of LA sign offs and implementation

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

#### **3.1 Legal Issues**

Under the Localism Act there is a statutory duty to prepare and publish a Tenancy Strategy within twelve months of the enactment of the Localism Act.

#### **3.2 Financial Issues**

There are no financial issues arising from the preparation or consultation on the Tenancy Strategy which has been covered by existing resources.

### **4. Conclusion**

Approval of the Strategy will allow us to continue the development of our Selby Tenancy Policy by Spring 2013 as required, having regard to the overarching steer provided by that document. Work on the Policy will continue over the coming months.

### **5. Background Documents**

Executive Papers 5<sup>th</sup> April 2012  
Localism Act 2011

**Contact Details**  
**Julia Jennison – Policy Officer**

**DRAFT  
NORTH YORKSHIRE TENANCY STRATEGY**

**1.0 Introduction**

- 1.1 This Strategy has been developed following consultation with housing providers across North Yorkshire and York in Spring 2012. It brings North Yorkshire and York together to give us a stronger voice and more influence to achieve what are essentially shared common goals in respect of tenancy policy and sub regional collaboration on future consultation.
- 1.2 The Strategy is a high level framework of shared objectives and principles relating to tenancy issues that seeks to provide more consistency for our delivery partners and customers, while ensuring that local discretion is not removed from our Local Authorities.
- 1.3 It is sufficiently flexible to enable partners to respond to variations in local markets across North Yorkshire, meet the needs of local communities and to support corporate objectives. However, importantly, it sets out clear markers for stockholding authorities (and all Registered Providers) developing their own detailed Tenancy Policies which will sit alongside or beneath the North Yorkshire Tenancy Strategy. These local policies will be tailored to reflect individual housing needs and priorities, whilst upholding the general principles of the North Yorkshire Strategy.
- 1.4 This Tenancy Strategy will be of interest to:
- The Local Authorities who are partners to the Framework and/or members of NY Home Choice, Choice Based Lettings system.
  - Registered Providers operating across the sub region
  - Developers.
  - Private Sector Landlords.
  - Voluntary sector organisations.
  - The statutory investment and regulatory agency, The Homes and Community Agency

**2.0 Strategic Aim**

- 2.1 The overarching aim of this Strategy is:  
*To enable Housing Providers in North Yorkshire to co-ordinate their policies and practices to produce tenancies for customers who meet local housing needs, provide support to those who need it, improve choice and contribute to sustainable communities and economic growth and recovery.*

**3.0 Strategic Objectives**

- 3.1 Delivery of this aim will be via a number of key objectives:

- To embed partnership working between RPs, LAs and other stakeholders as a key tool for delivering the best outcomes for our residents, and future residents.
- To ensure that affordable housing meets locally identifiable housing need and demand
- To develop and sustain mixed and balanced communities by incentivising and persuading our partners to support tenure mixes on sites that meet local profiles and reflects the needs of our urban and rural communities.
- To ensure a balanced and stable housing market
- To bring about consistency for delivery partners by identifying areas of tenancy policy where there could be convergence
- To sustain tenancies
- To protect and provide for the interests of vulnerable groups and respond to changes in social care needs
- To make best use of affordable housing stock
- To increase choice for customers, whilst being mindful of local lettings initiatives designed to meet local needs.
- To improve support, advice and access for customers
- To address issues of equality, diversity, fairness and consistency across North Yorkshire
- To enable social mobility for households who need to move in/out and within North Yorkshire for whatever reason.

#### **4.0 Partnership Working and Consistency**

4.1 Partners recognise that strong joint working relationships and an ongoing dialogue, particularly between Local Housing Authorities and Registered Providers, is critical for effective implementation and monitoring of this Tenancy Strategy by Local Government North Yorkshire and York Housing Board, via the North Yorkshire Housing and Homelessness Strategy.

4.2 Close partnership working will also help us to respond speedily and appropriately to any issues or risks that may arise and to make informed decisions on how the strategy should be reviewed in the future to ensure that it continues to be 'Fit for Purpose'



- 4.3 This strategy seeks to bring consistency in a number of ways notably through:
- shared definitions
  - the length of tenancies that will be offered in the future
  - shared policy approaches for specific client groups and property types
  - joint measures to improve customer access to support and advice
  - joint measures to increase customer choice

## **5.0 Affordability**

### **5.1 Definition of Affordable Housing**

- 5.1.1 This Strategy adopts the definition of Affordable Housing that is set out in the National Planning Policy Framework  
*‘Social Rent, Affordable rent and Intermediate housing provided to eligible households whose needs are not met by the market’.*

### **5.2 Affordability**

- 5.2.1 To ensure that our homes are affordable to those who need them we favour rents and service charges that are not in excess of Local Housing Allowance levels. Registered Providers should also have regard to local policies on affordability and any requirements of S106 agreements.

## **6.0 Sustaining mixed and balanced communities**

- 6.1 We will use information from the North Yorkshire Strategic Housing Market Assessment and local intelligence to better understand local housing markets and to help us to influence tenure decisions.
- 6.2 In the spirit of partnership working housing providers will be expected to inform and discuss proposals for disposals of affordable housing stock with local authority partners.
- 6.3 We acknowledge that the number of conversions has been pre-determined by the Homes and Communities Agency through the National Affordable Housing Programme contracts. However, we also note that Registered Providers do have some flexibility when considering which specific properties to convert.
- 6.4 When considering the number of properties which will be re-let at an Affordable Rent Registered Providers have regard to the following;
- The pattern of re-lets by location, property size and type
  - The need to ensure that under-occupiers wishing to downsize are not discouraged to do so
  - The need to ensure a reasonable supply of family-sized accommodation at social rents
  - The need to ensure that properties in rural areas can be let to those working locally on low incomes
  - The shortage of wheelchair accessible accommodation

- 6.6 Whilst we do not expect Registered Providers to consult individual local authorities on each conversion they should agree a criteria or an overall approach with local authorities.
- 6.7 Where it is appropriate in local circumstances, we will support the use of some or all of the following tools to sustain tenancies:
- 6.7.1 Minimum Five Year Fixed Term Tenancies- with the scope to reduce this down to two years in certain circumstances (such as in supported tenancies where tenants may move through support) and where the landlord can clearly demonstrate that there are valid reasons for this shorter period. Registered Providers should work with individual local authorities to define the most appropriate tenancy types for these situations. In such circumstances the Registered Provider will be expected to demonstrate how the tenancy can be managed in order to minimise the adverse impact on the sustainability of the community.
- 6.7.2 For properties with significant adaptations for disabled persons housing providers may wish to consider offering fixed term tenancies or a secure tenancy with a clause requiring it to be dependent on a person requiring that level of adaptation still being in occupation.
- 6.7. Introductory Tenancies -The periods for Introductory Tenancies will be regarded as being in addition to the minimum length of tenancy required by this strategy.
- 6.7.5 Lifetime tenancies – We recognise that these may be appropriate for particular client groups- notably householders that are over retirement age and those who are considered to be vulnerable due to illness, disability or another specified reason. Lifetime tenancies are therefore likely to be appropriate for sheltered accommodation/warden assisted housing, and other restricted housing e.g. bungalows.
- 6.8 Review of Tenancies
- 6.8.1 At the end of a fixed tenancy period housing providers can choose whether to renew the tenancy. In making a decision not to renew the tenancy housing providers may wish to consider some, or all of the, following:
- There has been a change in household composition since the tenancy was granted and the property is now under-occupied by more than one bedroom.
  - There has been a change in household age/composition since the tenancy was granted- children no longer dependent.
  - There has been persistent low level antisocial behaviour, other breaches of tenancy, particularly around the condition of the property and/or rent arrears (i.e. not sufficient for the landlord to have taken action during the tenancy)
  - There is no longer a requirement for the adaptations.
  - The income or savings of the household

- 6.8.2 To encourage the best use of our scarce affordable housing stock we will encourage tenants to down size from a property that they are currently under-occupying to a smaller home that better meets their housing needs and household makeup. Traditionally such clients have been older people whose families have grown up and left homes but in the future this is likely to change as a result of the impact of Housing Benefit changes.
- 6.8.3 Providers will also encourage existing tenants who themselves or a member of their households no longer require an adapted property to move voluntarily to a more appropriate home.

## **7.0 Access and Equality**

- 7.1 As part of this Strategy we are also striving to improve our support, advice and access for customers. We will achieve this through the following:
  - 7.1.1 Through North Yorkshire Home Choice we aim to deliver a single housing register with all homes allocated according to a joint allocations policy. This policy is predicated on a number of principles- including to promote flexibility and fairness in the allocation of scarce affordable housing. Other local allocations policies will replicate these principles.
  - 7.1.2 Through North Yorkshire Home Choice we will continue to enable cross boundary mobility to allow people to access employment, training and to give or receive care. Housing providers will also participate in national arrangements for home swap services. (E.g.Homeswapper).
  - 7.1.3 We will seek to provide vulnerable people with more sustainable housing options.
  - 7.1.4 Landlords should have policies and procedures in place to ensure that their services are tailored to meet the needs of vulnerable groups. Through North Yorkshire Home Choice and the allocation policies of other providers we will seek to ensure that processes and allocations policies are accessible to vulnerable people.
  - 7.1.5 We will champion the proper linking of advice and assistance at any tenancy reviews with Adult Social Care Assessment processes.
  - 7.1.6 We will encourage the provision of properties to meet the needs of specific groups such as older people (E.g. Extra Care), victims of domestic violence (including Making Safe)
- 7.2 Common Standard for Advice and Assistance at the end of a tenancy
  - 7.2.1 North Yorkshire will develop a Common Standard for Advice and Assistance in consultation with all its housing providers. This may be a standard of our own or we may choose to adopt an accredited standard such as the Shelter accredited standard. Any standard needs to cover:

- Conformity with policies adopted by North Yorkshire Home Choice and Harrogate Borough Council
- Additional protection for vulnerable clients
- Robust financial assessment that accords with data protection requirements

### 7.3 Consideration of a Joint Housing Options Service

7.3.1 Consultation has indicated that there may be an appetite to consider establishing a joint housing options advice service across the county to provide this advice, funded by both Local authority and Registered Provider contributions. The level of appetite needs to be investigated.

## **8.0 MONITORING AND REVIEW**

8.1 The framework for maintaining up to date information and reviewing this Strategy is via the NY Housing and Homelessness Strategy.

# Selby District Council

## REPORT

Reference: E/12/26

Item 10 - Public



**To:** The Executive  
**Date:** 4 October 2012  
**Status:** Key Decision  
**Report Published:** 26 September 2012  
**Author:** Julia Jennison – Policy Officer  
**Executive Member:** Councillor G. Ivey  
**Lead Officer:** Janette Barlow - Director

### **Title: Selby District Council Tenancy Policy**

**Summary:** The approach to the Tenancy policy was set out to Executive 5<sup>th</sup> April, and a steer has been provided through Executive input to the Tenancy Policy Group, to inform the approach to each issue. A draft Policy has been developed, and consultation on the issues is planned during October and November.

### **Recommendation**

- ii) **To endorse the approach to the development of the Tenancy Policy**
- iii) **To agree the consultation planned for October and November**

### **Reasons for recommendation**

To ensure that Councillors are aware of how work on the Policy is developing and provide that a final document can be signed off early in 2013 as required.

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

- 1.1 The Localism Act places a new duty on local authorities to develop a Tenancy Strategy which registered providers of social housing will be expected to have regard to. The Strategy will provide guidance to what the authority expects of partners in their own individual Tenancy Policies, and an overview was provided to Executive on 5<sup>th</sup> April.

- 1.2 As a stock holding local authority, Selby District Council must also produce a Tenancy Policy relating to the management of its own stock, which must address specific questions in relation to management and allocations.

## **2. The Report**

- 2.1 There is a regulatory requirement for stockholding authorities and RSLs to develop their own detailed Tenancy Policies by Spring 2013. The SDC Tenancy Policy document will sit below the North Yorkshire Tenancy Strategy, tailored to reflect Selby housing needs and priorities, whilst upholding the general principles of the North Yorkshire Strategy.
- 2.2 A Tenancy Policy Officer working group has been set up to explore the issues around these potential changes to our housing policies, and in particular to look at how future tenants might be affected. There has been Executive input into this process through Councillor Ivey being invited to the group, and more latterly through briefing sessions with Councillor Crane.
- 2.3 The minimum requirements for a Tenancy Policy were set out in the Executive report 5<sup>th</sup> April, and the draft Policy attached at Appendix A has taken account of all these requirements. However, there are a number of areas where further work is still required, including consultation, to clarify our approach.
- 2.4 Proposed new freedoms relating to allocations will be considered by the North Yorkshire Choice Based Lettings Project Group, and consultation on the options runs from September to November, with a revised allocations policy planned to be agreed by early 2013.
- 2.5 There are a considerable number of issues which need to be reviewed in response to the new guidance, and those relating to allocations schemes, which are therefore not contained in the Tenancy Policy, can be summarised as follows -

### **2.5.1 Consideration of who should qualify to register for social housing,**

and whether this should include assessments relating to

- Homeowners. Or should social housing be ringfenced for those who cannot meet their own need?
- the elderly. Should elderly homeowners be treated differently?
- income, savings and equity. Should social housing be available to applicants who would be able to meet their own housing need?
- applicants from outside the partnership area. One aim of sub regional schemes is to enable cross boundary mobility to

allow people to access employment or training, and to give or receive care. Should this be reconsidered?

- previous tenancy behaviour and payment record. Should low level arrears or poor behaviour (where no formal action has been taken), be considered?

### **2.5.2 Whether extra priority should be considered for**

- armed forces and ex-armed forces personnel and their families. Currently they fall foul of allocations schemes generally as they are deemed to have no local connection anywhere. The new requirement allows them to be deemed to have a local connection provided they apply for housing within 5 years of discharge.
- registered foster carers. Currently can only bid for properties to meet their own household composition - allowance to made for them to bid for extra bedroom(s)
- Good Neighbours. Already have a priority in the scheme – is this equitable over households with higher housing need?
- Offers over and above household size (in the light of the Welfare Reform Act 2012)
- Households who work, or who ‘make a contribution’ to the community. There is an option to prioritise those in employment or training, seeking work or contributing to the community.

### **2.5.3 Homelessness**

- Should applicants accepted as homeless be given one direct offer of a property? Instead of being able to bid on HomeChoice
- Should the homeless duty be discharged into the private sector, and if so for all categories of accepted homeless applications or defined categories? This would relate to a minimum 12 month tenancy with a safeguard built in over 2 years where the local authority has an ongoing obligation

**2.5.4 Should an applicant be removed from the register for a specified period of they continually refuse properties they have successfully bid on without valid reason?** Currently they can refuse 5 offers after successful bidding.

**2.5.5 Should applicants who do not make active bids within a specified period have their applications automatically closed down?** Are they really in housing need?

2.6 In addition, there are a number of improvements which may be made to the HomeChoice joint allocation scheme now that it has been running for a year, and these will take account of the recommendations of the Joseph Rowntree Evaluation 2012 (to be finalised).

- 2.7 Work on the HomeChoice policy will continue alongside the Tenancy Policy, with similar timescales, and consultation runs from September to 2<sup>nd</sup> November. A copy of the consultation paper is provided at Appendix B, and feedback can be provided through the website at <https://www.northyorkshirehomechoice.org.uk>
- 2.8 Consultation on the Selby Tenancy Policy is planned during October and November comprising a press release with an Easy Read version of the policy with questions on the website, market stalls at Community Engagement Forums, and direct consultation with the Tenant Scrutiny Panel on behalf of tenants.
- 2.9 Further consultation will be completed locally with partners at the Selby Homeless Steering Group, and with the over 50s Forum.
- 2.10 A final draft is proposed to go to Executive on 3<sup>rd</sup> January 2013 which will take into account the consultation responses, and further work by the Officer Group.

### 2.11 Timescale

The remaining time line for the Tenancy Policy is scheduled below.

Date	Event	Action
June 2012 – 4 October 2012	Tenancy Policies Steering Group	Selby District Council develops own detailed Landlord Tenancy Policy
4 <sup>th</sup> October 2012	Executive	Draft Tenancy Policy for consultation
October – November 2012		Consultation
3 <sup>rd</sup> January 2013	Executive	Feedback and final policy approval

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

### 2.5 Legal Issues

There is a regulatory requirement to develop our Tenancy Policy by Spring 2013, setting out our approach to the new freedoms relating to the management of our stock. In addition there is a requirement to produce an Equalities Impact Assessment (EIA) prior to consultation.

### 2.6 Financial Issues

There are no financial issues arising from the preparation of or consultation on the Tenancy Policy; these can be covered by existing resources. However, there will be resource implications relating to the



options chosen for progressing the Policy, particularly in terms of staff resources if fixed term tenancies are to replace secure tenancies, and these will be considered more fully by the Officer Group.

#### **4. Conclusion**

Work is continuing on the Choice Based lettings HomeChoice review alongside the development of our Tenancy Policy, and these two documents will need to be able to sit side by side to inform our policy approach in Selby.

Consultation and further consideration of the impact of the various issues will inform a final draft Tenancy Policy planned by the end of 2012.

#### **5. Background Documents**

Housing Act 1985

Local decisions: a fairer future for social housing, 2010

Localism Act 2011

Allocation of accommodation: guidance for local housing authorities in England, June 2012

North Yorkshire Tenancy Strategy, 2012

HCA Regulatory Framework for Social Housing in England from April 2012

North Yorkshire Homechoice Policy 2011

#### **Appendix A**

##### **Draft Selby Tenancy Policy V5**

#### **Appendix B**

##### **North Yorkshire Allocations Policy Consultation paper 2012**

#### **Contact Details**

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### Selby District Council Tenancy Policy 2012 V5

#### Background

The concept of tenancy policies was introduced initially as part of the wider package of social housing reforms set out by the government in *Local decisions, a fairer future for social housing, 2010*. The reforms included the introduction of fixed term tenancies and affordable rent, changes to allocations and homelessness, and the promotion of increased mobility for social tenants. These proposals are being implemented through the Localism Act, which places a new duty on local authorities to develop a Tenancy Strategy which registered providers of social housing will be expected to have regard to. The Strategy will provide an overview of what the authority expects of partner social landlords in their own individual Tenancy Policies.

As a stock holding local authority, Selby District Council must also produce a Tenancy Policy relating to the management of its own stock, which will need to address specific questions in relation to management and allocations. In particular, there are opportunities to offer flexible fixed term tenancies to better manage the occupation of social housing more closely, and to consider additional support for households who are in low paid work or training, and incentivise others to take up employment opportunities.

The key policy driver behind this change is to free up social rented homes for those who really need them by providing an incentive for tenants to break the welfare dependency trap and move on to either private rented or home ownership once their circumstances have improved. Whilst people may at some stage of their life need social housing (because for example they have become homeless) this may only be a short term need. The Government's intention is to encourage landlords to make better use of their stock and enable more existing affordable housing to become available to those who need it at that time.

Earlier this year, revised allocations guidance was published, *Allocation of accommodation: guidance for local housing authorities in England, June 2012*, and this aims to give back the freedom to manage waiting lists, and make it easier to move existing tenants to more suitable accommodation. It also encourages use to be made of flexibilities within the legislation to ensure that social homes go to the people who 'need and deserve them most.' This includes provision for former service personnel to be given additional preference to ensure they are near or at the top of the waiting list.

The key objectives of social housing reform are as follows:

- Localism, fairness and focusing social housing on those most in need in a way that enables them to use it as a springboard to opportunity

- Social housing is flexible and available to more people and to those that genuinely need it
- Make the best use of social rented homes
- Increase the freedoms available to all social landlords to determine the sort of tenancy they grant to new tenants
- Protect the rights of existing tenants

In Selby we have a requirement for 409 new affordable dwellings per annum (2009 Selby Housing Market Assessment). In 2011-12 we had 307 new lettings, including mutual exchanges. If we could create additional turnover in our current stock, this would allow additional relets to come to the market to meet current housing need.

A sub regional Tenancy Strategy has been developed in partnership with other North Yorkshire authorities (except Scarborough, who have expressed concerns about the introduction of flexible fixed term tenancies). There are a number of benefits to taking a wider joint approach to the development of a strategy in the context of both the Leeds City Region, and the North Yorkshire Partnership, which include:

- To enable consensus to be reached on broad principles to give more consistency for delivery partners and customers where possible, while ensuring that local discretion is not removed from Local Authorities.
- A district's Tenancy Strategy must be consistent with local homelessness strategies and allocation schemes and must take account of the tenancy and rent standards. Resources will be better used as part of a sub regional approach.
- North Yorkshire already has other joint strategies- the North Yorkshire Housing Strategy, the North Yorkshire Homelessness Strategy and a sub regional Choice Based Lettings (CBL) scheme - Home Choice (of which all North Yorkshire local authorities are partners except for Harrogate BC).
- To give North Yorkshire a stronger unified voice and influence to achieve what are essentially shared common strategic objectives
- To provide an opportunity for sub regional collaboration on consultation

Within each district, each authority is required to signpost to the published Tenancy Policies of each registered provider operating in their area as they develop them, and stock holding authorities will also need to develop their own Tenancy Policy.

A Strategy has been developed and consulted which will be presented to Selby's Executive on 4<sup>th</sup> October, and signed off by the North Yorkshire and York Housing Board on 8<sup>th</sup> October.

The strategic aim of the Strategy is:

*To enable Housing Providers in North Yorkshire to co-ordinate their policies and practices to produce tenancies for customers who meet local housing*

*needs, provide support to those who need it, improve choice and contribute to sustainable communities and economic growth and recovery.*

This will provide the overarching approach to individual Tenancy Policies including the Selby Tenancy Policy which has been developed alongside.

## **Selby District Council Tenancy Policy**

### **Introduction**

There is a new regulatory requirement for local authorities to develop a Tenancy Policy, and this work has progressed alongside the North Yorkshire Tenancy Strategy in order for the challenging timescale to be met by Spring 2013. It must be informed by and have regard to the Tenancy Strategy.

The Homes and Communities Agency's Regulatory Framework April 2012 sets out a new tenure standard, and at 2.1 of the document states that:

'Registered Providers shall offer tenancies or terms of occupation which are compatible with the purpose of the accommodation, the needs of individual households, the sustainability of the community and the efficient use of their housing stock.'

This must be the basis for the development of our policy.

A Tenancy Policies Steering Group was established in December 2011, made up of Officers with a number of sub groups including a Tenancy Policy Group which includes Executive input. The implications of the various issues emerging from the Localism Act were explored during the period while the North Yorkshire Strategy was evolving, to ensure that clear aims and objectives were established.

Executive agreed 5<sup>th</sup> April 2012 that the following broad aims of the policy should be –

- Target resources at those in greatest need
- Meet more residents' long term housing aspirations by improving access to home ownership
- Make better use of our stock
- Continue to support more tenants into work through signposting
- Maintain sustainable communities by considering the impact of policy decisions.

In order to comply with the timescales, consultation on the Tenancy Policy will need to be completed during October and November to ensure our policy is in place by Spring 2013.

Alongside this work, a number of new requirements have emerged relating to local authority allocations schemes, and we also need to review the North Yorkshire Choice Based Lettings Scheme, HomeChoice with our partners.

The timescales for this piece of work are similar, and the Tenancy Policy will not revisit all the policy issues relating to HomeChoice.

## **The Policy**

The Policy is set out in two sections for ease of reference; Part 1 covers Allocations, and Part 2 covers Tenancies.

### **PART 1**

#### **Allocations**

Selby District Council is a member of the North Yorkshire Choice Based Lettings (NYCBL) Partnership, HomeChoice, through which a joint allocations scheme was developed in 2011. A review of the policy was planned for summer 2012 once the scheme had been up and running for 12 months, and this is timely given the new requirements contained within the Localism Act 2011, and Welfare Reform Act 2012.

For detail of our Allocations scheme please refer to the North Yorkshire HomeChoice Policy.

### **PART 2**

#### **Tenancies**

Whilst people at some stage of their lives may need social housing (because for example they have become homeless) this may only be short term need. The Government's intention is to encourage landlords to make better use of their stock and enable more existing affordable housing to become available to those who need it at that time. Landlord policies need to be flexible enough to reflect the fact that individual circumstances do change

Currently all the tenancies Selby District Council grants are secure, with a 12 month introductory tenancy. In essence, as long as tenancy conditions are met these tenancies provide the security of a home for life to tenants along with a variety of associated benefits such as the Right to Buy.

#### **Secure (Lifetime) Tenancies**

There is no prescribed upper limit to the length of tenancy we can grant, so we will continue the use of secure tenancies to some groups in order to provide a degree of stability. Our wider aim is to offer flexible tenancies to households whose needs may change, in order to allow us to review the use of our stock at regular intervals, when the fixed term comes to an end. Consequently, there are a limited number of households who will be offered a secure tenancy.

A secure tenancy may be offered to a new applicant who meets the criteria set out below, but also may be offered where appropriate at the end of an existing fixed term tenancy.

We will offer a secure tenancy to:

- Households moving into one of our sheltered properties regardless of age
- Applicants who meet our requirements for sheltered properties (currently either in receipt of high rate Disability Living Allowance, or over 60)

New tenants will only have the statutory right of succession to the spouse or partner, not also to family members; Selby District Council considers that allowing succession further than this does not allow for the best use of stock. NB Existing tenants' rights will not be affected.

### **Fixed Term Tenancies**

All other applicants will be offered a fixed term tenancy, usually for 5 years with an introductory tenancy of 12 months (in addition). The Localism Act allows for an introductory tenancy to convert to a flexible tenancy at the end of the introductory period. A written notice will be served before the introductory tenancy is granted making this clear, and setting out what the length of the fixed term would be. In very exceptional circumstances, a reduced term tenancy of 2 years fixed may be used (see the next section).

Generally fixed term tenants will have the same rights as secure tenants (as set out in the Housing Act 1985) including the Right to Buy after a qualifying period, and the right to repair. The same grounds for possession are available and can be used during the fixed term.

However, there is no right to improve the property or be compensated for improvements.

There will only be a statutory right of succession to the spouse or partner, not also to family members; Selby District Council considers that allowing succession further than this does not allow for the best use of stock. NB Existing tenants' rights will not be affected.

Rent increases for fixed term tenancies will be set out contractually in the fixed term tenancy agreement.

The key policy driver behind this change to the use of fixed term tenancies is to allow us to review household size regularly so that we can address over or under occupation and make best use of our stock. The government's intention is to provide an incentive for tenants to break the welfare dependency trap and consider moving onto to either private rented or home ownership once their circumstances have improved; regular reviews with the household will enable us to assist tenants who wish to consider this.

## **Length of the Term**

Each fixed term tenancy will have a 12 month introductory period as now, after which the fixed term will commence.

The overarching North Yorkshire Tenancy Strategy which has been developed in partnership with other authorities, suggests that 5 year tenancies be used as standard. Various options were considered at length for Selby tenancies, and we have opted to follow the North Yorkshire approach by introducing a standard 5 year term for most fixed term tenancies, to ensure equitable treatment of all our applicants and tenants.

However, there is a requirement for us to set out in what exceptional circumstances we would grant a 2 year fixed term rather than 5 years. We propose that this will be limited to cases where a senior officer exceptionally considers a case to be sensitive or specialist.

Where a tenant or applicant is below 60 and does not meet the criteria for a secure tenancy, a 5 year fixed term tenancy would always be granted. At review, if the tenant is 60 or over, and provided the property remains suitable, a secure tenancy could be offered. If we consider that the property is not suitable for their long term needs (eg because it is under occupied and there are 2 or more bedrooms spare, in accordance with our published allocations scheme), but there is no alternative accommodation available, a further 5 year fixed term tenancy may be offered.

## **Ending a Fixed term tenancy**

A landlord may apply for a court order to end the tenancy if any of the grounds for possession can be proved. These grounds remain the same as for secure tenancies.

A tenant may give 4 weeks notice in writing to end a flexible tenancy during the fixed term. The local authority can agree to dispense with written notice or agree a shorter notice period. However, the tenancy will only be terminated, if on that date there are no outstanding arrears or other breach of tenancy.

## **Tenancy review at end of fixed term**

To encourage the best use of our housing stock, we encourage tenants to downsize from a property they are under-occupying to a smaller home that meets their housing needs and household make up. We also encourage existing tenants who themselves or a member of their household no longer requires an adapted property to move voluntarily to a more appropriate home.

The end of a fixed term tenancy provides an opportunity for the Council to ensure that the household is making best use of the property.

**We consider that all fixed term tenancies should be renewed unless the household's circumstances have changed to such an extent that the property is no longer suitable for their needs. It is expected that unless there has been a significant change in circumstances following a review, the tenancy will be renewed for a further period. No further introductory period will apply.**

Cases where there are small amounts of arrears or low level Anti-social Behaviour should be dealt with through normal tenancy management processes. If the case is insufficient to support a court case, it should not result in the loss of a tenancy. The review will be an opportunity for the Community Officer to discuss these issues and reach agreement on future payments or behaviour.

Towards the end of the fixed period, when there are at least 6 months remaining of the fixed term, the Community Officer will review the tenancy, and in most cases will offer a further fixed term of 5 years, either on the same property, or on another suitable property – see table below:

Situation	Action
Property is occupied by a household of the appropriate size	Offer a <b>further fixed term</b> tenancy
Property is under occupied and there is 1 bedroom spare	Discuss the option of moving to a smaller home, but offer a <b>further fixed term</b> tenancy if the household wishes to stay (in line with the HomeChoice allocations policy which allows bids for 1 bedroom more than required)
Property is under occupied and there are 2 or more bedrooms spare	Discuss the option of moving to a smaller home, outline the assistance we can give to find alternative property. <b>6 months notice</b> to be served to make best use of stock and free the property up for a larger household We will consider the use of a direct let in accordance with our allocations scheme.
Property is over occupied ie there are insufficient bedrooms to meet the household's need as assessed through our allocations scheme	Discuss the option of moving to a larger home, outline the assistance we can give to find alternative property. Ensure that suitable preference is included on their HomeChoice application. We may consider offering a further 2 year tenancy while they seek alternative accommodation, or we may consider using a



	direct let.
Property no longer matches household's needs	It would better suit another household eg where the adaptation in a property was no longer required. The review provides an opportunity to discuss with the family a possible move to free up the adapted home for someone who needs it. However, there will be no compulsion to move at the end of the fixed term; we do have the option to end a tenancy at any time where the home has special features and the household does not need them under Ground 13. We will be sensitive to the household in considering the timing of such action.
The tenant now meets our requirement for sheltered property (currently 60+ or in receipt of high level Disability Living Allowance)	At review of the fixed term, if the tenant is 60 or over, a secure tenancy could be offered either on the existing (provided the property remains suitable) or another property. A direct let may be considered. If the property is not suitable for their long term needs, but there is no alternative accommodation available, a further 5 year fixed term tenancy may be offered.
Disposal or refurbishment of property	For asset management purposes
Other reason exceptionally at the discretion of a senior officer	Reason must relate to the match of household to property

We will ensure that advice and assistance at tenancy reviews is properly linked to Adult Social Care processes, to ensure wherever possible that the outcome for an individual household is appropriate.

Under the North Yorkshire HomeChoice arrangements, a Common Standard for Advice and Assistance will be developed in consultation with housing providers. It will cover conformity with NY HomeChoice policies and Harrogate Borough Council, and provide additional protection for vulnerable clients.

Where Selby District Council decides not to renew a tenancy, the letter to the tenant must include the reasons why a further tenancy will not be granted, and set out the tenant's right to request a review of the landlord's proposal together with a recommendation that the tenant should seek independent advice on requesting a review of the landlord's proposal.

A further notice, not less than 2 months before the end of the term, will be served on the tenant.

At the end of a flexible tenancy the landlord has an unqualified right of possession in domestic law. The Localism Act states that the court can only refuse possession if the correct procedure has not been followed, or if the court is satisfied that the decision not to renew the tenancy was otherwise wrong in law.

If the tenant refuses to vacate at the end of the notice period, possession proceedings will be taken.

### **Assistance to find alternative accommodation**

During the last 6 months of the tenancy, Community Officers will work with the tenant to find suitable alternative accommodation and assist them if necessary to register and bid for suitable properties advertised on HomeChoice.

It may be that on reflection tenants may wish to move on to rent elsewhere, either in the public or private sector, purchase a property (affordable or open market discount schemes such as Homebuy or Firstbuy) or take up the Right to Buy. Again, Community Officers or Housing Options Officers will be able to provide advice and assistance.

Our HomeChoice Allocations policy gives priority to families who are overcrowded, but also to households who wish to downsize and would be willing to free up a property which is too large for them. This will allow them priority in bidding for another home through HomeChoice. The Gold Band includes:

Gold	Under-occupiers of a Local Authority or Housing Association property in the partnership area who want to move to a property with at least 2 fewer bedrooms	Applicants who are overcrowded and require 2 or more bedrooms
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If a household does not bid for accommodation during the notice period, or is unsuccessful in obtaining alternative accommodation at the end of the tenancy, we reserve the right to make a direct offer of accommodation through our allocations scheme, HomeChoice.

### **Improving Access to Home Ownership**

The tenancy review is an opportunity to work with the tenant looking at their longer term housing aspirations. If it is appropriate, various options could be explored with Community Officers and the Housing Options Team, including considering the Right to Buy and other government subsidised schemes for first time buyers.

Whilst it is not our primary intention to move tenants who wish to remain in their home, a timely discussion of other options may enable them to meet

their own housing need, and in doing so free up social housing for those who need it more.

### **Supporting Tenants into work through signposting**

Again, the review may be a chance to signpost tenants to local agencies and partners who will be able to assist them in considering work or volunteering, training or study opportunities.

### **Exceptionally if the fixed term ends and the tenant is still in occupation**

Fixed terms should not be allowed to run on; tenancies should always be ended or renewed to ensure that clarity is provided.

If it appears that the tenant is unlikely to find alternative accommodation, and in any event when there are 28 days remaining on the tenancy, the case should be flagged up to the Housing Options Team for additional assistance. This may include an offer of a direct let.

If a tenant refuses the direct offer and has not moved out of the property by the due date, the case will be referred for enforcement action – see the Tenancy Appendix of our Enforcement Policy. Community Officers, Housing Options and the Enforcement Team will need to work closely to endeavour to produce the best outcome for the tenant.

### **Tenancy sustainment and the avoidance of unnecessary eviction**

We will take a Housing Options approach to interventions to sustain tenancies and prevent unnecessary evictions, and ensure robust contact with applicants and tenants where appropriate.

This could be by ending the tenancy, and providing assistance to find a further tenancy in more suitable accommodation, either in the social or private sector. However, for some individuals there may be limited options; private lets would require references, a deposit and rent in advance, so rented move-on opportunities may more practically be limited to other social lets. Where savings or access to loans are available, other options could be Right to Buy, or purchase either on the open market or using one of the government's discount schemes.

### **Mutual exchanges and Fixed term tenancies**

Mutual exchanges between tenants of social landlords are effected via a deed of assignment where each tenant steps into the other's shoes and takes over the other tenant's tenancy type and terms. New tenancies are not signed.

New provisions in the Localism Act mean that where an existing secure or assured tenant (whose tenancy began before the Localism Act came into force) wants to exchange with a flexible tenant or an Assured Shorthold

tenant of a Housing Association, these exchanges must be done by surrender and granting of new tenancies.

If certain conditions are met, the landlords must grant any existing secure or assured tenant an assured (not shorthold) tenancy (if they are a Housing Association) or a secure tenancy, not a flexible tenancy (if the landlord is a local authority). Existing tenants' security of tenure will not be downgraded by an exchange. However, this protection only applies to tenure, not level of rent paid. So if an existing tenant paying social rent chooses to exchange with a tenant who pays affordable rent, they will take on the higher level of rent.

A landlord can refuse an exchange of this nature on any of the grounds set out in the Localism Act (along the same lines as existing grounds for refusing mutual exchanges), and they have 42 days to make that decision.

### **Succession.**

The Localism Act reduces the automatic statutory rights of succession for all new secure tenancies (including flexible tenancies) from 1<sup>st</sup> April 2012. There is now only a statutory right of succession to a spouse or partner. Where the property in question no longer meets the needs of the household, we will discuss with the new secure tenant the possibility of moving to a more suitable home on a secure tenancy.

There is no statutory right of succession for other family members.

However, the Act does for the first time give local authorities the power to grant additional contractual succession rights if they so choose in their tenancy terms. However, after giving this due consideration, Selby District Council does not wish to extend these new revised statutory rights; this will give us more opportunity to use our stock to best advantage.

There will therefore no longer be a right of succession for family members who had lived with the deceased tenant for 12 months prior to their death.

If the deceased tenant was already a successor, then no further succession rights will apply.

NB The changes do not affect secure tenancies that began before April 2012.

### **Tenancy Fraud**

We will not tolerate fraud which allows applicants to prioritise themselves unfairly over other applicants; we will take enforcement action. Our Tenancy Agreement, Clause A9 states that

'You will be breaking your Tenancy Agreement if you, or someone acting on your behalf, knowingly makes a false statement or give us incorrect information which leads to us granting you this tenancy.'

This will include but is not restricted to incorrect or false information being provided on an application for housing, or where a succession has been requested. Action may include loss of the home, in which case an application as homeless may be turned down as the loss may be deemed to be intentional.

### **Our approach to Affordable Rent (80% market rent)**

The Affordable Rent model enables eligible housing providers (those with a delivery agreement with the Homes and Communities Agency) to set rent at up to 80% market rents, both on a proportion of their existing relets, and on new build units. This would fund new development.

We now have the opportunity to consider developing new housing stock ourselves and entering the affordable rent market.

If we did so, individual properties could be advertised at Affordable Rent for applicants to bid for in the usual way; an applicant who felt the rent was not achievable for them would be under no obligation to apply. Direct lets will be limited to properties where the rent is considered to be affordable for the particular household.

A separate Affordable Rent Policy will be developed outlining our approach to the provision of Affordable Rent properties in the district both by Selby District Council and by Housing Associations.

### **Appeals and Opportunity for Review/Complaints**

A tenant may appeal against aspects of tenancy management including challenging decisions such as those relating to household make-up, the length of the fixed term, type of tenancy offered, or against a decision not to grant a new tenancy on the expiry of a fixed term.

Section 107B of the Localism Act relates to review of decisions relating to flexible tenancies. In terms of the length of tenancy, the review may only be requested on the basis that the length of the term does not accord with the landlord's policy as to the length of the terms of the flexible tenancies it grants.

A request to a review must be made before the end of

- The period of 21 days beginning with the day on which the person concerned first receives the offer or notice, or
- Such longer period as Selby District Council allows

On receipt of a request, we will review our decision. The review will be carried out by a person of appropriate seniority who was not involved in the original decision, and a response will be provided in writing. If the decision is to confirm the original decision, we will also notify the complainant of the reasons for the decision.

## **Equalities Impact Assessment**

An EIA will be completed in respect of this policy

### **Background Papers**

Housing Act 1985

Local decisions: a fairer future for social housing, 2010

Localism Act 2011

Allocation of accommodation: guidance for local housing authorities in England, June 2012

Draft North Yorkshire Tenancy Strategy, 2012

HCA Regulatory Framework for Social Housing in England from April 2012

North Yorkshire Homechoice Policy 2011

North Yorkshire Homechoice draft consultation paper 2012

## NORTH YORKSHIRE CHOICE BASED LETTINGS PARTNERSHIP ALLOCATIONS POLICY REVIEW

North Yorkshire Home Choice (NYHC)

Consultation Paper: September-October 2012

### Allocations Policy Review Consultation

The North Yorkshire Home Choice Partnership is consulting on its allocations policy during September and October 2012. The allocations policy review will consider a number of areas that need to be revised or potentially introduced following the initial 12 months of the North Yorkshire Choice Based Lettings Partnership, the Localism Act 2011 and the Welfare Reform Act 2012.

In the first year of NYHC there were 2557 lettings. Currently there are 17014 applications on the register. Only 15% of the applicants on the register are likely to successfully acquire a property each year.

The consultation paper seeks views on how homes across the partnership should be let, this includes:

#### A. Who should qualify to register for housing?

- Applicants who own a property whether they currently live in it or not
- Older homeowners
- Applicants with higher levels of income equity or savings.
- The ability for applicants from outside the North Yorkshire Home Choice area to join the register
- Applicants who are assessed as having no housing need

#### B. Should additional preference be given to the groups listed below?

- Armed forces and ex-armed forces personnel
- Registered foster carers
- Good Neighbours
- Households in work or those who 'make a contribution' to the community

#### C. Other issues/items for consideration:

- In light of the Welfare Reform Act 2012 should offers over and above household size continue to be made
- Should applicants who are accepted homeless be given one direct offer of property?
- Should an applicant be removed from the register for a specified period if they continually refuse properties they have successfully bid on?
- Should applicants who do not make active bids within a specified period have their applications automatically closed down?



## **Aim of the Consultation**

As a Partnership, we are committed to ensuring that our customers get excellent services and therefore it is important for us to consider best practice in the way we deliver our services. We take feedback very seriously and want to ensure that our policies are reasonable, and take into account the views of all our stakeholders.

The allocations policy review consultation will allow us, as a partnership, to get the views of our stakeholders in considering the themes listed above. We will then analyse the responses we receive, and use them to make recommendations to all the involved Council Committees and Boards in autumn 2012.

## **Consultation Process**

If you have any questions regarding the consultation process you can contact

Karen Jackson | North Yorkshire Home Choice CBL Coordinator  
t: 01904 551232 | e: [karen.jackson@york.gov.uk](mailto:karen.jackson@york.gov.uk)

Please Note my normal working days are Tuesday Wednesday & Thursday

City of York Council | Communities & Neighbourhoods Housing Services Customer Services  
Library Square | York YO1 7YN

## **Consultation Period**

This consultation will begin on 10th September 2012 and end on 2<sup>nd</sup> November 2012 at 5pm.

## **How to respond:**

You can complete an online survey by visiting the North by visiting the North Yorkshire Home Choice website at [www.northyorkshirehomechoice.org.uk](http://www.northyorkshirehomechoice.org.uk)

Alternatively you can request a copy from your local office.



## Consultation Theme A - Considering who should qualify to register for re housing in the future.

The North Yorkshire Home Choice (NYHC) partnership operates an 'open' register which allows anyone, irrelevant of housing need<sup>1</sup> to apply and be accepted onto the register. An applicant may own their own home or have substantial assets or equity and be able to access the housing register.

Currently we can look to exclude applicants from the register for serious unacceptable behaviour issues, serious breaches of tenancy conditions or rent arrears from a previous local authority or registered housing association.

The NYHC register currently has 17014 applications, allocated in the bands below

Emergency	Gold	Silver	Bronze
10	1045	5524	10435

### Question 1 - Do you think we should let people who own a home join the housing register?

(Please tick one of the following answers)  Yes  No  Don't Know

Population change, advances in health care and increasing wealth mean people in the UK are living longer. Over one in three households are currently headed by someone aged 60 or over.

The expectations and aspirations of older people are changing. There is a need to offer a greater range of options for older people to remain independent but also ensure the frailest older people have access to support through specialised housing such as sheltered accommodation.

### Question 2 - Do you think older homeowners (aged 60 or over) should be allowed to join the housing register?

(Please tick one of the following answers)  Yes  No  Don't Know

### Question 3 - Do you have any comments related to the above questions?

<sup>1</sup> Housing need – Under the Housing Act 1996 (as amended by the Homelessness Act 2002) local authorities have to ensure that when allocating housing reasonable preference is given to the following groups: people who are homeless, people occupying unsanitary or overcrowded housing or else living in unsatisfactory housing conditions, people who need to move on medical or welfare grounds (including grounds relating to a disability) and people who need to move to a particular locality in the district of the housing authority, where failure to meet that need would cause hardship (to themselves or to others)

As the current policy operates an open register it does not take into account a household's gross income or assets when accepting applicants onto the housing register.

Should we consider setting a threshold for a household's gross income<sup>1</sup> as one of the qualification criteria for accepting applicants onto the register.

**Question 4.1 - What do you consider is a reasonable threshold of gross household income for accepting applicants onto the register?** (Please tick one of the following answers)

- Less than £20,000
- £20,000 - £29,999
- £30,000 - £39,999
- £40,000 - £49,999
- Greater than £50,000
- No threshold should be set

Should we consider setting an assets threshold as one of the qualification criteria for accepting applicants onto the register

(Definition of assets = value of any land or property owned, savings, stocks or shares etc)

**Question 4.2 - What do you consider to be a reasonable threshold for assets when accepting applicants onto the register?** (Please tick one of the following answers)

- £0 - £2,499
- £2,500 - £4,999
- £5,000 - £9,999
- £10,000 - £19,999
- £20,000 - £29,999
- Greater than £30,000
- No threshold should be set

**Question 5 - Do you have any comments related to the above questions?**

<sup>1</sup> Figures are based on the North Yorkshire Strategic Housing Market Assessment Nov 2011

Under the current NYHC policy there is no requirement for an applicant to currently live within the NYHC partnership area. Applicants without a local connection should not gain a property over those that do live in the partnership area with the same housing need.

**Question 6 - Do you think we should let people with no connection to the NYHC Local Authority areas join the register (e.g. people who do not live, work or have any immediate family living in the partnership area)?**

(Please tick one of the following answers)  Yes  No  Don't Know

Anyone who is adequately housed is prioritised as bronze band. There continues to be a large number of applicants on the housing register who are placed in bronze band due to no housing need and their chances of being housed are minimal. Are we managing customers' expectations by accepting them onto the list when they have little or no chance of successfully bidding for a property?

In the first year of NYHC there were 2557 number of properties successfully advertised and let from the following bands;

Emergency	Gold	Silver	Bronze
40	1407	803	307

Realistically many applicants on the register will never be offered a home due to the shortage of available properties

**Question 7 Do you think we should let people join the register who have no recognised housing need?**

(Please tick one of the following answers)  Yes  No  Don't Know

**Question 8 - Do you think we should let people who have a poor tenancy record join the register (e.g. people who owe more than 8 weeks rent, breaches of tenancy or serious anti-social behaviour)?**

(Please tick one of the following answers)  Yes  No  Don't Know

**Question 9 - Do you have any other comments related to the above questions? If so, please use the space below.**

## Consultation theme B - Where extra priority should be considered

### Housing allocations for those who have previously served in the armed forces

On average 24,000 people leave the armed forces in the United Kingdom each year and many ex-service personnel can face particular difficulty in finding a home upon discharge. In 2010/11 113 people out of 4,660 (2.5%) presenting as homeless had been in the armed forces at some time.

Previously the Allocations Code of Guidance enabled forces personnel facing discharge to register in the area they were currently based and be entitled to local connection by virtue of their current posting. If they were posted abroad immediately prior to discharge they had to establish a local connection through where they lived prior to joining the military or by family connection.

Under the more recent guidance military service personnel are currently able to apply anywhere in the United Kingdom and be accepted onto the register, irrelevant of where they are currently stationed, when they are due for discharge.

Following the Localism Act 2011 there is now an additional requirement to accept applications not only from services personnel due for discharge but also from ex services personnel within the 5 years following their discharge, again they can apply anywhere in the United Kingdom to any waiting list and be accepted.

Within the Localism Act 2011 there is an option for allocation policies to consider additional priority over and above their housing need for service personnel and ex services personnel.

**Question 10 - Do you think additional priority should be granted to military service personnel, above their housing need?**

(Please tick one of the following answers)  Yes  No  Don't Know

### Recognising additional bedroom/s requirements of registered foster carers

In the last decade the number of Looked After<sup>1</sup> and Accommodated children has increased substantially. If this trend continues there is going to be a greater demand for foster carers. Within existing pools of carers there is often a willingness to offer additional placements, however physical space can limit capacity. This is particularly significant when considering the needs of larger sibling groups who would benefit from staying together.

At present, when registered foster carers apply for social housing their room entitlement with NYHC is based on their own current housing composition. It has been proposed that foster carers may be considered for properties with an extra bedroom (or bedrooms) so that they can take foster children on placement as required. We will require evidence that the foster carer is actively on the register and likely to be approached for placements at any time. Introduction of this policy would support the placement of vulnerable children and young people with foster carers.

**Question 11 - Do you agree that registered foster carers should be considered for properties with an extra bedroom/s so that they can look after foster children as required?**

(Please tick one of the following answers)  Yes  No  Don't Know

<sup>1</sup> Children become looked after when their birth parents are unable to provide ongoing care in either a temporary or permanent capacity. Children can either be looked after as a result of voluntary agreement by their parents or as a result of a care order.

### Should 'Good Tenants' be given additional priority?

The NYHC policy currently allows 'good tenants' to apply for Good Neighbour Standard<sup>1</sup>. This places them in Gold Band to bid for properties. Often these applicants will have no housing need other than a wish to move to a different area.

A desire to move could be partially met through local or national mutual exchange schemes<sup>2</sup>. Within the NYHC partnership there have been 178 lets to Good Neighbour Standard tenants within the first 12 months of the scheme.

#### Question 12 - Do you agree 'Good Tenants' should be given additional preference over and above their housing need?

(Please tick one of the following answers)  Yes  No  Don't Know

### Households in work or who 'make a contribution' to the community should be given additional priority

The Localism Act 2011 suggests that allocation policies should look to give additional preference over and above housing need to households in work and those who make a contribution to the community.

A community contribution could include those who while are unable to engage in paid employment are contributing to their community in other ways, for example, through voluntary work. This could be particularly useful where the balance and mix of a community was a concern.

#### Question 13.1 - Do you think households in work should be given additional preference over and above housing need?

(Please tick one of the following answers)  Yes  No  Don't Know

#### Question 13.2 - Do you think households who make a substantial contribution to the community be given additional preference over and above their housing need?

(Please tick one of the following answers)  Yes  No  Don't Know

#### Question 14 - Do you have any other comments related to the above questions? If so, please use the space below.

<sup>1</sup> Good Neighbour Standard – Tenants who have lived in their present property for three years, who adhere to their tenancy agreement, paying rent on time, ensuring their property is kept in a good state of repair and there are no neighbour issues.

<sup>2</sup> Mutual Exchange – all local authorities and registered social landlords under legislation have to provide access to their tenants to an internet exchange facility that is nationwide. For the North Yorkshire Home Choice partnership this is either through the North Yorkshire Home Choice or Homeswapper.

## Consultation Theme C - Other issues/items for consideration

### Should offers over and above household size continue to be made?

Under current policy an applicant's housing need is assessed, including an assessment of their bedroom need for their family composition taking into account the number of children, their ages etc. The current policy allows applicants to bid for a property one bedroom larger or smaller than their requirements. For example, an applicant can bid for a 3 bedroom property if their housing need has been assessed as requiring a 2 bedroom property. In the first nine months of NYHC 26% of lettings gave applicants one more bedroom than their assessed need.

The Welfare Reform Act 2012 will mean that applicants on housing benefit will only be entitled to housing benefit commensurate with their bedroom need, therefore if their bedroom need is assessed as being for a 2 bedroom property and they have a 3 bedroom property they would only get housing benefit entitlement for a 2 bedroom property. In this scenario the tenant would need to find a way of meeting the short fall in rent.

#### Question 15.1 - Do you agree that NYHC allocate property size to assessed housing need only?

(Please tick one of the following answers)  Yes  No  Don't Know

#### Question 15.2

Are there any circumstances you think should be taken into consideration when looking at allocation on bedroom need?

Allocating property size based on assessing housing need (as defined for housing benefit purposes) would result in:-

- A couple or single person can be allocated a 1 bedroom property/studio apartment/bedsit
- A couple or single parent with one child can be allocated a 2 bedroom property
- A couple or single parent with 2 children of either sex under the age of 10 years old can be allocated a 2 bedroom property
- A couple or single parent with 2 children of the same sex under 16 years old can be allocated a 2 bedroom property
- A couple or single parent with one child aged under 16 and one child 16 and over can be allocated a 3 bedroom property
- A couple or single parent with children of different sexes with one aged 10 or over can be allocated a 3 bedroom property

**Should applicants who are accepted homeless be given one direct offer of property?**

Currently under NYHC policy statutory homeless applicants<sup>1</sup> have a minimum of 28 days to bid for properties through choice based lettings. The relevant Local Authority then has the option to give the customer a direct let for various reasons.

Should applicants who are accepted homeless be given the option to bid through the NYHC choice based lettings scheme or should they be made one direct offer by the Local Authority accepting the housing duty?

**Question 16- Do you think that accepted homeless applicants should be given one direct offer of a suitable property within the Local Authority area where they have been accepted homeless?**

(Please tick one of the following answers)  Yes  No  Don't Know

**Should applicants who continually decline properties after bidding successfully be removed from the register?**

Current NYHC policy allows applicants to refuse 5 offers of accommodation after successful bidding. After this the applicant will be invited to an interview with the partner landlord to discuss issues regarding their refusals.

NYHC offers customers the choice to look at advertised properties and decide type of accommodation and location. Although applicants are given details about the property and the location before bidding, customers often refuse offers stating that they are not happy with the area or property type.

**Question 17 - Do you agree that applicants should be able to refuse 5 properties after their bidding has been successful?**

(Please tick one of the following answers)  Yes  No  Don't Know

**Question 17.1 - Should applicants who decline 5 properties be removed from register for a specified period?**

(Please tick one of the following answers)  Yes  No  Don't Know

**If you answered yes to the question above how long should the applicant be removed from the register**

- 3 months
- 6 months
- 9 months
- 12 months
- Other – please specify

<sup>1</sup> Statutory homeless applicants are those eligible for assistance, in priority need, locally connected to the area and not intentionally homeless. Priority need includes families with dependent children, pregnant women, people who are vulnerable including those with disabilities, old age, mental health, care leavers and domestic violence.

**Should applicants who have not actively bid for 12 months be automatically removed from the register?**

Currently all applicants who have not bid for any properties within a 12 month period will be contacted and asked if they wish to remain on the register. A failure to respond within 28 days will mean cancellation of the application. Within the first 12 months over 45% of applicants had failed to make a bid.

**Question 19 – Do you think that applicants who have not made an active bid during a 12 month period be automatically removed from the register?**

(Please tick one of the following answers)  Yes  No  Don't Know

**If you answered yes to the question above are there any exceptional circumstances where an applicant should not be removed from the register?**





# Selby District Council

## REPORT

Reference: E/12/27

Item 11 - Public



**To:** The Executive  
**Date:** 4 October 2012  
**Status:** Non Key Decision  
**Report Published:** 26 September 2012  
**Author:** Julia Jennison – Policy Officer  
**Executive Member:** Councillor G. Ivey  
**Lead Officer:** Janette Barlow

**Title:** Anti-social Behaviour Policy

### Summary:

The draft Anti-social Behaviour (ASB) policy provides a framework for our approach to reports of ASB from all our residents across the district.

This approach takes account of the recent White Paper, placing an emphasis on prevention and partnership working. Where enforcement action is required, whether early or late in the process, the policy is intended to be read in conjunction with the Enforcement Policy, and Appendix 9 of that policy which relates to ASB.

It was originally intended that the draft ASB Policy would go out to consultation during September, with further amendments added as the proposals set out in the White Paper are taken forward. However we are advised that further guidance will not be published until 2014. Accordingly it is proposed that the Draft Anti-social Behaviour Policy be used as informal officer guidance until the Policy is reviewed in 2014. Issues relating to the White Paper are included in the draft policy in italics for ease of reference.

### Recommendations:

- i. That the draft Anti-social Behaviour Policy is approved for use as informal officer guidance.
- ii. That officers programme a full review of the Anti-social Behaviour Policy in 2014

## **Reasons for recommendation**

To update on progress in developing the revised ASB policy, and provide an interim document to guide officers until the guidance is available and a full review can be completed in 2014.

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

- 1.1 The existing ASB Policy 2007 relates solely to our approach as a landlord, but the aim of the new policy is to address the issue across the district, cross tenure, whether the people involved are tenants, homeowners or neither.

### **2. The Briefing Paper**

- 3.1 A small officer group was set up in May to discuss how work on this policy can be taken forward, with Cllr Gillian Ivey representing the Executive; Cllr Mark Crane has continued this work.
- 3.2 Following the first few meetings of the group, the structure of the policy was agreed, setting out our approach to ASB in general terms. Detail of how a case would progress to enforcement was agreed to be provided in Appendix 9 of the Enforcement Policy. This appendix will be able to be readily amended to take account of the tools available, and changing legal remedies.
- 3.3 However, a White Paper was published in May, *Putting Victims First – More Effective Responses to Anti-Social Behaviour*, setting out the government's new approach to ASB, with six new powers replacing the existing nineteen.

The Paper also concentrates on prevention work and support for the victim, ensuring an appropriate and timely response to reports of ASB. Reports are now proposed to be categorised as personal, nuisance, or environmental, so that a risk assessment can be made of the effect on the victim when prioritising cases. Further detail is provided in the draft policy (in italics) or by reference to the White Paper.

- 3.4 These changes were discussed at the Selby ASB Group (which includes the Community Safety Partnership, Police, Registered Providers, and the 3<sup>rd</sup> Sector) when they met at the end of May.
- 3.5 In addition, a number of Councillors have raised issues recently regarding ASB, and Officers have taken these issues into account in the development of the policy. However, there does appear to be an overlap with tenancy management issues, and our Choice Based Letting (CBL) scheme, Homechoice, regarding procedural issues and concerns regarding local connection. All issues will be able to be considered either in this draft ASB Policy, the emerging

ASB and tenancy management procedures which are being worked on, or the sub-regional CBL review during the remainder of 2012.

- 3.6 The new ASB policy includes consideration of the training and protection of staff, as well as the protection of witnesses.
- 3.7 It was originally intended that the draft ASB Policy would go out to consultation during September, with further amendments added as the proposals set out in the White Paper are taken forward. However we are advised that further guidance will not be published until 2014. Accordingly we propose the Draft Anti-social Behaviour Policy at Appendix A be used as informal guidance until the Policy is reviewed in 2014.
- 3.8 However, we would continue to seek further input from Councillors and from other colleagues to inform our approach. The policy should be read alongside the Enforcement Policy and its ASB Appendix.

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

#### **3.9 Legal Issues**

Additional input from legal will be sought during the further development of the policy.

#### **3.10 Financial Issues**

There are no direct financial implications; our approach to ASB will be covered by existing work practices and budgets.

### **4. Conclusion**

The Draft ASB Policy will provide informal guidance to officers pending the full review in 2014 once guidance has been published.

### **5. Background Documents**

White Paper, *Putting Victims First – More Effective Responses to Anti Social Behaviour*.

## **Appendix A**

**Draft Anti-Social Behaviour Policy 2012 V9, Informal Guidance for Officers** (with issues arising from the White Paper in italics)

### **Contact Details**

**Julia Jennison – Policy Officer**  
[jjennison@selby.gov.uk](mailto:jjennison@selby.gov.uk)

**Selby District Council  
Anti-Social Behaviour Policy 2012 – Informal Guidance for Officers  
FINAL DRAFT V9**

Updated 6 September 2012

**Summary Sheet**

<b>Policy Title</b>	Final Draft Anti-Social Behaviour Policy, Informal Guidance
<b>Policy Number</b>	xxx
<b>Date Introduced/Revised</b>	xxx
<b>Replaced Policy</b>	Anti-Social Behaviour Policy April 2007
<b>Responsible Directorate</b>	Access Selby/Community Selby/Core
<b>Responsible Officer</b>	Business Manager – Access Selby
<b>Responsible Champion</b>	The Lead Member for Communities
<b>Review Date</b>	2014 when new ASB guidance issued
<b>Related Policies and Strategies</b>	<ul style="list-style-type: none"> <li>• Corporate Enforcement Policy, 2012</li> </ul>

**Selby District Council**  
**Anti-Social Behaviour Policy 2012, FINAL DRAFT V9 - Informal Guidance**  
**for Officers**

**Introduction**

**1. Our Aim**

In developing this anti-social behaviour (ASB) policy our aim is to work with local partnerships and agencies to:

- Deliver an efficient and effective anti-social behaviour service across the Selby district
- Minimise incidents and reoccurrence of anti-social behaviour in and around the district
- Maintain a customer focused approach
- Using the powers we have to protect the vulnerable residents of the district
- Work in partnership with local agencies
- Ensure that suitable support and advice is available
- Help more people and communities to help themselves
- Deal with issues at the first contact where appropriate
- Support sustainable lettings through social landlords' allocations schemes, by ensuring that ASB issues are considered where necessary

**2. The policy context and statutory framework**

The policy is intended to address anti social behaviour (ASB) across the district, whether personal, nuisance or environmental, wherever it occurs. There is a wide range of legislation to consider both in our role as a local authority dealing with ASB, as well as in the management of social housing across the district, which will be considered during case management and the enforcement process.

A White Paper has recently been produced, *Putting Victims First – More Effective Responses to Anti-Social Behaviour, May 2012*, which sets out proposed new tools to deal with ASB. The government wants to:

- *Assist local agencies to focus their response to ASB on the needs of victims*
- *Support people and communities in establishing what is and isn't acceptable locally, and in holding local agencies to account*
- *Ensure that professionals have the powers they need*
- *Focus on long term solutions to ASB by addressing the issues that drive it*

*The approach to ASB set out in the White Paper is highlighted in this document in italics.*

As landlords, our own Tenancy Agreements and those of Registered Providers (social landlords/Housing Associations) with stock in our district, have additional requirements relating to tenants' behaviour and that of their household members and visitors. These will be set out in individual tenancy agreements; it is not proposed to look at these in any detail within this policy.

### 3. What is anti-social behaviour (ASB)?

Anti-social behaviour is defined as:

**“Behaviour, which is capable of causing nuisance or annoyance to some person”.**

(Who need not be a particular identified person)

(Housing Act 1996 Sec 153A as amended by the Police and Justice Act 2006)

Under section 1 of the Crime and Disorder Act 1998, ASB is defined as

**“behaviour that causes or is likely to cause harassment, alarm or distress to one or more persons not in the same household”**

*The government's approach to anti-social behaviour set out in the White Paper, is that it can be categorised three ways.*

*In order to ensure that responses to reports of ASB are appropriate and proportionate, the emphasis has changed from a categorisation of the type of incidents reported, to identifying the impact of the behaviour in order to identify vulnerable or high risk callers. This will make it much easier to focus on the impact on the victim, and decide on the appropriate response and priority. The new categories are:*

- **Personal** - designed to identify ASB incidents that the caller, call-handler or anyone else perceives as either deliberately targeted at an individual or group, or having an impact on an individual or group rather than on the community at large.
- **Nuisance** - those incidents where an act, condition, thing or person causes trouble, annoyance, inconvenience, offence or suffering to the local community in general rather than to individual victims.
- **Environmental** - deals with the interface between people and places. It includes incidents where individuals and groups have an impact on their surroundings including natural, built and social environments.

*The aim of this type of recording system is to ensure that all incidents are risk assessed at the earliest opportunity, and we will ensure that our procedures reflect this.*

Some types of behaviour considered anti-social:

- excessive noise, particularly if it happens at unreasonable times of day

- drinking or drug use which leads people to be rowdy and cause trouble
- large groups hanging about in the street (but only if they are causing, or are likely to cause, alarm and distress)
- Urinating in the street
- littering, vandalism or graffiti
- Racial or other abuse, including hate crime and mate crime
- Untidy or neglected gardens/land
- Nuisance from vehicles (including nuisance from repairing vehicles and parking issues)
- Rubbish dumping and misuse of communal areas

#### **4. Partnership working**

We recognise that in order to deal with ASB effectively we cannot work alone. Close partnership working arrangements are necessary if long term sustainable solutions are to be achieved. Sections 5 and 6 of the Crime and Disorder Act 1998 (as amended) require the 'responsible authorities' which comprise Community Safety Partnerships to work together and with other agencies to develop and implement strategies to reduce crime, anti-social behaviour and reduce re-offending.

CSPs are made up of partners such as the local authority, the police and fire and rescue authorities, and since 2007, Registered Providers have been co-operating bodies. Section 115(2)(da) of the Crime and Disorder Act 1998 allows registered providers to exchange information where disclosure is relevant to the purpose of any provision of the Crime and Disorder Act. This means all social landlords are now entitled to receive disclosure of information about anti-social behaviour caused by their residents or around their properties from the police or the local authority. All social landlords are, therefore, able to ask the police for information such as:

- Details of cautions or convictions for an individual
- Drug warrants executed
- Police call out logs to a specific address

There are regular meetings where our staff engage with a number of key agencies to discuss mutual problems in their respective areas, agree action plans to deal with cases, and monitor progress. The meetings not only look at ways of dealing with anti-social behaviour using enforcement, but also consider what support can be given to victims and also perpetrators to help them change their behaviour where possible.

The agencies that attend these meetings regularly are:

- SDC
- North Yorkshire Police
- Social Care
- Registered Providers (RPs, ie landlords of social housing/Housing Associations)

When necessary we may request the help of other specialist agencies to deal with specific cases, eg concerning drug, alcohol, mental health issues. However, it must also be recognised that there are some cases where a certain level of tolerance is required due to the particular situation or individuals involved, and that not all cases will be suitable to proceed to formal action.

As well as these monthly meetings, staff will organise and attend case conferences with other agencies to discuss wide-ranging solutions.

## **5. Our approach to dealing with anti-social behaviour**

Our approach is outcome-focused and is based on the RESPECT\* Charter which we are signed up to.

\*Based on our commitments as a landlord. This is the Chartered Institute of Housing ASB Charter.

1. Demonstrating leadership and strategic commitment
2. Providing an accessible and accountable service
3. Taking swift action to protect communities
4. Adopting a supportive approach to working with victims and witnesses
5. Encouraging individual and community responsibility
6. Having a clear focus on prevention and early intervention
7. Ensuring a value for money approach is embedded in the service

### Community Officers

Our Community Officers are based across the Community Engagement Forum (CEF) areas within the district, and the Team has responsibility for responding to initial problems and complaints of ASB from all our residents. The majority of ASB complaints will be able to be resolved effectively in this way. Some cases will also involve partnership working with other agencies in the district, and a number of regular meetings take place to ensure that this happens. However, where more formal action is required because there has been more serious and/or persistent ASB then cases will be referred to our Enforcement Team.

### Prevention

One of the most important areas of our work is in trying, with our partners, to prevent anti-social behaviour from occurring and also trying to prevent re-occurrence of similar incidents. This applies equally to all our residents across the district, and a variety of approaches might be used.

### Home Visits

Home visits can be a useful tool for raising awareness of a particular problem, or discussing how it might be possible to resolve it. Visits may be carried out by ourselves, or by our partners where this is more appropriate.

### Warning Letters

Warning letters may be issued, (in cases where this is a social tenancy, also highlighting a breach of tenancy) requiring a change of behaviour.



### Mediation Service

We refer cases to North Yorkshire Mediation Service, part of the Selby District Community Safety Partnership (CSP). They offer a confidential and impartial service to help resolve disputes between neighbours. Mediation can often help sort out problems in the early stages, and prevent a situation escalating.

### Supported Housing

Our staff can make referrals for Floating Support where appropriate, and local agencies can provide tailored one to one support to individuals who need it for a fixed period of time.

### Family Intervention Projects

Family Intervention Projects (sometimes referred to as FIPs and also called Intensive Family Support Projects) combine intensive support and enforcement for perpetrators of anti-social behaviour and their families. They help to address the root causes of behaviour and offer incentives to change.

### Exclusions from our Choice Based lettings Allocations scheme

In extreme cases, North Yorkshire Home Choice Allocation Policy also allows individuals to be excluded from being able to access social housing, if they are known to have a serious history of ASB or have been previously been responsible for a breach of tenancy, where this would have led to a Possession Order being granted (for further detail see the North Yorkshire HomeChoice Policy, Appendix 2).

### Environmental issues

We will also work to address environmental issues that have an impact on some ASB problems, such as poor lighting. Residents have opportunities to work with us to identify areas where improvements are needed, e.g. through our quarterly Estate Walkabouts, and through their local Community Engagement Forum.

### Diversions activities Further info to be added

4 Youth

Positive promotion of action taken to tackle ASB

### Additional tools available to social landlords in the district

These are set out in Appendix 1

### New tools

*The recent White Paper outlines new tools for dealing with anti-social behaviour which are briefly outlined in Section 6. The Enforcement Policy ASB Appendix 9 provides more detail. However, further government guidance is not expected until 2014.*

### Enforcement Team

Some cases are easier to address than others and may need only support with problem solving, or require a gentle reminder that certain behaviour is unacceptable. In other more complex cases a multi-agency approach may be

required to look at changing the way a perpetrator behaves and giving support to those affected by the behaviour.

Cases may be referred to our Enforcement Team at any time where this is appropriate and proportionate. Our Corporate Enforcement Policy sets out other paths that enforcement may take, for example where a contract exists between ourselves and a supplier, or where there is a Tenancy Agreement between ourselves as landlord and a tenant.

Our Corporate Enforcement Policy states that

**“Access Selby will not take enforcement action where there is another available remedy, for example where the terms of a contract offer an alternative solution.”**

## **6. Formal tools for dealing with anti-social behaviour**

*NB. This section of the draft policy will need to be revisited once further guidance is published in 2014.*

*The recent White Paper, Putting Victims First – More Effective Responses to Anti-Social Behaviour, May 2012, sets out six new tools which are set out below.*

Further detail will be provided in the Enforcement Policy ASB Appendix 9.

- *Criminal Behaviour Order*
- *Crime Prevention Injunction*
- *Community Protection Notice*
- *Community Protection Order (public space)*
- *Community Protection Order (closure)*
- *Directions Powers*

*(For a comparison of old and new tools, please see Annex B of the White Paper)*

*In addition there are new powers:*

### *Community Trigger*

*This is a new tool which is being trialled in 2012, to give victims and communities the right to require action to be taken where a persistent problem has been repeatedly reported but not addressed.*

*It is proposed there be a high level duty on local authorities, police and health to deal jointly with complaints raised by members of the community regarding ASB where no action has previously been taken; Registered Providers would also have a duty to co-operate. Authorities would be able to reject those complaints deemed vexatious or malicious.*

*The trigger will also be available to third parties (eg a carer or family member) in the case of vulnerable victims, and will be open to use by businesses as well as individuals.*

*In each area, the relevant authorities will be required to decide and publish how this should be implemented, and this process will be led by the Selby ASB Group.*

### Community Harm Statement

*Available to social landlords – see Appendix 1.*

## **7. Support for complainants and witnesses**

We recognise the importance of people who complain about ASB; in many cases without their help action could not be taken. Therefore we make a commitment to support them whether they are victims or witnesses. We will ensure that all complaints are dealt with promptly, and that complainants are kept informed of what action can or cannot be taken.

We will carry out risk assessments, and can make arrangements for emergency alarms, fit extra security measures to properties, arrange temporary or permanent moves and in very rare circumstances help secure a move out of the area; this would be carried out in conjunction with our Housing Options Team. Breaches of any court orders will be dealt with as a priority by our Enforcement Team.

Complainants involved in these types of cases will be kept informed of court outcomes and staff will continue to offer appropriate support and advice where necessary.

During office hours there is always an officer available to give advice. Out of office hours, complainants are advised to contact the Police in emergencies. We also run an emergency repairs service, which can secure properties or make them safe, available during working and out of office hours.

## **8. Dealing with Hate Crime**

Hate crime is defined as:

**“A crime where the perpetrators hostility or prejudice against an identifiable group of people is a factor in determining who is victimised”.**

(Community Safety Partnership Strategy 2011-2012 definition).

Selby District Council considers hate crime to be very serious anti-social behaviour. Hate crime targets people and property because of difference – whether it is race, religion, disability, sexual orientation or gender identity. It may also take the form of mate crime, where the victim may consider the perpetrators to be their friends (ref the case of Gemma Hayter), and agencies will need to take a joint and considered approach.

Hate crime will not be tolerated and all cases will be dealt with as a priority.

Where a hate crime or incident is reported to us, we will contact the complainant the same day to discuss the incident, and will investigate it thoroughly. All complainants and witnesses will be supported throughout the investigation and will be dealt with in a supportive, sensitive way.

Where there is offensive graffiti on a property as a result of a hate crime or incident we will remove it within one working day.

## **9. Dealing with Domestic Abuse**

Domestic violence has been defined as:

**"Any violent or abusive behaviour - whether physical, sexual, psychological, emotional, verbal or financial - which is used by one adult to control and dominate another with whom they have or have had a personal or family relationship regardless of gender"**

(Selby District Domestic Violence Forum definition of Domestic Violence).

Domestic Abuse occurs across our society regardless of age, gender, sexual orientation, race or ethnic origin.

When an incident of domestic abuse is reported to us, we will ensure wherever possible that the complainant is contacted the same day to agree an action plan. We will then ensure that an investigation is carried out and a resolution discussed.

We will work with our multi-agency partners to provide additional support. All complainants and witnesses will be supported throughout the investigation and will be dealt with in a supportive, sensitive way. We are an active member of the Multi Agency Risk Assessment Conferences (MARACs) that are held monthly, to help those at high risk of harm. We attend these meetings with a number of agencies including the police to prevent harm and to also bring about successful outcomes to cases, which may involve the prosecution of offenders.

Most importantly, any action taken will always be discussed with the complainant first.

## **10. Data protection and information sharing**

Our treatment of personal data will comply with the requirements of the Data Protection Act 1998. Any personal information will only be shared as permitted by law.

A number of joint procedures and protocols have been developed with our partners in North Yorkshire including the Police, Social Care, Probation, Prison Services, North Yorkshire County Council, Craven, Harrogate,

Richmondshire, Hambleton, Scarborough and Ryedale District Councils. The procedures cover the following:

- Arrangements to provide suitable accommodation to young people leaving care
- Assessment of Housing Needs of Homeless 16 and 17 year olds
- Families with children who are intentionally homeless or ineligible for assistance
- Safeguarding Vulnerable adults
- Safeguarding Children
- People with mental health, drug and alcohol problems
- Ex-offenders
- Ex-forces personnel
- North Yorkshire Data Sharing Protocol

### **11. Working towards the rehabilitation of perpetrators of ASB and supporting vulnerable groups**

In some cases, the conduct of perpetrators can be a consequence of drug/alcohol misuse, mental health or disability issues.

In these cases it may be appropriate to deal with the nuisance by offering support, which can often lead to a modification in behaviour and therefore an end to any further ASB. People affected by these issues are all too often vulnerable themselves, and experience has shown that they can also be victims of ASB. Where these issues arise we will always try to look at both rehabilitation and enforcement measures.

In less serious cases a lot of work can be undertaken with perpetrators and their families to modify their behaviour. This may involve mediation, working with support agencies and attending training courses. Officers will often arrange a multi-agency case conference to engage a number of support agencies. This can have a very positive effect upon behaviour and can result in legal action being avoided

### **12. Protection of staff**

Unfortunately, Council staff investigating complaints of ASB may from time to time be threatened, abused or physically harmed in the course of their duties.

Such threats against staff are criminal acts which will be reported to the police. Anyone who abuses, threatens or attacks a member of staff can expect action to follow; such behaviour is totally unacceptable.

### **13. Training for staff**

All staff dealing with ASB issues will receive guidance and training to make sure that they are fully aware of their responsibilities and have the necessary skills to carry them out.

#### **14. Equalities Impact Assessment**

An Equalities Impact Assessment will be completed on this policy.

#### **15. Monitoring**

With partners, we will monitor reports of ASB and satisfaction with the way ASB cases are dealt with. We will also monitor to ensure that complainants feel they are kept informed of progress.

*We will be required to publish information relating to the new Community Trigger and Community Harm Statement, together with data on how often the trigger is used and outcomes.*

#### **16. Review of the policy and our procedures**

This document will be revisited in 2014 when new guidance is issued, and then be subject to regular review every 5 years in partnership with other local agencies. However, in addition, new legislation or case law may also have an impact upon our work requiring an additional interim update or review.

## Selby District Council and Registered Providers (social landlords) –

### Powers as a landlord

Social landlords' tenancy conditions state clearly what behaviour is not acceptable, and breaches of these conditions may lead to legal action.

All tenants at the start of their tenancy will have signed a Tenancy Agreement and are therefore aware of the risks of breaching these conditions very early on.

- Good Neighbour Agreements

Social landlords see the use of Good Neighbour Agreements (GNAs) as a tool for avoiding ASB and, where a GNA is already in existence for an area any new incoming tenant to the area will be invited to sign up to the agreement.

- Extensions of Introductory Tenancies

Introductory tenancies can be extended by 6 months if the landlord considers that the conditions of the tenancy are not being met. The tenancy would be extended by virtue of a notice.

- Tenancy Demotions

A secure tenant can be demoted under the ASB Act 2003. The demotion reduces the rights and security of tenure for a period of up to 12 months.

- Possession proceedings

A tenancy may be brought to an end where tenancy conditions are breached

- Sensitive lettings

In an area where there has been a high level of ASB it is possible for a social landlord to recommend the re-letting of one of their own properties as a sensitive let. For landlords who are part of the sub-regional choice based lettings scheme HomeChoice, agreement would be required from the Project Board. Social landlords are committed to creating balanced and sustainable communities, so in some areas some applicants may not be considered for a vacancy to ensure that a managed allocation can be made.

- Right to refuse mutual exchange applications

Under Part 6 of the Housing Act 2004 a social landlord has the power to refuse mutual exchange applications if successful court action has been taken against the following for ASB:

- a tenant or a member of their household;
- the person who wishes to exchange with the tenant or a member of their household.

They can also refuse mutual exchange applications if they are in the process of taking legal action against a tenant because of ASB.

- Stop Right to Buy applications

Local authorities can stop a Right to Buy application from being finalised if they are taking certain action on the grounds of antisocial behaviour. The Right to Buy application will be put on hold until proceedings have ended.

If a demotion order or outright possession order is made, the tenant will lose their secure tenancy and also lose the Right to Buy

- Suspend Right to Buy applications

Local authorities can obtain a court order to suspend a tenant's right to buy for a specified period of time on the grounds of ASB. They can apply for this order if the tenant or person living or visiting the property has engaged or threatened to engage in ASB, including using the premises for unlawful purposes.

- Community Harm Statement (CHS)

*Available to social landlords to highlight the impact of, and harm caused by anti-social behaviour. The CHS has been piloted with social landlords and launched in March 2012, and provides that a summary statement of the issues can be presented to the court, which is placed on top of the court bundle. This is voluntary, but recommended as good practice. The statement may also be drawn up to justify non court action against ASB, summarise issues for staff and partners, or make a business case for a particular course of action.*



# Selby District Council

## REPORT

Reference: E/12/28

Item12 - Public



**To:** The Executive  
**Date:** 4 October 2012  
**Status:** Key Decision  
**Report Published:** 26 September 2012  
**Author:** Helen Drye  
**Executive Member:** Cllr Crane  
**Lead Director:** Keith Dawson

**Title:** Selby District Council Asset Management Strategy (AMS) 2012-2015

**Summary:** A draft outline Asset Management Strategy is attached for The Executive to consider.

### Recommendations:

- i. **The draft Asset Management Strategy is approved**

### Reasons for recommendation

The Asset Management Strategy is a key strategy for the Council, identifying the Assets of the Council and the key priorities for their use.

#### 1. Introduction and background

- 1.1 The AMS provides the overarching objectives for the Council's use of assets from 2012-2015. The Strategy links to many of the Council's plans such as the HRA and the Medium Term Financial Strategy.

#### 2. The Report

- 2.1 The AMS is as a strategic document which sets out what the Council aims to achieve in terms of its assets. The Strategy would then be

implemented by Access Selby as part of their Service Level Agreement.

**2.2** In order to manage the assets of the authority effectively the Council needs to review how the assets are used currently and how they could be used to support its plans for the future. In addition the Council needs to ensure that the assets are fit for purpose.

**2.3** The draft Strategy reflects the Council's role as commissioner and includes a draft implementation plan and performance measures in line with this role. Detailed actions; the 'how', will be identified by Access Selby as the service provider.

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

#### **3.1 Legal Issues**

The AMS meets the Council's statutory responsibility to manage its resources efficiently and effectively from a political, environmental and social perspective.

#### **3.2 Financial Issues**

The AMS will ensure that the assets are effectively, economically and efficiently managed, providing a framework within which assets can contribute to the objectives and plans of the Council.

The Medium Term Financial Strategy identifies the financial resource allocated to our assets. The AMS will inform the requirements for these resources in the future.

### **4. Conclusion**

The AMS provides the Strategic Framework within which the council can plan its asset management. Access Selby will develop an implementation plan which will be reviewed through existing performance management processes.

### **5. Background Documents**

#### **Contact Details**

#### **Appendices:**

The Asset Management Strategy

# Asset Management Strategy

## 2012-2015

### September 2012

The Asset Management Strategy (AMS) provides the Council with the overarching objectives in its management of assets in an effective, economical and efficient manner for the next 3 years.

Most people use the Council's assets in some shape or form, whether it be the customer contact centre, parks and leisure facilities, industrial and commercial buildings, bus stations or council houses.

'They are fundamental to the economic, social and environmental well-being of the community and neighbouring areas. They help shape the life character of local areas and influence the quality of life for local people.'

Room for improvement – Audit Commission 2009

As such they make a huge contribution to the well being of our community.

As a result the AMS is an important Strategy for the Council and its objectives will help us achieve our plans.

The AMS objectives are:

- Use our assets in a sustainable way to support the Council's strategic objectives;
- Identify ways to maximise the use of assets for the benefit of the local community;
- Ensure our assets are fit for purpose and maintained to the required standard.

To do this effectively the AMS requires that the gaps are identified between the current property asset base and that which is needed to effectively and efficiently support the business of the Council and act as a catalyst for transformation.

The outcome of the Strategy by 2015 will be a deliverable costed programme of projects which will close this gap, support local and national policies and programmes and take advantage of opportunities that may arise.

The Strategy supports the 5 Big Things of the Council, together with budget planning, so that we balance resources with our ambition.

Our key assets are;

- Council Housing Stock and Garages
- Leisure facilities including parks and open spaces
- Business Units
- Community Centres
- Homeless Hostels
- Car Parks

The '5 Big Things' of the Council are:

1. A Stronger Council
2. Changing Places
3. Living Well
4. Tackling the Tough Stuff
5. Being switched on

The Council will need to take some tough decisions to make sure that our Assets meet our objectives and also make good business sense; being value for money. These are some ways in which the AMS could help us achieve our '5 Big Things'

	5 Big Things	How the AMS can help achieve our '5 Big Things'
1	A Stronger Council	Making tough decisions about what assets are needed in the future, disposing of those we no longer need and acquiring assets where we need them. Using our assets to support community development.
2	Changing Places	Helping businesses grow and supporting growth of the leisure, hospitality and retail economy. Looking at how we can use our assets to create jobs e.g. our industrial assets.
3	Living Well	Maximising the use of our leisure facilities, parks and open space assets.
4	Tackling the Tough Stuff	Supporting the housing we need and ensuring people are not priced out of the area and by through affordable homes.
5	Being switched on	Ensuring our assets are fit for purpose. Improve the value for money of our assets. Increasing the rate of return on commercial our assets. Ensuring our assets contribute to our objectives.

The AMS provides the asset resources for us to deliver these. The focus of the AMS will be property based resources, see Appendix 1.  
A full list of assets is held on the Council's Asset Register, including Housing and IT Assets.

## **Asset Management Strategy Objectives**

### **1. Using our assets in a sustainable way to support the Council's strategic policies**

We need to ensure that the Council's Assets are best placed to support the '5 Big Things' of the Council.

To do this we need to review whether they achieving their objectives from an economic, social and environmental and financial perspective.

Previously we have reviewed the assets of the Council which has led to disposal of some of the Council's assets and acquisition of others. The sale of land at the former Civic Centre and acquisition of the new Civic Site and development of the hospital site under the Community Project banner are excellent examples of this process.

Given the current economic climate and our commitment to our '5 Big Things', we have an opportunity to review whether our Assets are helping us achieve our plans.

- Are they doing the role they were intended for?
- Are they still needed?
- Could they be used more effectively?
- Could some land or buildings be used differently?
- Should premises be disposed of and the capital used to support other objectives? Are they generating sufficient value for money?

A review of the options available to us to make the best use of these assets will help us achieve this objective.

A key outcome of this piece of work will be identifying ways to maximise the use of assets for the benefit of the local community.

## **2. Ensuring our assets are fit for purpose and maintained to the required standard**

It is vital that we maintain our property to a good standard and it remains 'fit for purpose'. A budget for asset maintenance is identified in the Medium Term Financial Strategy.

Historically the cost of maintenance has varied requiring unexpected capital or revenue expenditure.

Our housing stock has a programme of maintenance based on a Stock Condition Survey in 2009. This will need updating in the near future to ensure our planned expenditure is accurate.

Our other assets require condition surveys to help us plan for future maintenance budgets within the Medium Term Financial Strategy.

The Stock Condition surveys will require programmes of works and costings to enable the work to be prioritised and scheduled with the financial and operational plans.

There will always be some unexpected maintenance costs, and these will require allocations within the general fund, however we want to mitigate these as much as possible through this work.

### **Structure**

The Council (The Core) has developed this Strategy to meet its plans. Access Selby, the delivery arm of the Council, will manage the implementation of the strategy through a range of projects and activities.

The relationship between the Access Selby and the Council is spelt out in Selby District Council's Service Level Agreement between The Core and Access Selby.

A separate implementation plan will be produced by Access Selby to enable it to deliver the Strategy through a number of projects which will be measured through the performance indicators in the Service Level Agreement. A working draft is attached in appendix 2.

## Managing progress

The Council's Commissioning and Performance Officer and Access Selby's Business Manager meet at to review progress on the following:

- i. progress against KPIs
- ii. any forthcoming value for money initiatives or efficiency savings
- iii. any issues which have arisen during the quarter which affect the quality of the service provision
- iv. any risks which may affect the delivery of the Services
- v. strategy considerations

Progress will be reported to the Executive quarterly and to Access Selby by exception.

The Councils assets themselves are managed on a daily basis by the Asset and Contract Management Lead Officer within Access Selby.

## Strategic Action Plan

No	Strategic Action Plan	Timescales
1.	Commission an options review of the property assets of the Council to see if they could be used more effectively to support our plans.	By May 2013
2.	Commission work to identify opportunities to work with community groups to maximise the use of our assets	By May 2013
3.	Authorise budget resource to undertake a stock condition survey on our property Assets, to be costed and a rolling programme of repairs and maintenance developed for funding approval	By December 2013
4.	Commission acquisitions and disposals in line with our plans	As required

## How will we know that we have achieved our objectives?

These performance measures will help us to see what the financial contribution of the assets to the business are, to see whether asset management is satisfying our customer needs, and to ensure that the use of our assets helps us achieve our '5 Big Things'. In line with the Service Level Agreement the impact of assets on the '5 Big Things' will be reported.

No	Topline Performance measures	Review
SLA025	Rate of return on our assets	Annual
	Customer Satisfaction Housing Figures	Quarterly
SLA026	Reducing internal costs on non operational sites	Annual
SLA New	Delivering the Capital Programme	Annual

## **Financing the Strategy**

The financial arrangements for maintenance of the Council's Assets are identified in the Medium Term Financial Strategy. This does not include the Housing Revenue Account and Housing Investment Programme which are covered separately in the Housing Revenue Account Business Plan.

The Medium Term Financial Strategy identifies General Fund reserves including allocations for Assets such as £345,000 to cover irregular property repairs and maintenance, £483,000, Tadcaster Central Area Project, £42,000 industrial unit maintenance.

Regular contributions to be identified in the revenue account which identifies £130,000 budget allocation to cover expected repairs and maintenance requirements.

As an outcome of this Strategy we will have a fully costed asset management programme that meets the needs of the community.

## Appendix 1

### Asset Management Register

#### Item

#### Usage / Other Information

#### OPERATIONAL LAND & BUILDINGS

##### **Garages**

Garages x 472

Rented by members of the public

##### **Corporate Buildings & Depots**

Former Civic Centre & Car Park, Portholme Road, Selby

Offices & Car Parking

Civic Centre, Doncaster Road, Selby

Offices & Car Parking

Barlby Depot, Barlby Road, Selby

Workshop, Outside & Store

Prospect Way Depot, Prospect Centre, Selby

Workshop & Outside

##### **Leisure Centres**

Tadcaster LC, Station Road, Tadcaster

2 Floors

Abbey LC, Scott Road, Selby

2 Floors, Outside & Parking

Abbeyfield Changing Rooms, Portholme Road, Selby

Leisure Facility – Portholme Crescent

##### **Parks and Open Spaces**

Selby Park and Pavilion

Barlow Common

Hambleton Hough

Brayton Barff

Bond End

Amphitheatre

Linear Park

Dennison Road playing field and changing rooms

Various play areas

##### **Homeless Hostels**

Ousegate Homeless Hostel, Selby

10 Units & Warden Accommodation

Edgerton Lodge Homeless Hostel, Tadcaster

10 Units & Warden Accommodation

##### **Public Conveniences**

Back Micklegate, Selby

Ladies & Gents WC's

Park Street, Selby

Ladies & Gents WC's

Britannia Car Park, Tadcaster

Ladies & Gents WC's

Sherburn Public Conveniences, S in E

WC with automatic Door

##### **Community Centres**

Anne Sharpe, Byram

Doctors Surgery & Comm Centre

Westfield Court, Eggborough

Community Centre

Grove House, South Milford

Community Centre



Calcaria House, Tadcaster	Community Centre
Kelcbar Close, Tadcaster	Community Centre
Rosemary House, Tadcaster	Community Centre
Harold Mills, Sherburn in Elmet	Community Centre
Lady Popplewell Centre, Sherburn in Elmet	Community Centre
Laurie Backhouse Court	Community Centre
The Coultish Centre, Selby	Community Centre
The Cunliffe Centre, Selby	Community Centre
St Wilfrids, Brayton	Community Centre

### **Car Parks**

Britannia, Tadcaster	Car Park
Chapel Street, Tadcaster	Car Park
Micklegate, Selby	Car Park
Joseph Street, Tadcaster	Car Park
Audus Street, Selby	Car Park
Church Hill, Selby	Car Park
Back Micklegate, Selby	Car Park
Portholme Road, Selby	Car Park
South Parade, Selby (kwik save)	Car Park
The Park, Selby	Car Park
New Lane, Selby	Car Park
Church View, Sherburn in Elmet	Car Park
Social Club Car Park, Sherburn in Elmet	

### **Miscellaneous Land**

Land at Bus Station, Station Road, Selby	Presently used as bus parking area
Field No 124 - Brayton Barff, Gateforth, Nr Selby	Rough Scrubland
Land at Bus Station, Tadcaster	Bus station with standing bays

### **Industrial Units**

Prospect Centre Workshops, Selby	13 Units, 2 Floors
Enterprise Centre, Enterprise Park, S in E	9 Units
Swordfish Way, S in E	7 Units
Vivars, Selby	14 Units
Hurricane Way, S in E	2 Units

## **NON-OPERATIONAL LAND & BUILDINGS**

### **Corporate Buildings & Depots**

43 Kirkgate, Tadcaster	3 Floors of accommodation incl docs surgery
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### **Cafés**

Park Street, Selby	Café, Kitchen, Preparation Room etc
Brittania Car Park	Café Area & Preparation Room

### **Miscellaneous Buildings**

Tourist Information / Bus Drivers Rest Room	Office & Rest Room
Barwick Parade Shops	Shop & Post Office
Doctors Surgery, 40 Westfield Ave,	2 floors end terraced used as docs

Eggborough  
Northfield, Womersley

surgery  
Vacant on the market.

**Miscellaneous Land**

Rear of Council Houses, Chapel Haddlesey  
St Wilfreds Close, Brayton, Selby

Existing Agricultural Tenancy  
Existing Agricultural Tenancy  
Outline Approval for residential  
development  
Unknown

Land Craven Garth, Beal  
Industrial Land, The Vivars, Selby  
Flaxley Road Land, Allotment Gdns, Selby  
(999 year lease)

Presently Unoccupied (PFI)  
(PFI)

Field Lane, West Haddlesey  
Land at Main Street, Riccall (Formerly  
Dunelm Farmhouse)

Farmhouse & Land (PFI)  
Awaiting development (PFI)  
Allotment Gardens & Works

Barwick Parade  
Marsh Lane, Marsh Croft, Brotherton  
Land at 27 Flaxley Road, Selby

Unknown

Land on St Joseph's St, Tadcaster (East side)

Car Park

Former Quaker Burial Ground, Tadcaster

Public Open Space

**Appendix 2: Three-Year Strategic Asset Management Strategy Implementation Plan**

This three-year plan analyses the Council strategic policies as set out in sister documents, and develops those aims and objectives to steer the maintenance, acquisition and disposal of assets.

The plan will be reviewed each financial year to ensure it is compatible with other Access Selby and Council strategies.

**2012 – 2015 Strategic Asset Management Strategy**

\*Timescales are the default interval for undertaking that item, however as issues arise it may be appropriate to undertake any actions more or less frequently.

Item	Timescale*	Value	Description	Project ownership	Monitoring
<b>Projects</b>					
Review options for the property assets of the Council to ensure they meet the needs of the business					
Identify opportunities to work with community					

groups to maximise the use of our assets					
Undertake a stock condition survey on Assets, to be costed and a rolling programme of repairs and maintenance developed for funding approval					
<b>Management</b>					
AMS review	Annually	N/A	The Strategy will be reviewed each financial year to ensure it is compatible with other Access Selby and Council strategies	Access Selby Assets Lead Officer.	Report to Executive
General Asset Management	1) Monthly 2) Quarterly	N/A	Reporting of Asset Management Issues	Access Selby Assets Lead Officer.	1) ASMG report 2) CMT report
Housing Stock	1) Annually 2) 5-yearly	£To add	Desktop review of housing stock value	Access Selby Assets Lead Officer.	Report of value to be submitted to Executive
Housing Stock Rent Review	Annual	£To add	Annual rent review of housing stock	Access Selby Assets Lead Officer.	Report to Executive
Commercial Property Rent Review	3-yearly	£To add	Commercial rent review	Access Selby Assets Lead Officer.	Report to Executive
Other Assets Rent Review	Various subject to contracts/ agreements	£To add	Review of rents of other assets eg play areas, car parks	Access Selby Assets Lead	Report to Executive

	in place			Officer.	
Acquire land at Burn Airfield for Traveller site.	Complete by summer 2013.	£To add	Appoint Project Manager to work with HCA on acquisition and development of a traveller site at Burn Airfield. Then transfer it to a RSL to manage it.	Access Selby Assets Lead Officer.	Monthly progress reporting to ASMG.

List of community assets	Various	N/A	Update List of Community Assets	Access Selby Assets Lead Officer	Reporting to ASMG whenever there is a change.
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#### Acquisitions

Retail site acquisition			Buying strategic vacant premises in Selby town centre to support businesses growth; 'Changing Places'	Access Selby Assets Lead Officer	Periodic report to ASMG
Key development sites			Appraise options for securing delivery of key development sites in difficult/marginal locations. To help businesses grow.; part of 'Changing Places'	Access Selby Assets Lead Officer	Periodic report to ASMG
Affordable Housing	Ongoing		Seek S106/CIL contributions and coordinate delivery of affordable housing schemes. To prevent people being priced out of the area.		Periodic report to ASMG
Traveller site at Burn Airfield.	Summer 2012 - Summer 2013		Secure land to facilitate development of a site with HRA. Part of 'tackling the tough stuff'	Access Selby Assets Lead Officer	Periodic report to ASMG

#### Disposals

43 Kirkgate, as part of the Tadcaster			Property surplus to requirements. Redevelop and bring back into use	Tadcaster Project Board	Periodic report to ASMG
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project			and/or dispose of. Action point from previous AMS.		
Market Barlby Depot as a strategic gateway site for high quality development	Ongoing		Depot surplus to requirements. Action point from previous review of Assets	Access Selby Assets Lead Officer	Periodic report to ASMG

Performance measures for Access Selby are identified in the Service level Agreement.

**Appendix 3: Risk Assessment For The Asset Management Strategy 2012-2015**

<b>Risk</b>	<b>Risk Like lihood 2008</b>	<b>Risk Like lihood 2010</b>	<b>Risk Like lihood 2012</b>	<b>Risk Impact</b>	<b>Management of the Risk</b>
Insufficient financial resources will be available to invest in the maintenance requirements of the Asset Management Strategy	<b>M</b>	<b>L</b>	<b>M</b>	<b>H</b>	The Capital Programme identifies funds to support maintenance costs of assets. Processes are in place to consider larger capital investment.
That the timing of decisions and receipts may not match the requirement to invest in key priorities, especially in the current economic environment.	<b>M</b>	<b>M</b>	<b>M</b>	<b>H</b>	The Council will need to balance these pressures as part of the budget planning process and Medium Term Financial Strategy.
That savings made from efficiency will not be sufficient to invest in the assets.	<b>M</b>	<b>L</b>	<b>L</b>	<b>M</b>	The Council considers efficiency regularly to and assess whether this are an issue as part of the performance management system and the Medium Term Financial Strategy.

# REPORT

Reference: E/12/29

Item 13 - Public



**To:** The Executive  
**Date:** 4 October 2012  
**Status:** Key Decision  
**Report Published:** 26 September 2012  
**Author:** Andrew McMillan  
**Executive Member:** Cllr Chris Metcalfe  
**Lead Director:** Rose Norris

**Title: Countryside & Greenspace Strategy 2012**

## **Summary:**

This strategy sets out the Council's wider ambition toward the management of the countryside and green space throughout the district and how it can conserve and enhance the biodiversity by working with a range of partners and involving communities.

This strategy will also act as a piece of supporting evidence to underpin the Local Plan (LDF) in line with the National Planning Policy Framework (NPPF). The Strategy may also inform the production of the forthcoming Community Infrastructure Levy (CIL) to inform developer contributions towards open spaces and leisure.

Although the content of the strategy has already undergone extensive public consultation, the draft strategy, including the information in the annex, now needs to go through formal consultation. This is necessary to ensure the strategy is robust and complies with the process needed to inform negotiations for developer contributions. Once the consultation is complete, any necessary changes will be made and it will be taken to Council for adoption.

## **Recommendations:**

**Consider and approve the final Countryside & Greenspace Strategy 2012 and the supporting annex for consultation purposes.**

## **Reasons for recommendation**

**Public consultation on the final document is necessary in order for the strategy to be robust, as it will form part of the evidence base which will underpin future actions such as negotiation on planning obligations (e.g. through Community Infrastructure Levy).**

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

- 1.1 Having agreed the overarching Countryside and Greenspace Strategy in May, Access Selby Officers have now undertaken the next stage and prepared a detailed analysis (provided in Annex A) of local open space/sports provision – looking at existing facilities, developing District standards, and making recommendation on providing new facilities for a planned growth in population over the coming 15 years (to tie up with Core Strategy/SADPD).
- 1.2 This final six week consultation will ensure that the survey is accurate, and will test the findings/recommendations of the broad strategy and appendix. The results of the consultation may (where appropriate) fine tune the document prior to it being presented to Full Council. Upon their acceptance, the document will be part of the evidence base to support Local Plans and the forthcoming Community Infrastructure Levy.

### **2. The Report**

- 2.1 Attached at Appendix 1, the new Countryside and Greenspace Strategy (CGSS) sets out the Council's wider ambition toward the management of the countryside and green space throughout the district and how it can conserve and enhance the biodiversity by working with a range of partners and involving communities.
- 2.2 The strategy draws together a range of policies and initiatives from SDC and partner organisations, as well as national and regional perspectives.
- 2.3 The Strategy covers five key themes:
  - Landscape and Nature Conservation and Enhancement
  - Access and Recreation
  - Environmental Awareness and Education
  - Community Involvement
  - Economy and Land Management
- 2.4 Supporting the Strategy is an audit of local open space/ sports/ leisure facilities which up until the recent change in National Planning Policy was known as a PPG17 study (so named after the Planning Guidance that drove the production of the study). This audit assesses the amount, quality and distribution/accessibility of



such facilities with a view to developing planning policy and or informing developer contributions. The findings of the audit is summarised in the Strategy and detailed in Annex A.

- 2.5 The audit was undertaken over the last 2 years and involved the public, sports organisations, Parish Councils and community engagement forums to gauge where people go to recreate, and how far they are willing to travel. A detailed mapping exercise plotted the known sites in a sample of villages/Parishes, and an analysis of populations was undertaken to set out the local accessibility standards to a range of open space types. A sample of these sites was then visited and assessed against a range of criteria to establish a quality benchmark.
- 2.6 Analysis of the survey data provided a District standard that may inform future policy work and developer contributions. It sets out the type and accessibility of sites that people may reasonably expect to have.
- 2.7 The CGSS has been developed with significant consultation throughout, and now it is finalised should be presented to the community and stakeholders for further comment before it is accepted by the Council to underpin future action. A period of six weeks is sufficient, and the Access Selby Policy and Strategy Team will facilitate this. At the end of the consultation period, any changes required to the strategy will be effected and the document may be formally accepted by the Council as part of its evidence base.

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

#### **3.1 Legal Issues**

- 3.1.1 None arise directly from this report. However in future actions (such as planning obligations including S106 agreements/CIL charging) the evidence must be robust – hence public consultation on this final draft will ensure it is so.

#### **3.2 Financial Issues**

- 3.2.1 The costs of consulting upon this document are low and may be absorbed in the Policy budget. The document will be evidence to underpin future S106 agreements and the CIL charging schedule which may realise financial and physical assets for the Council and/or community.

### **4. Conclusion**

- 4.1 Once adopted by the Council the Countryside and Greenspace Strategy

**5. Background Documents**

None

**6. Appendices:**

1. Draft Countryside and Greenspace Strategy 2012
2. Annex A Supporting technical assessment to the Countryside & Greenspace Strategy.

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## SELBY DISTRICT COUNCIL

**Countryside and Greenspace Strategy**

## Consultation Draft

**Purpose of the Strategy**

This strategy sets out the Council's wider ambition toward the management of the countryside and greenspace throughout the district and how it can conserve and enhance the biodiversity, open space and recreation by working with a range of partners and involving communities.

**Vision**

"To provide a strategic framework for the sustainable management and development of the countryside areas and greenspace within the Selby district"

**Aims**

- To promote a partnership approach with various agencies in implementing the Countryside and Greenspace Strategy
- To work with developers to ensure biodiversity, recreation and open space is included as part of all new developments, helping to improve the environment
- To conserve and enhance the biodiversity and natural landscape across the district by enhancing existing sites and connecting and improving habitats
- To maintain and improve access to, and recreation opportunities in, the countryside and greenspace throughout the district, letting people see a different side of Selby district
- To promote awareness, education and training in environmental and countryside issues, switching people on to what's around them
- To empower and enhance community involvement in the countryside and greenspace, encouraging people to be active and live well
- To promote the economic viability of countryside communities, encouraging new business opportunities and existing business growth

**Introduction**

This strategy represents the first formally adopted Countryside and Greenspace Strategy for Selby district, providing a strategic framework for the sustainable development and management of the countryside and greenspace. It follows national guidance and learning, and complements the county-wide approach to countryside and greenspace management. This strategy will also replace the

Council's Recreation and Open Space Strategy (2006) and update the supporting evidence to the Council's new Local Plan (formerly Local Development Framework) in line with the National Planning Policy Framework (NPPF) that in turn will help this strategy achieve its aims.

Fundamental to the development of this strategy has been the input by a range of partners and it is by continuing to adopt a partnership approach, involving all agencies with an interest in the countryside and greenspace that this strategy will be successfully implemented.

### **The Countryside and Landscape of Selby district**

Within the Selby district this covers an area of varied landscape with differing examples of countryside and greenspace. The district is relatively small, it is the most southerly district in North Yorkshire, covering an area of approximately 6,190 sq kilometres to the south of York and broadly contained by the A1 (M) / A1 to the west and the River Derwent to the east.

Much of the district is relatively flat and low-lying, and is characterised by open, sparsely wooded arable landscapes including extensive areas of the highest quality agricultural land. More sensitive higher quality landscape is generally confined to the limestone ridge, which runs north-south along the western side of the district. In the North West district is more densely wooded and undulating. Again, in the more southerly parts of the district the landscape is less even. In terms of natural heritage the district is not that well known but there are significant archaeological remains along both the Southern Magnesian Limestone Ridge and within the Humberhead Levels. Medieval sites, particularly moated and manorial sites are a feature like the scheduled important monument such as Newton Kyme Henge. The Roman heritage of Tadcaster is particularly significant as is the Bishops Canal (now known as Bishop Dike). Skipwith Common is also a significant resource for archaeology and biodiversity.

The district's biodiversity, recreation and open space is represented through a wealth of natural features and wildlife habitats, with international, national and local areas of wildlife and ecological value. The district is crossed by several major watercourses including the rivers Ouse, Wharfe, Aire and Derwent, and their associated washlands, which in the case of the River Derwent supports internationally important wetland. The Lower Derwent Valley and Skipwith Common are sites with European conservation status as well as nationally important Sites of Special Scientific Interest. In addition there are over 100 designated local Sites of Importance for Nature Conservation (SINCS), including species-rich grassland, ancient woodlands and wetlands. Many of these assets are irreplaceable and are a valuable part of the district's biodiversity that needs to be managed, enhanced and connected.

Areas of countryside such as Hambleton Hough, an area of natural beauty, and Barlow Common, a reclaimed railway land, now a well-established nature reserve and other land owned by the Council such as Brayton Barff, help to conserve and enhance biodiversity, improve access and recreational opportunities and promote awareness of both the natural landscape and the managed countryside (agriculture).

It is important to note the role of agriculture in shaping the district's countryside and that of the power industry, generating energy at Drax and Eggborough. The 19th century farming heritage of the district provides an important record of the intensification of farming that has shaped the district's landscape. Arable agriculture is important to the economy of the district and will continue to influence the shape of its landscape.

A full and detailed assessment of Selby district's landscape was completed in 1999 and is available on the Council's website or can be accessed on the link below:

### [Landscape Assessment of Selby District](#)

The Council recognises that high quality, accessible greenspace help make places attractive to live and work and that it is important to recognise greenspace locally and ensure that they remain high quality in future. The Countryside, open space, sport and recreation all underpin people's quality of life and plays an important role in:

- Supporting an urban renaissance local networks of high quality and well managed and maintained open spaces, sports and recreational facilities help create urban environments that are attractive, clean and safe. Greenspace in urban areas perform vital functions as areas for nature conservation and biodiversity and by acting as 'green lungs' can assist in meeting objectives to improve air quality.
- Supporting a rural renewal the countryside can provide opportunities for recreation and visitors can play an important role in the regeneration of the economies of rural areas. Open spaces within rural settlements and accessibility to local sports and recreational facilities contribute to the quality of life and well being of people who live in rural areas.
- Promotion of social inclusion and community cohesion well planned and maintained open spaces and good quality sports and recreational facilities can play a major part in improving people's sense of well being in the place they live. As a focal point for community activities, they can bring together members of deprived communities and provide opportunities for people for social interaction.

- Health and well being open spaces, sports and recreational facilities have a vital role to play in promoting healthy living and preventing illness, and in the social development of children of all ages through play, sporting activities and interaction with others.
- Promoting more sustainable development by ensuring that open space, sports and recreational facilities (particularly in urban areas) are easily accessible by walking and cycling and that more heavily used or intensive sports and recreational facilities are planned for locations well served by public transport.

## **National Perspective**

Nationally, countryside management is governed by the following:

- Natural Environment White Paper
- Countryside and Rights of Way Act, 2000
- Natural Environment & Rural Communities Act, 2006
- Biodiversity 2020: England's Biodiversity Strategy
- UK Biodiversity Action Plan
- National Planning Policy Framework (NPPF), 2012

The Natural Environment White Paper is a statement outlining the Government's vision for the natural environment over the next 50 years. The Government believes the paper sets out practical plans for a healthy, properly functioning natural environment that is the foundation of sustained economic growth, prospering communities and personal wellbeing. Partnership is seen as key to successful delivery.

The Countryside and Rights of Way Act, 2000 (CRoW Act) applies to England and Wales only. The Act provides for public access on foot to certain types of land, amends the law relating to public rights of way, increases measures for the management and protection for Sites of Special Scientific Interest (SSSI) and strengthens wildlife enforcement legislation, and provides for better management of Areas of Outstanding Natural Beauty (AONB). North Yorkshire County Council is the responsible body for public rights of way and fulfils those obligations under the Act for North Yorkshire. Other aspects of the Act are the responsibility of all public bodies.

The Natural Environment and Rural Communities (NERC) Act came into force on 1st Oct 2006. Section 40 of the Act requires all public bodies including parish and town councils to have regard to biodiversity conservation when carrying out their functions. The aim of the biodiversity duty is to raise the profile of wildlife in England and Wales, so that its conservation becomes properly embedded in all relevant policies and decisions made by public bodies. Biodiversity 2020: England's Biodiversity Strategy is a new, ambitious biodiversity strategy for England that builds on the Natural Environment White Paper and provides a comprehensive picture of

how Government intend to implement England's international and EU commitments. It sets out the strategic direction for biodiversity policy for the next decade on land (including rivers and lakes) and at sea. It builds on the successful work that has gone before, but also seeks to deliver a real step change focusing delivery in four outcome areas of; a more integrated large-scale approach to conservation on land and at sea; putting people at the heart of biodiversity policy; reducing environmental pressures and finally, improving our knowledge.

Although the national and local Biodiversity Action Plans (BAPs) have been superseded by the '*Biodiversity 2020: England's Biodiversity Strategy*', BAPs remain a good benchmark, recognising the UK's most threatened species and habitats and establishing local plans that allows them to recover. The most-recent list of UK BAP priority species and habitats was published in August 2007 following a two year review of the BAP process and priorities. There is a BAP for Selby district that can be viewed by clicking on the link below:

### [Selby District Biodiversity Action Plan \(BAP\)](#)

The National Planning Policy Framework (NPPF) sets out the requirements for access to greenspace. Paragraph 73 of the NPPF states '*Access to high quality open spaces and opportunities for sport and recreation can make an importance contribution to the health and well-being of communities. Planning policies should be based on robust and up-to-date assessments of the needs for open space, sports and recreation facilities and opportunities for new provision. The assessments should identify specific needs and quantitative or qualitative deficits or surpluses of open space, sports and recreational facilities in the local area. Information gained from the assessments should be used to determine what open space, sports and recreational provision is required.*'

Open space is defined by NPPF as '*all open space of public value, including not just land, but also areas of water (such as rivers, canals, lakes and reservoirs) which offer important opportunities for sport and recreation and can also act as visual amenity*'.

### **North Yorkshire Perspective**

North Yorkshire County Council has a corporate objective to maintain and enhance our environment and heritage. To assist in the delivery of this objective the Council has developed a Countryside Plan for the County. The plan describes an ambition for the natural and historic environment of North Yorkshire and access to these assets through the public rights of way network. The plan sets out to achieve the vision by addressing a number of priority themes:

- Landscape, Heritage and Wildlife
- Economy
- People & Communities
- Climate Change

The plan then goes on to explain:

- What the County Council's contribution will be towards these priorities,
- The locations of where activity is likely to take place
- How the plan can be used to work in partnership with others

Selby has been identified in the plan as an area where landscape enhancement would improve quality of place and assist in enhancing the wellbeing of communities.

### **Selby District Perspective**

Selby District Council has gone through a period of significant change. With significant reductions in public sector funding, the Council has prioritised delivering the good quality services that it is best placed to deliver and that our residents and businesses expect. However, the Council also recognises the importance of the district biodiversity and green infrastructure and believes by working with a range of partners the Council can use its countryside assets to help deliver on its corporate plan that in turn will help deliver the aims of this strategy.

This evidences how this strategy has not been developed in isolation and works to complement a number of the Council's key strategies and plans including the Core Strategy, the Sustainable Community Strategy and the Corporate plan.

Fundamental to this strategy's success is the Council's ability to bring together a number of organisations to help maintain the district's landscape and wildlife, as well as organisations that support individuals and communities to be aware of, get involved and be active in, the conservation and enhancement of Selby District's countryside and greenspace.

### **The Partnership Approach**

In progressing the Countryside and Greenspace Strategy and the development of the site specific Management Plans, key partners have been identified. These include organisations such as: Natural England, Groundwork North Yorkshire, Yorkshire Wildlife Trust, The Wildlife Habitat Protection Trust and North Yorkshire County Council. Other partners will also be included in the wider consultation and development of site specific Management Plans, including partners such as Yorkshire Water, the National Farmers Union, Town and Parish Councils, Selby District Association of Voluntary Services (AVS), local Scout and Guide groups and other community groups that can assist the Council in achieving the aims and outcome objectives of this strategy. This diverse range of organisations with different knowledge, expertise and skills will work with Selby District Council, to manage our wide range of habitats and landscapes. Together we will work with town and parish councils to link communities and volunteers to help manage the district's countryside including species rich grassland, ancient woodlands and wetlands and



the Council's nature reserve Barlow Common and areas of natural beauty like Hambleton Hough and Brayton Barff. Local community groups, working with experienced partners such as Groundwork North Yorkshire, will be able to form their own 'countryside management partnerships' and as a collective, help deliver the aims of this strategy.

To encourage this partnership approach to the management and development of the district's countryside, wider public consultation will be carried out with all town and parish council's, with the wider community working with Selby District AVS and through each of the district's Community Engagement Forums. It will help to map the district's greenspace, allowing the strategy to target and focus effort where it is most needed. This is necessary for this strategy to justify developer contributions as part of the Planning process to identify surpluses or deficiencies in provision. It will also help achieve the aim to promote awareness and educate people about the district's countryside and greenspace issues. Community involvement is key to the success of this strategy, encouraging ownership and allowing people to contribute and help shape the strategy is a positive way to connect people with their local greenspace and the wider countryside.

### **The role of Planning and the Countryside and Greenspace Strategy**

The Selby District Core Strategy proposes that around 7000 new homes are to be built within the main settlements and some of the larger villages in the period up to 2028. This proposed growth provides the district with an opportunity to enable better provision through the use of planning agreements and inform the emerging community infrastructure strategy.

In order to use planning agreements in this way, the Council needs to be able to evidence local provision and identify future needs for sport, recreation and open space within the district. This exercise has been undertaken through a separate assessment provided in Annex A to the Countryside & Greenspace Strategy.

- Identifies local views and needs in terms of existing greenspace.
- Maps and assesses local sites in terms of quality, quantity and accessibility.
- Identifies where there are deficiencies or surpluses in provision and opportunities for enhancement of existing provision, and areas of search for provision of new facilities.
- Derives appropriate open space and recreation provision standards, addressing accessibility (including disabled access), quality and quantity.
- Provides clarity and reasonable certainty for developers and landowners in terms of the local needs and provision when assessing the impact of new development by justifying developer contributions (Section 106 agreements

and future Community Infrastructure Levy) and the distribution of contributions to sports and open spaces.

- Informs the development of planning policy and provides guidance to the Council, Community Engagement Forums and Parish Councils on the most effective way to use future developer contributions.

The Annex does not cover informal recreation such as the usage of rights of way, footpaths, bridleways or cyclepaths, as the nature of usage is too irregular to accurately survey, however this is covered by the wider Countryside & Greenspace Strategy.

This key area is linked to achieving the

### **Selby District Countryside and Greenspace Strategy Framework and Themes**

This strategy and Annexe A will cover a period of five years and will be reviewed annually sets out a strategic framework for the sustainable management of the countryside and greenspace across Selby district. It is not envisaged an audit will be undertaken annually but will be reviewed in line with the Strategy. The Countryside and Greenspace Strategy will be implemented through a range of partnerships and Countryside Management Plans. These will be reviewed with partners annually to form the basis of a bidding document to be used by partners for grant aid for specific projects as they emerge and form part of an annual report to the Council's Executive.

The Strategy for the Selby district covers five key themes which mirror the strategy's aims, the first aim of this strategy to promote a partnership approach is implicit. The reason for each theme will be explained followed by outcome objectives that clearly state the intentions of the Council in collaboration with its partners. The five key themes areas are:

- Theme One - Landscape and Nature Conservation and Enhancement
- Theme Two - Access and Recreation
- Theme Three - Environmental Awareness and Education
- Theme Four - Community Involvement
- Theme Five - Economy and Land Management

## **THEME ONE: Landscape and Nature Conservation and Enhancement**

A healthy environment is important to everyone; it is essential for our well-being and our quality of life. Landscape and nature conservation and its enhancement is a major part of this. Ultimately, biodiversity is lost or conserved at the local level and the wildlife habitats need to be in keeping with the character of the landscape. Such conservation and enhancement can only be achieved if it is actively managed. The Council will work with partners and communities to ensure the following outcome objectives are achieved:

### **Outcome Objectives - Landscape and Nature Conservation and Enhancement**

**Conserve and enhance biodiversity:** work with landowners and local communities to maintain a map and manage greenspace and local nature reserves across the district to ensure species and habitats will be sustained enhanced and better connected. For example, road verges are managed by community groups, seeding flowers to enhance their biodiversity and provide wildlife corridors.

**Managing greenspace through planning:** Use the findings of Annex A to inform policies to increase the supply of greenspace and broaden the type of spaces throughout the district. To improve the quality of all types of existing and future open spaces through the use of developer contributions, the Community Infrastructure Levy and future development plan documents.

Annex A provides the supporting evidence base for this objective to inform future policies and negotiations.

**Protect existing sites:** work with landowners and partners to protect existing sites with international, national and local designations. Also, with its partners, the Council will endeavour to protect the district's cultural and natural heritage including archaeology and conservation of the historic landscape.

**Support public and private open spaces within settlements:** work with local communities and landowners to maintain and develop these often small open spaces that are often the most valued by people and provide that vital link between partners and the public that this strategy relies on. This includes parks, cemeteries, churchyards and allotments.

**Promote positive management of previously developed land;** work with landowners to help restore brown field sites so they can support local wildlife. This will prevent further degradation and enhance the local landscape and increase biodiversity.

## **THEME TWO: Access and Recreation**

Improving access for everyone to the countryside and greenspace, and increasing recreational opportunities is important to the Council as it helps to increase the number of people who are able to enjoy the outdoors. Getting out and about in the countryside also benefits people's physical health and mental wellbeing. Providing appropriate access to the countryside and recreational opportunities for all including

people with disabilities, first time visitors from urban areas or regular walkers and countryside volunteers is an important part of countryside management. This helps people to experience and enjoy the natural world at close hand, encouraging people to be happy and healthy; 'living well' by being active in the countryside and greenspace. To achieve this, the Council with its partners, has identified the following outcome objectives:

**Outcome Objectives:** Access and Recreation

**Get people out and about:** work with our partners to offer a range of different services to promote appropriate access to the countryside and greenspace. This will include people being able to use different modes of transport to get to, and then get around in the countryside and nature reserves, wherever possible. It will involve public transport, community transport, cycle routes, bridleways and footpaths including mobility access.

**Get people active in the countryside:** Working with our partners to develop and expand a range of activities including guided walks and guided walk leaflets, nature trails and healthy living programmes. People will also be encouraged to participate in schemes to develop the landscape, creating footpaths and, where possible, access furniture that enhances people's experience and encourages use by disabled people.

**Controlling illegal access:** Working with our partners and community links, do all that is practical to prevent illegal access through positive engagement, education and as a last resort, legal enforcement.

**THEME THREE: Environmental Awareness and Education**

Environmental awareness and education is important as it helps people understand the countryside around them and how they interact with, and impact upon the biodiversity of an area, and how, over time, the landscape has been shaped . The Council will encourage partners to use its assets to support the work of schools, youth groups and adult education so people are aware that the district has a rich and varied diversity of natural habitat. Education is a useful doorway into communities and can reinforce environmental messages and encourage positive action. By raising awareness through environmental educational projects, children, adults and community groups will be encouraged to adopt a sense of ownership of their local environment and a responsibility to care for it. Action can be taken in a variety of areas to increase environmental awareness and education most beyond the scope of the Council. However, through the Council's commitment to partnering the following outcome objectives have been identified:

**Outcome Objectives:** Environmental Awareness and Education

**Open access for schools:** The Council will work with partners to maximise access to education for schools on Council owned countryside and greenspace. This will

allow basic education and awareness programmes across a range of environmental topics, linked to the National Curriculum, to be delivered. This will mean more children are aware of the countryside and nature reserves around them and increase the likelihood of them getting involved.

**Encourage adult education:** The Council will encourage partners to use its available assets to educate and train adults in a variety of environmental topics and countryside management skills. Increasingly adults, for vocational or professional reasons, want a greater environmental awareness, education and training. Once educated, people are more likely to get involved, wanting to enhance their local greenspace and countryside.

**More opportunities for community education:** The Council will work with partners to increase the number of awareness, education and training sessions available to community groups and after-school clubs (e.g. Beavers, Cubs, Rainbows and Brownies). Again to do so may lead to more people being active and involved helping them to enjoy the countryside and greenspace and help maintain and enhance it.

#### **THEME FOUR: Community Involvement**

A theme throughout this strategy has been to inspire individuals and communities to take ownership of their local greenspace and countryside so it is managed and enhanced by the people that use it. Achieving this is fundamental to the success of this strategy's aims and outcome objectives. Environmental projects with the full participation of local communities tend to be more creative, innovative and successful. They also tend to be more sustainable, protecting the countryside and greenspace for future generations. Whether this is involvement in planning projects, executing them or just joining in, the Council, working with the five Community Engagement Forums and their Partnership Boards and a wide range of voluntary and community partners to support and inspire local people to deliver and take ownership of projects that make a positive difference to the biodiversity, to local greenspace and the countryside. Equally as important, is the benefit for those people that get involved, of empowerment and wellbeing. Through participation people gain a greater opportunity to influence and become part of something that improves their local environment. Here the Council's outcome objective is simple:

**Outcome objective:** Community involvement

**Increase community involvement and ownership:** The Council, through the five Community Engagement Forums (CEFs) and their Partnership Boards will work with partners to find creative and innovative ways to maximise the number of people involved in managing and enhancing their local greenspace and the countryside. This may be supporting community groups carry out simple maintenance on a village pond or larger, long term partnership led projects to create new local nature reserves or enhancement programmes on the district's existing nature reserves. No matter how little or large the commitment might be, from an individual volunteer, or twenty

strong community group, the Council, the CEFs and partners, are committed, and will actively encourage and facilitate any proactive community involvement that enhances, gives greater access to, manages or creation of greenspace or countryside. For example, designating a local green area for community use, as outlined in the Natural Environment White Paper.

## **THEME FIVE: Economy and Land Management**

The Council recognises the need to balance housing need whilst preserving aims of this strategy. The Council's efforts to address these issues are covered, in varying ways, through Local Enterprise Partnerships, the Core Strategy, Sustainable Community Strategy and the Council's Corporate Plan. Where appropriate, the Council will work with partners to ensure effective land management that supports this strategy and the countryside economy. However, in terms of this strategy the Council's aim and outcome focus is to generate business growth from the Council owned countryside, primarily its nature reserve and other countryside or greenspace assets that through effective land management can generate income either in its own right or for a partner organisation. One opportunity already alluded to is education and training. The benefit here is the sustainability and growth of the providing partner combined with the individual skills gained through education and training that could lead to new employment opportunities. Here, the Council's outcome objectives are more aspirational until more work is done to explore the possibilities.

### **Outcome objectives: Economy and Land Management**

**Find the countryside business opportunities:** The Council will work with its partners to explore and identify realistic opportunities for enterprising business growth from the Council's countryside and greenspace assets that supports the aims and objectives. For example, working with the Yorkshire Wildlife Trust and other partners to create and generate nature tourism within the district that benefits both the local economy and the district's biodiversity.

**Have cost effective land management:** The Council will work with its partners to identify sustainable development projects that support the wider countryside and green infrastructure that help deliver the aims and objectives of this strategy.

**Increase developer contributions through the use of S106 Agreements and Community Infrastructure Levy:** Identify opportunities for developer contributions towards enhancement of biodiversity, open space and recreation that balances the housing and business development needs with the environment.

### **Monitoring and Evaluation**

Detailed site specific Management Plans will be developed that outline all partner and Council responsibilities and commitments toward delivering the aims and

objectives of this strategy. A framework of tangible, qualitative and quantitative measures will be identified that evidence progress toward achieving the outcomes. These measures will form part of the annual review and be used in the completion of grant and other funding applications.

The annual review will include the progress made toward achieving the aims and outcome objectives as set out above. It will also include recommendations to add or remove any outcome objectives. The review will be reported to the Council's Executive annually.

## **Conclusion**

This strategy clearly outlines the Council's commitment to conserve and enhance biodiversity and landscape character across the district's countryside and greenspace. This will be achieved by working with a range of partners, residents, communities and where possible, developers and businesses, getting them all actively involved with improving the district's countryside and greenspace.

The Strategy sets clear outcome objectives, which delivery can be measured against. Doing so will help to deliver the 5 Big Things in the Council's Corporate Plan by having a positive impact on changing the way people see the district; encouraging people to get involved and be active, helping them lead happy and healthy lives. It's also about being switched on to what's happening around us, knowing what's important.

The partnership approach to countryside and greenspace management and enhancement, described in the Strategy, is in line with the new English Strategy and follows the emerging guidance and trends. The partners involved in helping the Council develop the strategy have been encouraged by the Council's ambition and innovation. This inclusion and collaboration with partners from the start has ensured the aims and objectives to be a realistic and achievable way of conserving, enhancing and connecting Selby district's biodiversity and the natural and cultural heritage assets within its landscapes.

Partners Involved in the Development of the Selby District Countryside and  
Greenspace Strategy

Natural England

Groundwork North Yorkshire

Yorkshire Wildlife Trust

The Wildlife Habitat Protection Trust

North Yorkshire County Council.

Wigan Leisure Trust

Sport England



## **Annex A**

# **DRAFT Selby District Council Countryside and Greenspace Assessment**

**September 2012**



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## Introduction

- 1.1 The NPPF replaced a number of more detailed planning guidance documents that had previously been used to inform the development of a robust planning evidence base: in this case the former *Planning Policy Statement 17: Planning for Open Space, Sport and Recreation (24<sup>th</sup> July 2002)* (PPG17). Whilst the Council recognises that this no longer applies, the detailed guidance on undertaking such an assessment has informed this assessment as it is widely held as best practice.
- 1.2 The National Planning Policy Framework (NPPF) sets out the requirements for access to greenspace. Paragraph 73 of the NPPF states *'Access to high quality open spaces and opportunities for sport and recreation can make an important contribution to the health and well-being of communities. Planning policies should be based on robust and up-to-date assessments of the needs for open space, sports and recreation facilities and opportunities for new provision. The assessments should identify specific needs and quantitative or qualitative deficits or surpluses of open space, sports and recreational facilities in the local area. Information gained from the assessments should be used to determine what open space, sports and recreational provision is required.'*
- 1.3 Open space is defined by NPPF as *'all open space of public value, including not just land, but also areas of water (such as rivers, canals, lakes and reservoirs) which offer important opportunities for sport and recreation and can also act as visual amenity'*.
- 1.4 Open spaces, sport and recreation all underpin people's quality of life and plays an important role in:
  - Supporting an urban renaissance, Local networks of high quality and well managed and maintained open spaces, and sports and

recreational facilities help create urban environments that are attractive, clean and safe. Green spaces in urban areas perform vital functions as areas for nature conservation and biodiversity and by acting as 'green lungs' can assist in meeting objectives to improve air quality.

- Supporting a rural renewal the countryside can provide opportunities for recreation, and visitors can play an important role in the regeneration of the economies of rural areas. Open spaces within rural settlements, and accessibility to local sports and recreational facilities contribute to the quality of life and well being of people who live in rural areas.
- Promotion of social inclusion and community cohesion. Well planned and maintained open spaces and good quality sports and recreational facilities can play a major part in improving people's sense of well being in the place they live. As a focal point for community activities, they can bring together members of deprived communities and provide opportunities for people for social interaction.
- Health and well being. Open spaces, sports and recreational facilities have a vital role to play in promoting healthy living and preventing illness, and in the social development of children of all ages through play, sporting activities and interaction with others.
- Promoting more sustainable development by ensuring that open space, sports and recreational facilities (particularly in urban areas) are easily accessible by walking and cycling, and that more heavily used or intensive sports and recreational facilities are planned for locations well served by public transport.

1.5 The Council recognises that high quality, accessible green spaces help make places attractive to live and work and that it is important to

recognise green spaces locally and ensure that they remain high quality in future.

- 1.6 This is reflected in the Selby District Core Strategy which provided the strategic framework for future development within the District. Policy CP15 (below) aims to protect and enhance the built and natural environment.

### **Policy CP15 Protecting and Enhancing the Environment**

**The high quality and local distinctiveness of the natural and man-made environment will be sustained by:**

- 1) Safeguarding and, where possible, enhancing the historic and natural environment including the landscape character and setting of areas of acknowledged importance.**
- 2) Conserving those historic assets which contribute most to the distinct character of the District and realising the potential contribution that they can make towards economic regeneration, tourism, education and quality of life.**
- 3) Promoting effective stewardship of the District's wildlife by:**
  - a) Safeguarding international, national and locally protected sites for nature conservation, including SINCS, from inappropriate development.**
  - b) Ensuring developments retain, protect and enhance features of biological and geological interest and provide appropriate management of these features and that unavoidable impacts are appropriately mitigated and compensated for, on or off-site.**
  - c) Ensuring development seeks to produce a net gain in biodiversity by designing-in wildlife and retaining the natural interest of a site where appropriate.**

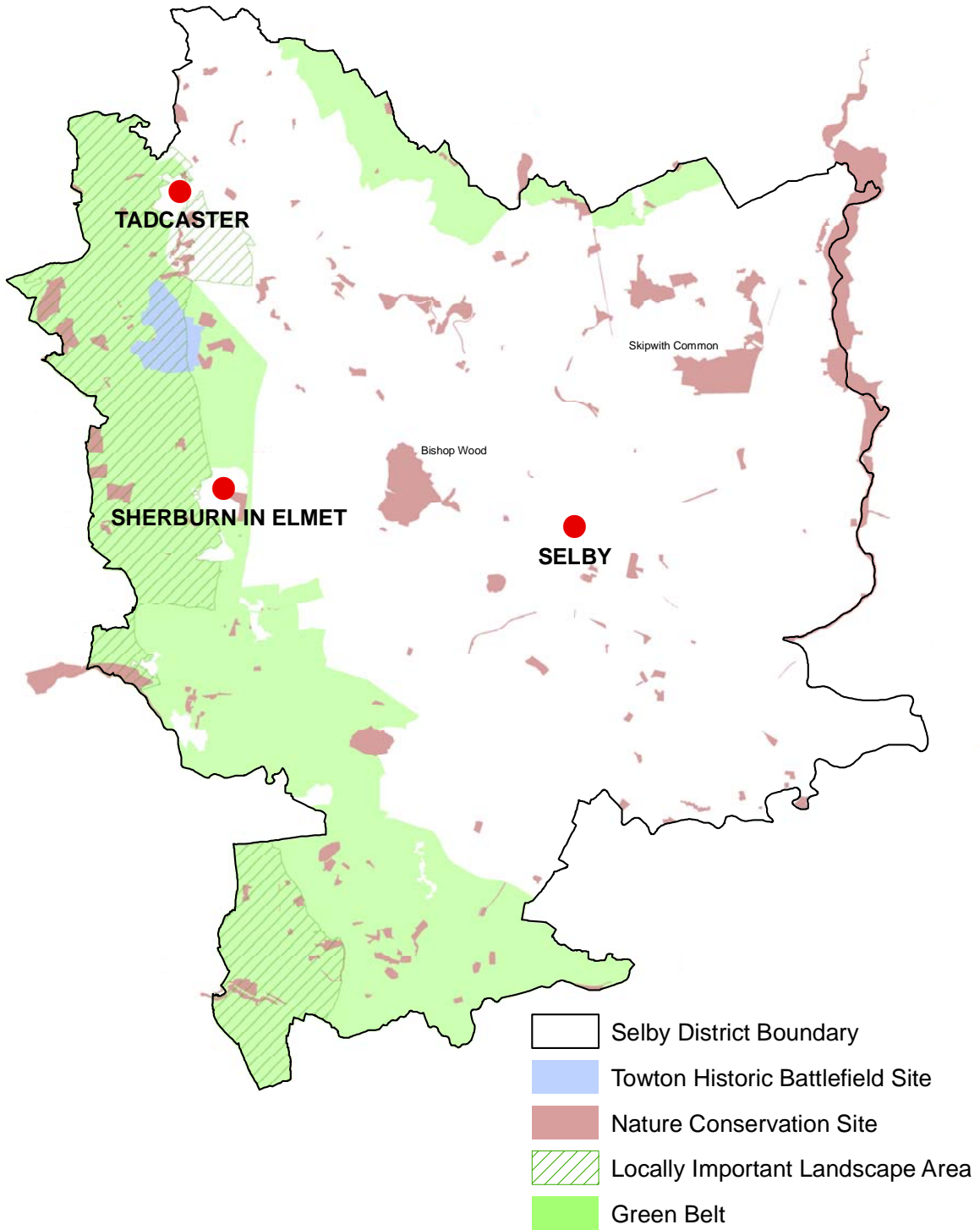
- d) Supporting the identification, mapping, creation and restoration of habitats that contribute to habitat targets in the National and Regional biodiversity strategies and the local Biodiversity Action Plan.**
- 4) Wherever possible a strategic approach will be taken to increasing connectivity to the Districts Green Infrastructure including improving the network of linked open spaces and green corridors and promoting opportunities to increase its multi-functionality. This will be informed by the Leeds City Region Infrastructure Strategy.**
- 5) Identifying, protecting and enhancing locally distinctive landscapes, areas of tranquillity, public rights of way and access, open spaces and playing fields through Development Plan Documents.**
- 6) Encouraging incorporation of positive biodiversity actions, as defined in the local BAP, at the design stage of new developments or land uses.**
- 7) Ensuring that new development protects soil, air and water quality from all types of pollution.**
- 8) Ensuring developments minimise energy and water consumption, the use of non-renewable resources, and the amount of waste material.**
- 9) Steering development to areas of least environmental and agricultural quality.**

Note: at the time of writing (September 2012) the Core Strategy is currently subject to an Examination in Public and further minor changes may be proposed. However, for the purposes of this assessment CP15 has been used as it sets out the Council's clear aspirations and direction of travel for greenspace over the coming years.

- 1.7 One of the main objectives of policy CP15 identifies the need to protect and enhance locally-distinctive landscapes, areas of tranquillity, public rights of way and access, open spaces and playing fields.

1.8 The Core Strategy proposes that 7200 new homes are to be built within the main settlements and some of the larger villages over the next sixteen year period. This proposed growth provides the District with an opportunity to enable better provision through the use of planning agreements. Currently the Core Strategy highlights strategic green assets as set out in figure 1 on the overleaf. It does not go into the detail of assets by settlement.

**Core Strategy Figure 1: Environmental/Cultural Assets**





## **2.0 Aims of Countryside and Greenspace Assessment**

2.1 This assessment provides a blueprint for the successful development of open space, sport and recreation provision in Selby District. More specifically, it;

- Reviews and updates the Open Space and Recreation Strategy undertaken in 2006 and assesses if there have been any changes in provision and use.
- Identifies local views and needs.
- Appraises local provision in terms of quality, quantity and accessibility.
- Identifies where there are deficiencies or surpluses in provision and opportunities for enhancement of existing provision, and areas of search for provision of new facilities.
- Derives appropriate open space and recreation provision standards, addressing accessibility (including disabled access), quality and quantity.
- Provides clarity and reasonable certainty for developers and landowners in terms of the local needs and provision when assessing the impact of new development by justifying developer contributions (Section 106 agreements and future Community Infrastructure Levy) and the distribution of contributions to sports and open spaces.
- Informs the development of planning policy.

The Strategy does not cover informal recreation such as the usage of rights of way, footpaths, bridleways or cycle paths, as the nature of usage is too irregular to accurately survey.

2.2 The Selby District Open Space and Recreation Assessment was undertaken in 2006. This assessed all sites within the District and has

been used to inform both planning negotiations and LDF documents. There is now a need to update the Council's evidence base to inform the Countryside and Greenspace Strategy, the emerging Site Allocations and future Community Infrastructure Levy.

2.3 Therefore this technical assessment:

- Provides the Council with a robust evidence base to underpin the Countryside and Greenspace Strategy and the emerging Site Allocations DPD.
- Sets out locally determined provision standards for open space, sport and recreation facilities that the Council can use to determine the needs likely to arise from future developments and therefore what it can reasonably require developers to provide or fund.
- Provides a way of bringing open space, sport and recreation, and planning and management together to help deliver the aims set out in the Countryside and Greenspace Strategy to ensure Selby District is an attractive place to live, work and visit.
- Provides guidance to the Council, Community Engagement Forums and Parish Councils on potential ways to use future developer contributions.

2.4 To ensure the assessment is reflective of current facilities, recently added spaces and facilities (provided through developer contributions) were considered. Alongside these, Change of Use through planning applications and an update of any additional sites and facilities such as privately owned gyms were reviewed.

### **3.0 The Assessment**

3.1 There are 5 steps in the assessment process, as follows:

- Identifying local needs
- Auditing local provision
- Setting provision standards

The two following steps are undertaken in future exercises and not by this study:

- Applying provision standards
- Drafting policies – recommendations and strategic priorities

#### **Identifying local needs**

3.2 In terms of openness, fresh air and farmland, the District is well served. Even in Selby Town as the largest settlement, the open countryside is visible and accessible within a five minute walk. Therefore the District can be regarded as rural and very green. However this assessment is concerned with more formal/organised and accessible spaces.

3.3 Assessing local need has been undertaken in a number of ways; a survey of local residents, a survey through meeting with the Districts' town and parish councils, a stakeholder workshop with local sports clubs and other sports providers, and consultation with the 5 Community Engagement Forums.

3.4 The timetable on the overleaf identifies the consultation exercises undertaken to inform the assessment over the past two years.

**Figure 2 Consultation on Recreation**

Consultation Exercise/Event	What was undertaken and response received
<p>Public consultation</p> <p>September 2010 – 8<sup>th</sup> October 2010</p>	<p>The Council published an online survey for 6 weeks.</p> <p>A leaflet drop was made to all schools and a press release on the website. Parish Councils were also informed and posters were put up around the District.</p> <p>83 responses were received by the Council.</p>
<p>Evening Event Barby High School September 2010.</p>	<p>An evidence event was held with all Parish Councillors to map spaces and services within their parish as a starting point for the study. We also asked parish Councillors to identify any issues with existing provision and identify future needs.</p>
<p>Engagement with key stakeholders</p> <p>Throughout December 2010.</p>	<p>Meetings with Natural England, Sport England, Groundwork North Yorkshire and Wigan Leisure Trust.</p>
<p>Evening Event with Clubs and Sports Bodies in partnership with Wigan Leisure Trust</p> <p>Civic Centre</p> <p>February 2011</p>	<p>In order to understand the sports clubs needs within the District, clubs were invited to discuss their existing facilities and needs for the future. Following the meeting this was also followed up with submitted forms from clubs throughout the District.</p>
<p>Further Engagement with 5 Community Engagement Forums</p>	<p>The aim of this consultation was to review our initial findings and check that we have all the sites mapped.</p>

June/July 2012	27 <sup>th</sup> June Central CEF 28 <sup>th</sup> June Southern CEF Thorpe 3 <sup>rd</sup> July Western CEF 4 <sup>th</sup> July Eastern CEF 9 <sup>th</sup> July Tadcaster CEF  Several new sites have come forward and have been re mapped.
Results Consultation	September – December 2012

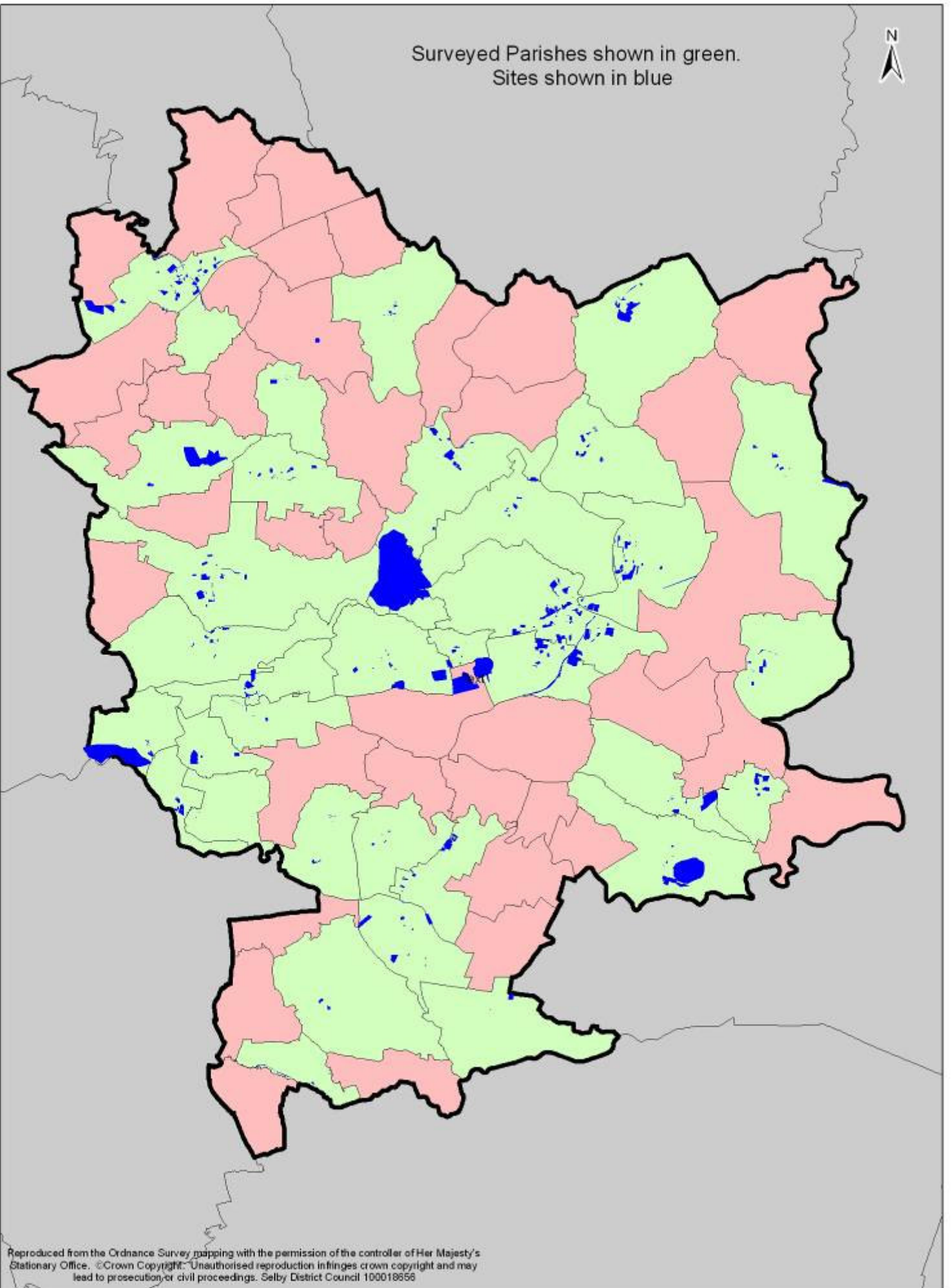
### **Auditing Local Provision : Distance Thresholds**

3.4 The District population of around 82,900 (2010 mid year estimate) is spread out across 3 main market towns as follows:

- Selby                                    14,350 (17%)
- Sherburn-in-Elmet    6,370 (8%)
- Tadcaster                                5,970 (7%)
- The remainder of the District population live in one of the smaller villages or hamlets, or in isolated houses/farms.

3.5 The survey was undertaken on the larger settlements (Parishes) and a random sample of smaller settlements (Parishes). Statistically speaking, the sample covers 35 out of 74 parishes (47.3% of parishes), however those 35 parishes are home to 71,650 people, or 86.4% of the District population. The map overleaf shows those surveyed parishes; those shown in green have been surveyed, those in red have not.

Surveyed Parishes shown in green.  
Sites shown in blue



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Parishes



3.6 Residents in this rural District cannot realistically expect to have the same level of access to the full range of different types of open spaces and sport and recreation facilities normally available in more densely populated urban areas. This means that residents will generally have to travel further than most urban residents to some forms of provision. Nonetheless, residents of small villages expect to have basic facilities, such as a village green or recreation ground and village hall, either within or immediately adjacent to their village. Some forms of provision are likely to be found almost exclusively in rural areas - and others almost exclusively in urban ones.

### Typology of Provision

3.7 PPG17 set out a typology of provision of green spaces that planning authorities should take into consideration, and as best practice the Council has used the same one in the assessment of local spaces.

**Figure 3: Typology of Provision**

Type	
Parks and gardens	Including urban parks, country parks and formal gardens
Natural and semi-natural urban green spaces	Including woodlands, urban forestry, scrub, grasslands (e.g. down lands, commons and meadows) wetlands, open and running water, wastelands and derelict open land and rock areas (e.g. cliffs, quarries and pits);
Green corridors	Including river and canal banks, cycleways, and rights of way;
Outdoor sports facilities (with natural or artificial surfaces and either publicly or privately owned)	Including tennis courts, bowling greens, sports pitches, golf courses, athletics tracks, school and other institutional playing fields, and other outdoor sports areas;
Amenity greenspace (most	Including informal recreation spaces, green

commonly, but not exclusively in housing areas)	spaces in and around housing, domestic gardens and village greens;
Provision for children and teenagers	Including play areas, skateboard parks, outdoor basketball hoops, and other more informal areas (e.g. 'hanging out' areas, teenage shelters);
Allotments, community gardens, and city (urban) farms;	
Cemeteries and churchyards;	
Accessible countryside in urban fringe areas; and	
Civic spaces, including civic and market squares, and other hard surfaced areas designed for pedestrians.	

3.8 Access to open space, sports and recreation therefore is varied by type, as each settlement generally has some amenity open space, but formal sports provision is generally provided in the three market towns, or in other Districts. Indeed, the proximity to large urban centres of York and Leeds, and to a lesser extent Doncaster, Goole and Castleford/Wakefield is clearly a factor in where people travel to recreate. As such the accessibility assessment acknowledges that the population is unlikely to have the same “on the doorstep” access to a full range of facilities when compared with more urbanised areas.

3.9 At the more local level for informal sports/recreation areas, the accessibility has been assessed using the survey responses from the public. The analysis of this range of data shows that a **15-minute** travel time is considered acceptable, but the distance that this represents depends on the type of facility and the mode of transport. Thus the effective catchment of a particular open space or facility can be broken down in to one of three types as shown in the table overleaf:



<b>Significance</b>	<b>Description</b>	<b>Uses</b>	<b>Distance threshold</b>
Neighbourhood	Smaller facilities which will tend to attract almost all of their users from the local area such as a single neighbourhood, Parish or village. Due to the rural nature of the District, most users of these facilities will walk to them – up to 2km.	<ul style="list-style-type: none"> <li>• Children &amp; Young people (incl schools)</li> <li>• Amenity green spaces</li> </ul>	2km walk
Local	Larger facilities which will tend to attract a significant proportion of their users from more than the local area eg at least two Parishes share the facility, but both/all may consider it “theirs”. Due to the rural nature of the District, a 5km cycling threshold is placed upon these facilities, which is also often walkable if there is a safe route.	<ul style="list-style-type: none"> <li>• Green corridors</li> <li>• Parks and gardens</li> <li>• Semi- and natural green space</li> <li>• Cemeteries</li> <li>• Allotments</li> </ul>	5km cycle (also potentially walkable)
District	In the context of the local authority area these spaces or facilities are of a size, scarcity or specialist interest that there is no sense in trying to achieve a pattern of accessible provision across the local authority area. They attract the highest number of users, mainly from throughout the local authority area but possibly wider afield, and therefore have a large effective catchment and high distance threshold. Due to the rural nature of the District, a 10km driving/public transport threshold is placed upon these facilities.	<ul style="list-style-type: none"> <li>• Sports pitches, leisure centres</li> <li>• Civic spaces</li> </ul>	10km drive

**Distance thresholds in the context of national standards/advice and neighbouring authorities;**

3.10 There are a range of national indicators/standards and suggested thresholds from national bodies including sports governing bodies, Government and arms'-length government bodies (eg Natural England). Other Local Authorities have also undertaken this type of study and developed their own local standards that may be used to inform our own studies. On this basis, City of York and Ryedale District offer meaningful comparators. The table on the overleaf summarises the distance thresholds:

**Figure 4: National standards and neighbouring authorities**

<b>Item</b>	<b>National standard / governing body etc</b>	<b>Ryedale District</b>	<b>City of York</b>
<b>Type</b>		<b>Rural</b>	<b>Urban</b>
<b>Population</b>			<b>193,599</b>
<b>Relevance</b>	<b>National context</b>	<b>North Yorkshire rural Authority with similar characteristics to Selby</b>	<b>Local influential city and close neighbour to Selby</b>
<b>Parks and gardens</b>	No standards	15 minute walk 30 minute drive	20 minute walk (City Park) 15 minute walk (local park)

<b>Item</b>	<b>National standard / governing body etc</b>	<b>Ryedale District</b>	<b>City of York</b>
<b>(Semi-) Natural green space</b>	<ul style="list-style-type: none"> <li>- 2ha/1000pop</li> <li>- 300m</li> <li>- 20ha within 2km</li> <li>-100ha within 10km</li> <li>(English Nature)</li> <li>- 2ha woodland within 500m</li> <li>- 20ha woodland within 4km</li> <li>(Woodland Trust)</li> </ul>	15 minute walk	15 minute walk
<b>Green Corridors</b>	No standards	No standard	No standard
<b>Sports Pitch</b>	No standards, but Comprehensive Performance Assessment highlights the % of the population within 20 minutes of a range of 3 sports facility types, one of which must be quality assured.	<ul style="list-style-type: none"> <li>- 15 minute walk (urban)</li> <li>- 20 minute drive (rural)</li> </ul>	<ul style="list-style-type: none"> <li>- 15 minute walk (local grass pitches/bowling greens etc)</li> <li>- 20 minute drive or public transport to Golf</li> <li>- 20 minute walk or public transport to synthetic pitches</li> </ul>
<b>Amenity Green Space</b>	No standards	See (Semi-) natural green space	5 minute walk
<b>Children and Young People</b>	<ul style="list-style-type: none"> <li>- 100sqm LAP within 100m</li> <li>- 400sqm LEAP within 400m</li> <li>- 1000sqm NEAP within 1km or 15 mins</li> <li>(NPFA)</li> </ul>	<ul style="list-style-type: none"> <li>- 10 minute walk (children)</li> <li>- 15 minute walk (teenagers)</li> <li>- 20 minute drive time (rural)</li> </ul>	<ul style="list-style-type: none"> <li>- 10 minute walk (children)</li> <li>- 15 minute walk (teenagers)</li> </ul>
<b>Cemeteries/church yards</b>	No standards	No standard	No standard
<b>Allotments</b>	No standards	<ul style="list-style-type: none"> <li>- 15 minute walk (rural)</li> <li>- 15 minute drive (urban)</li> </ul>	15 minute walk
<b>Civic Spaces</b>	No standards	No standard	No standard

3.11 Although the survey response rate was relatively low, local distance thresholds provided by the survey (15 minutes travel) is broadly consistent with thresholds in Figure 4. Therefore it can be considered realistic and representative for use in mapping accessibility in our District.

### **Auditing Local Provision**

3.12 The clubs and users of formal open space (such as sports pitches) have also been surveyed to meet specific requirements on pitches set out by Sport England's '*Towards a Level Playing Field*'.

3.13 In order to assess supply, the Council commissioned *Groundwork North Yorkshire* in 2010/11 to undertake an audit of local provision throughout the District using a suite of standard audit forms by typology set out in Figure 3, to assess if they are fit for purpose. The standard forms are designed to evaluate the quality and value of different forms of provision, by typology.

3.14 Firstly a comprehensive list of open spaces was compiled using a number of existing sources.

- Data from Parish Councils engagement who had identified sites within their Parish.
- Parish services survey – part of the existing evidence base for the Local Development Framework. This is a biannual assessment of services within each Parish in the District.
- The Council Open Space and Recreation Strategy assessment 2006
- Recent planning permissions
- GIS and Aerial photography data

3.15 The focus of the study was the larger settlements of Selby, Sherburn in

Elmet and Tadcaster, the main Designated Service Villages (as defined in the Core Strategy) and a sample of the smaller secondary villages (as defined in the Core Strategy). This is because it was considered that this is where the majority of provision will be located, while the remaining smaller villages and hamlets would not generally be expected to have larger facilities to survey.

- 3.16 The approach to auditing existing spaces focussed on assessing sites on their primary use, ignoring the wider benefits (for example a football pitch was assessed as a football pitch, and not for its landscape and visual amenity values).
- 3.17 The assessment of the quantity of open space in District (in terms of hectares) has then been published by District and then by Community Engagement Forum (CEF areas identified in figure 5) areas as raw figures. These Maps have then been cross checked at these meetings more recently in June & July 2012 to check accuracy with those who live in the communities. Some updates to the maps were made.
- 3.18 In order to determine the level of access to recreation and open space within the District, assessment of accessibility is based on parish population and the 2km, 5km or 10km zones around the facilities using a traffic light system. For simplicity it is assumed that:
- Where a parish lies wholly within the zone then the whole parish population is able to access those facilities relatively easily these parishes will be highlighted in **green**.
  - Where a Parish lies wholly outside the zones, then it is assumed that the whole parish population cannot easily access those facilities and will be shown in **red**.
  - Where a parish lies partly within those zones, then the judgement of accessibility is made as follows:
    - Mostly within the zones: the whole parish population is able to access those facilities relatively easily shown in

green.

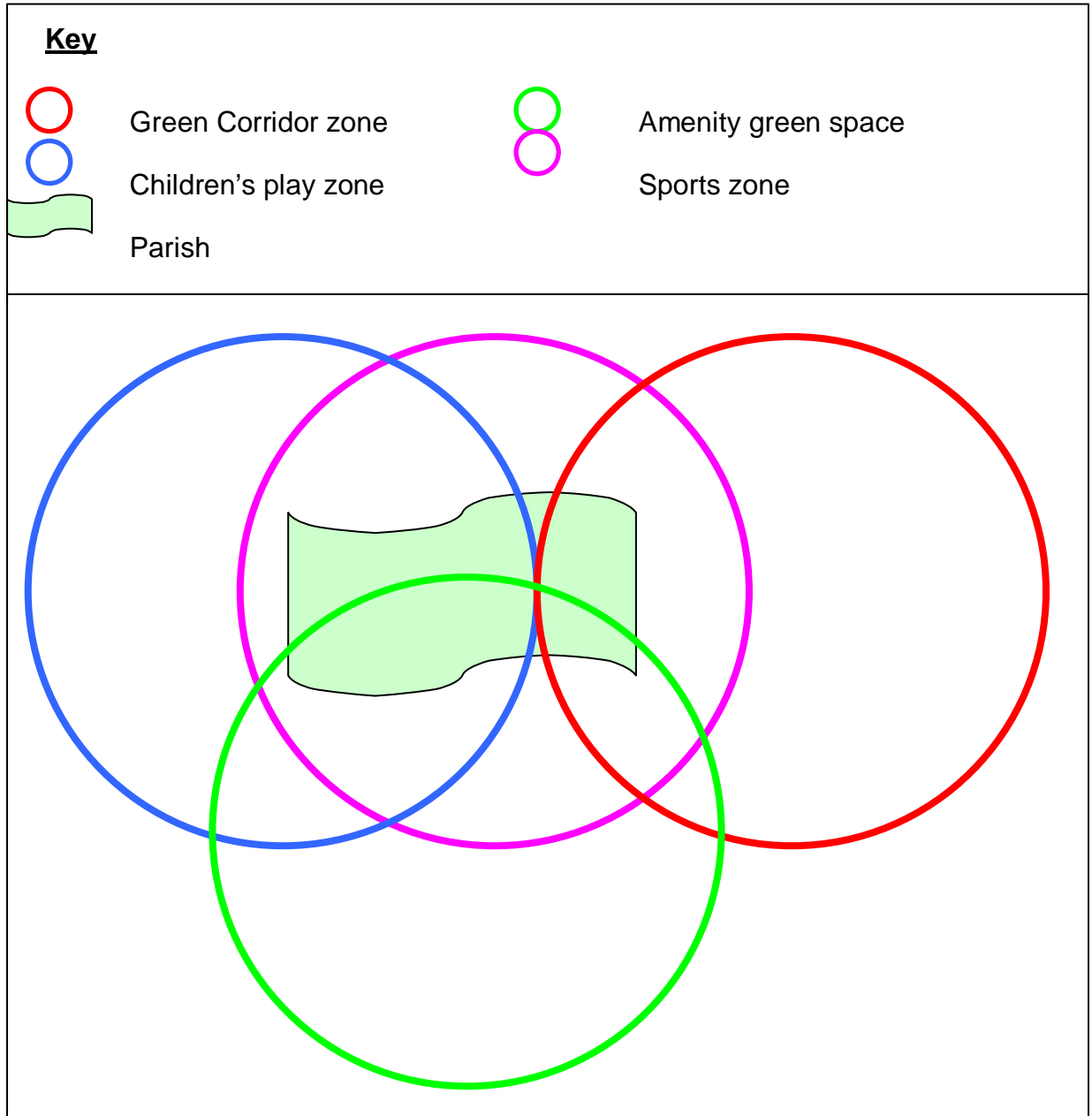
- About half within the zones: around half the parish population cannot easily access those facilities highlighted in amber. For statistical purposes the calculations will assume half the parish population.
- Mostly outside of the zones: the whole parish population cannot easily access those facilities shown in red.

### 3.19 An example of the traffic light method:

In the example overleaf, the parish of 150 people interacts with four zone types.

- It is wholly within the sports zone, so 150 people have good access to sport.
- It is about half in the amenity green space zone, so it is assumed that 75 people have access to amenity green space
- It is mostly inside the children's play zone, so that is classed as full access
- It is mostly outside the green corridor zone, so it is classed as no access

Category	Green corridor	Amenity green space	Sports	Childrens' play
PARISH				



Using the above method, each Parish in the District has been scored. The findings are presented in the able overleaf.

**Figure XXXXXX: Parish access to open space and recreation by typeology.**

Parish (Green text denotes a surveyed parish)	Pop (2001 Census)	Parks & Gardens (5km)	Natural- Semi-natural green space (5km)	Green Corridors (5km)	Amenity green space (2km)	Children & young people (inc schools) (2km)	Cemeteries & Church Yards (5km)	Allotment Gardens (5km)	Civic spaces (10km)	Golf (10km)	Cricket (10km)	Bowls (10km)	Rugby (10km)	Tennis (10km)	Outdoor sports (10km)
ACASTER SELBY	50	Yellow				Red									
APPLETON ROEBUCK	720	Yellow	Yellow					Yellow							
BALNE	250	Red					Red	Red	Red					Red	
BARKSTON ASH	340														
BARLBY WITH OSGODBY	4,800														
BARLOW	800				Red										
BEAL	780	Red							Red					Yellow	
BIGGIN	140				Red										
BILBROUGH	330	Yellow		Yellow	Red			Yellow	Yellow						
BIRKIN	140							Yellow	Yellow						
BOLTON PERCY	310														
BRAYTON	5,530														



Parish (Green text denotes a surveyed parish)	Pop (2001 Census)	Parks & Gardens (5km)	Natural- Semi-natural green space (5km)	Green Corridors (5km)	Amenity green space (2km)	Children & young people (inc schools) (2km)	Cemeteries & Church Yards (5km)	Allotment Gardens (5km)	Civic spaces (10km)	Golf (10km)	Cricket (10km)	Bowls (10km)	Rugby (10km)	Tennis (10km)	Outdoor sports (10km)	
BROTHERTON	730															
BURN	470															
BURTON SALMON	430															
BYRAM CUM SUTTON	1,360															
CAMBLESFORTH	1,540															
CARLTON	1,870															
CATTERTON	60															
CAWOOD	1,670															
CHAPEL HADDLESEY	210															
CHURCH FENTON	1,180															
CLIFFE	1,340															
COLTON	150															
CRIDLING STUBBS	170															

Parish (Green text denotes a surveyed parish)	Pop (2001 Census)	Parks & Gardens (5km)	Natural- Semi-natural green space (5km)	Green Corridors (5km)	Amenity green space (2km)	Children & young people (inc schools) (2km)	Cemeteries & Church Yards (5km)	Allotment Gardens (5km)	Civic spaces (10km)	Golf (10km)	Cricket (10km)	Bowls (10km)	Rugby (10km)	Tennis (10km)	Outdoor sports (10km)	
DRAX	410															
EGGBOROUGH	1,850															
ESCRICK	1,340															
FAIRBURN	830															
GATEFORTH	240															
GRIMSTON	50															
HAMBLETON	1,800															
HEALAUGH	160															
HECK	230															
HEMINGBROUGH	1,970															
HENSALL	850															
HILLAM	780															
HIRST COURTNEY	320															

Parish (Green text denotes a surveyed parish)	Pop (2001 Census)	Parks & Gardens (5km)	Natural- Semi-natural green space (5km)	Green Corridors (5km)	Amenity green space (2km)	Children & young people (inc schools) (2km)	Cemeteries & Church Yards (5km)	Allotment Gardens (5km)	Civic spaces (10km)	Golf (10km)	Cricket (10km)	Bowls (10km)	Rugby (10km)	Tennis (10km)	Outdoor sports (10km)
HUDDLESTON WITH NEWTHORPE	100														
KELFIELD	490														
KELLINGTON	990														
KIRK SMEATON	380														
KIRKBY WHARFE WITH NORTH MILFORD	100														
LEAD	30														
LITTLE FENTON	110														
LITTLE SMEATON	300														
LONG DRAX	150														
MONK FRYSTON	1,010														
NEWLAND	230														
NEWTON KYME CUM TOULSTON	280														

Parish (Green text denotes a surveyed parish)	Pop (2001 Census)	Parks & Gardens (5km)	Natural- Semi-natural green space (5km)	Green Corridors (5km)	Amenity green space (2km)	Children & young people (inc schools) (2km)	Cemeteries & Church Yards (5km)	Allotment Gardens (5km)	Civic spaces (10km)	Golf (10km)	Cricket (10km)	Bowls (10km)	Rugby (10km)	Tennis (10km)	Outdoor sports (10km)
NORTH DUFFIELD	1,290														
OXTON	20														
RICCALL	2,470														
RYTHER CUM OSSENDYKE	250														
SAXTON WITH SCARTHINGWELL	580														
SELBY	14,350														
SHERBURN IN ELMET	6,370														
SKIPWITH	290														
SOUTH MILFORD	2,240														
STAPLETON	60														
STEETON	30														
STILLINGFLEET	420														
STUTTON WITH HAZLEWOOD	980														

Parish (Green text denotes a surveyed parish)	Pop (2001 Census)	Parks & Gardens (5km)	Natural- Semi-natural green space (5km)	Green Corridors (5km)	Amenity green space (2km)	Children & young people (inc schools) (2km)	Cemeteries & Church Yards (5km)	Allotment Gardens (5km)	Civic spaces (10km)	Golf (10km)	Cricket (10km)	Bowls (10km)	Rugby (10km)	Tennis (10km)	Outdoor sports (10km)
TADCASTER	5,970														
TEMPLE HIRST	130														
THORGANBY	380														
THORPE WILLOUGHBY	2,720														
TOWTON	240														
ULLESKELF	920														
WALDEN STUBBS	70														
WEST HADDLESEY	200														
WHITLEY	900														
WISTOW	1,280														
WOMERSLEY	370														
<b>DISTRICT TOTAL</b>	<b>82,900</b>	<b>70145</b>	<b>80960</b>	<b>81280</b>	<b>74335</b>	<b>82850</b>	<b>79600</b>	<b>71875</b>	<b>64575</b>	<b>79655</b>	<b>82710</b>	<b>82520</b>	<b>79955</b>	<b>79550</b>	<b>82900</b>
<b>District % meeting threshold</b>	<b>-----</b>	<b>84.61</b>	<b>97.66</b>	<b>98.05</b>	<b>89.67</b>	<b>99.94</b>	<b>96.02</b>	<b>86.70</b>	<b>77.90</b>	<b>96.09</b>	<b>99.77</b>	<b>99.54</b>	<b>96.45</b>	<b>95.96</b>	<b>100.00</b>

## **Setting Provision Standards**

3.20 Using the analysis above, local standards for the typologies have been developed, and include:

- A quantitative analysis (how much new provision may be required)
- A qualitative analysis (against which to measure the need for improvement/ enhancement/ redevelopment of existing facilities)
- An accessibility component (including distance thresholds and the cost of using a facility)

3.21 Provision standards are set for the current population and include the future projected population of the District to assess the impact of this growth.

## 4.0 Results

- 4.1
- All sites mapped (by typology) using GIS.
  - A District-wide chapter provides an updated District map of provision and green infrastructure\*. This section identifies surpluses and deficiencies, as well as an assessment of quality and future needs to inform the priorities for the District as a whole.
  - Due to the number of dispersed settlements, the results of other areas are grouped into 5 separate chapters by Community Engagement Forum areas (as identified in Figure 5 below). Each chapter summarises the audit of spaces, and identifies surpluses and deficiencies, and local priorities for each CEF area.
  - CEF summaries identify the needs of larger settlements within the area in detail and summarise smaller settlements.
  - Finally a chapter identifying local standards by typology is used to guide any future developer contributions. A list of projects and requirements are also provided within this document.

### Applying Provision Standards

- 4.2 By applying local standards, the assessment identified deficiencies and surpluses in provision for those uses/types that standards have been developed.
- 4.3 In addition to assessing current growth forecasts, future needs were assessed through the analysis of socio-demographic trends, trends in the popularity of different activities, and the impact of wider planning policy objectives in terms of population projections. This took account of

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\* The maps are not included within this report as some of the sites are too small at A4 however can be provided on request

planned housing growth and local information provided by the clubs and sports associations. Future shortfalls were identified by type and anticipated provision requirements to inform both future developer contributions negotiations and Site Allocations.

### **Drafting policies – recommendations and strategic priorities**

4.4 The assessment provides recommendations to underpin the Council's Countryside and Greenspace Strategy and advise future Local Plan documents, and cover the following (as appropriate);

- The protection of existing provision.
- The enhancement of existing provision.
- Surpluses in existing provision.
- Provision that may be relocated, including broad areas of search.
- Broad areas of search for additional provision to meet existing needs.
- Broad areas of search for additional provision required as a result of new development.
- Appropriate thresholds for residential and commercial development.

However, the actual setting of policies is done in another document such as through the Local Plan or Community Infrastructure Levy where formal status may be applied to it, This study is merely the background evidence to support it.

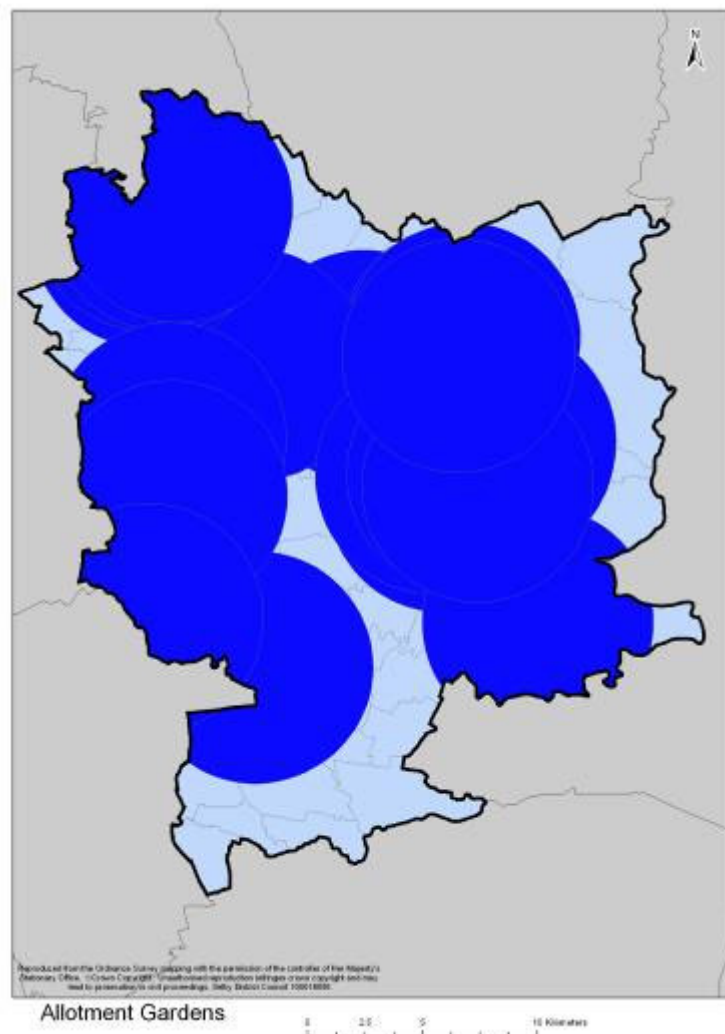




## 5.0 Chapter 1 Selby District – wide provision and access.

5.1 Below is map and supporting summary of how well provided the district is in the terms of different types of open space, sport and recreation provision:

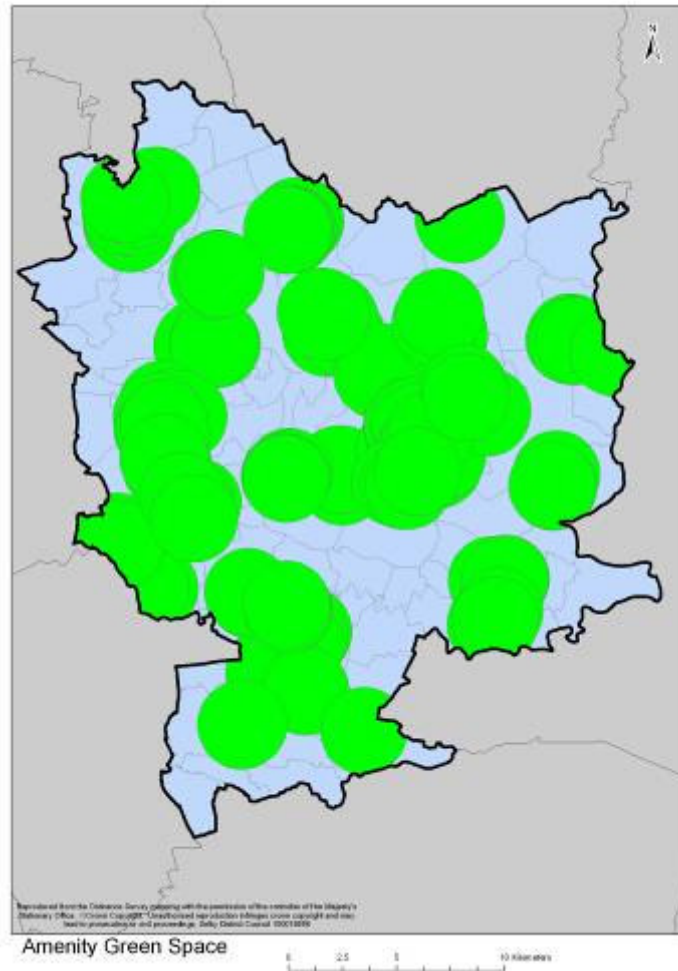
### Allotments



**Figure 6 – Provision of Allotments and 5km buffer of access**

5.2 The district has a good provision of allotments and most areas are within fifteen minutes travel time of one. The exception to this is some of the more remote settlements on the outskirts of the district, particularly to the south and the east.

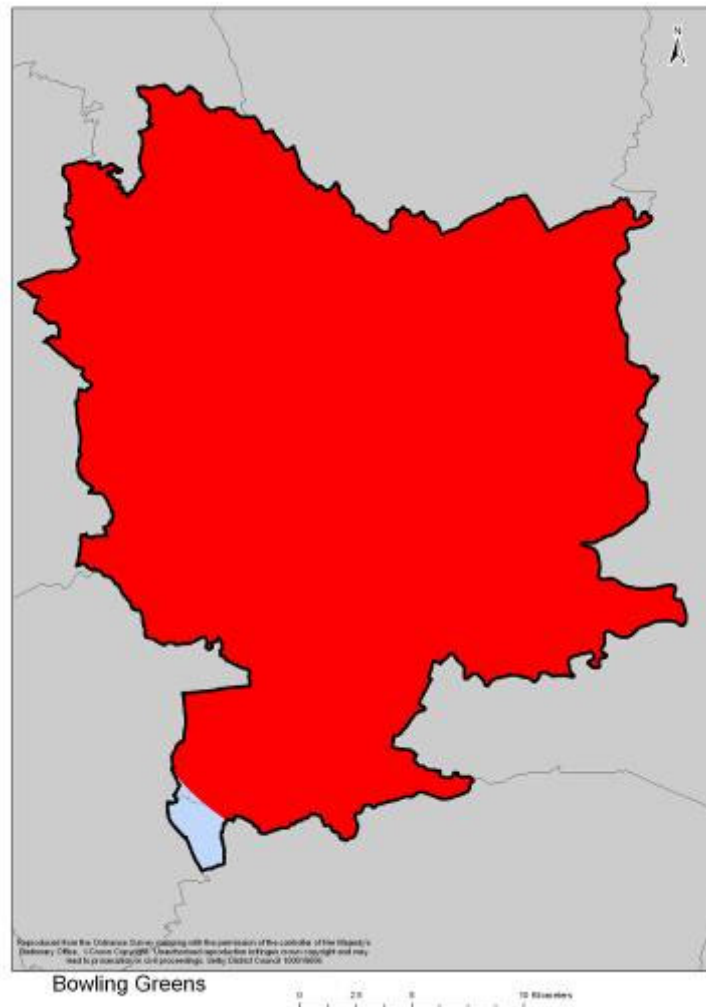
## Amenity Greenspace



**Figure 7 – Provision of Amenity Greenspace and 2km buffer of access**

- 5.3 There is a reasonable provision of amenity greenspace in the district but this is mainly concentrated in the towns and larger villages. Although many of the smaller villages also have access to amenity greenspace, some of them, particularly in the south of the district have poor access and would benefit from some local provision in future.

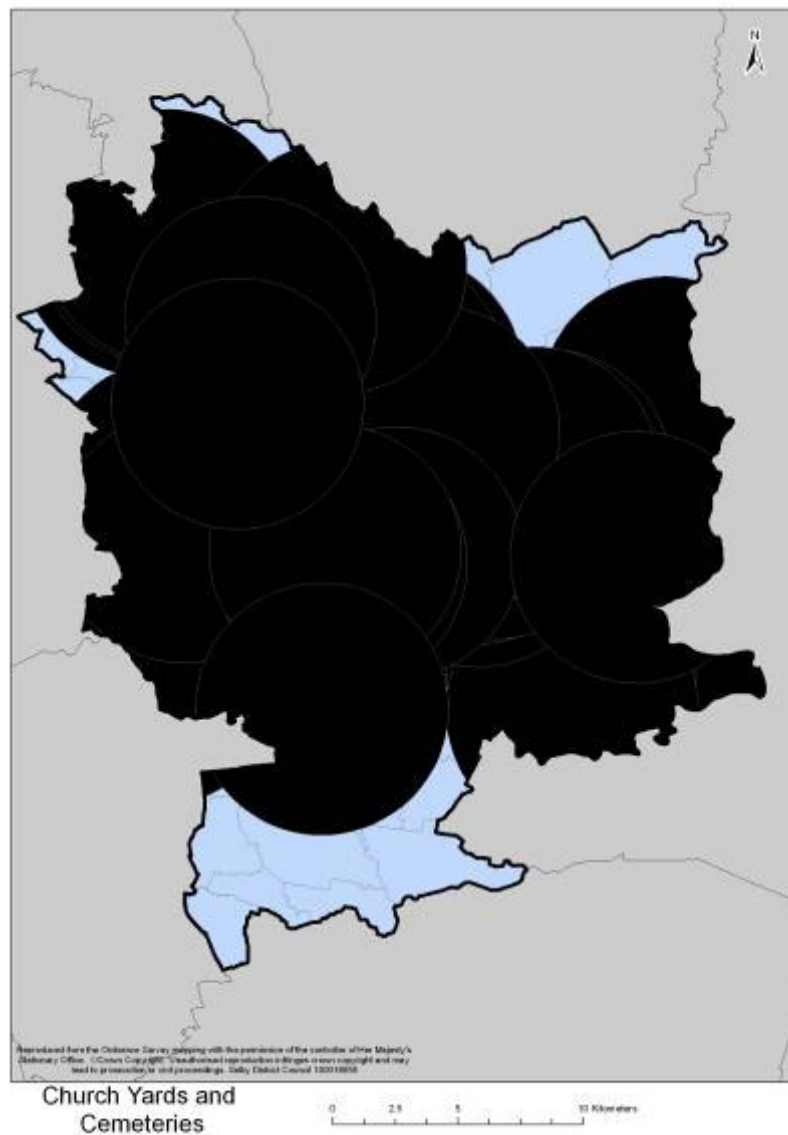
## Bowls



**Figure 8 – Provision of Bowls and 10km buffer of access**

- 5.4 There is an excellent provision of bowls across the district with nearly every settlement having access within the desired fifteen minute travel time. The only exception is the most remote settlements on the fringes of the southern border.

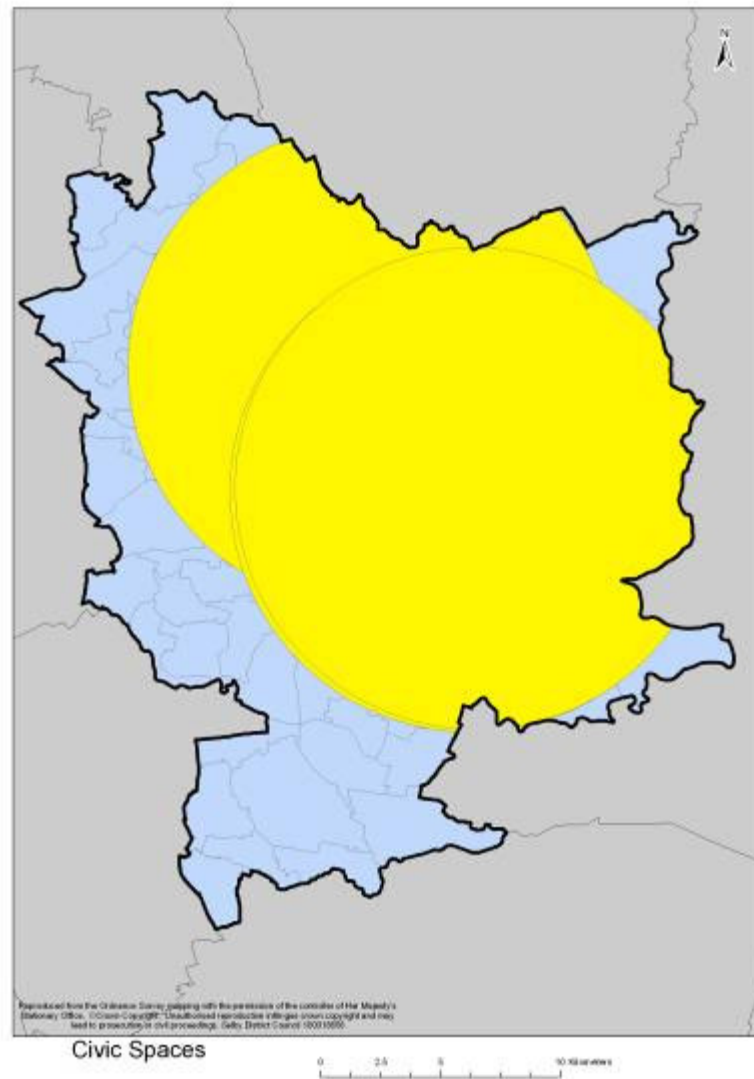
## Churchyards and Cemeteries



**Figure 9 – Provision of Bowls and 5km buffer of access**

- 5.5 All settlements apart from those in the southernmost rural areas have good access to churchyards and cemeteries.

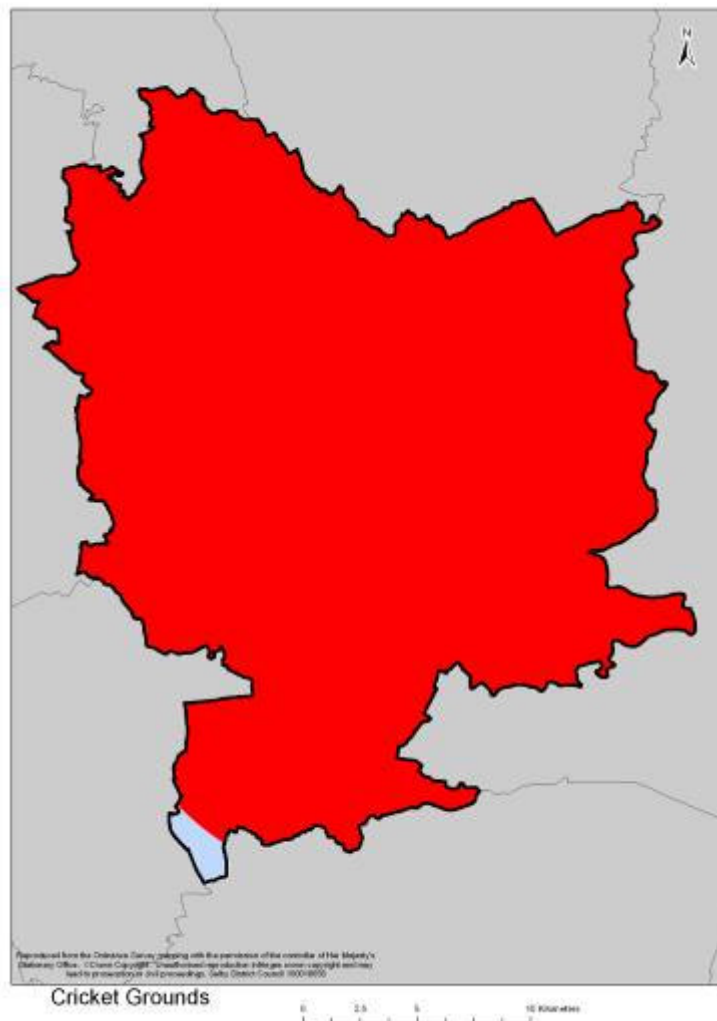
## Civic Spaces



**Figure 10 – Provision of Civic Space and 10km buffer of access**

- 5.6 Civic Space is present in Selby town which is the main urban area. As one would expect, civic space is not generally found in the rural areas (apart from Cawood which enjoys a civic space).

## Cricket



**Figure 10 – Provision of Civic Space and 10km buffer of access**

- 5.7 There is an excellent provision of cricket facilities across the district. Only the southernmost corner of the District is outwith the desired fifteen minute travel time.

## Golf

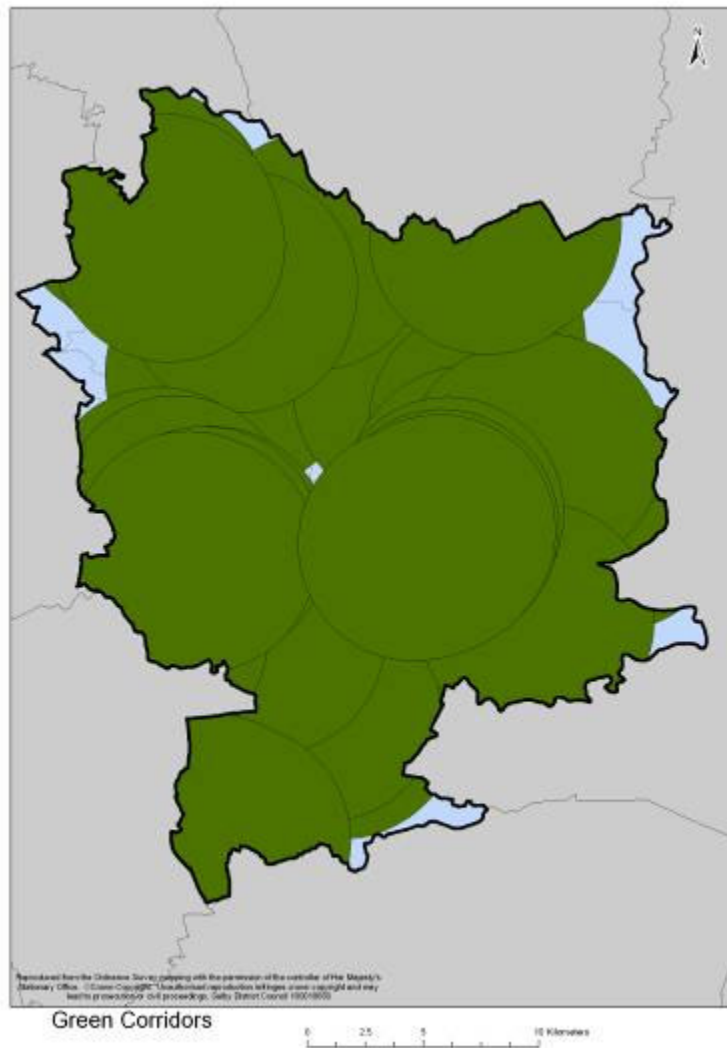


**Figure 11 – Provision of Golf and 10km buffer of access**

- 5.8 There is a very good provision of golfing facilities throughout the district. The only parts that do not have good access are remote areas in the north east and also the southernmost corner.



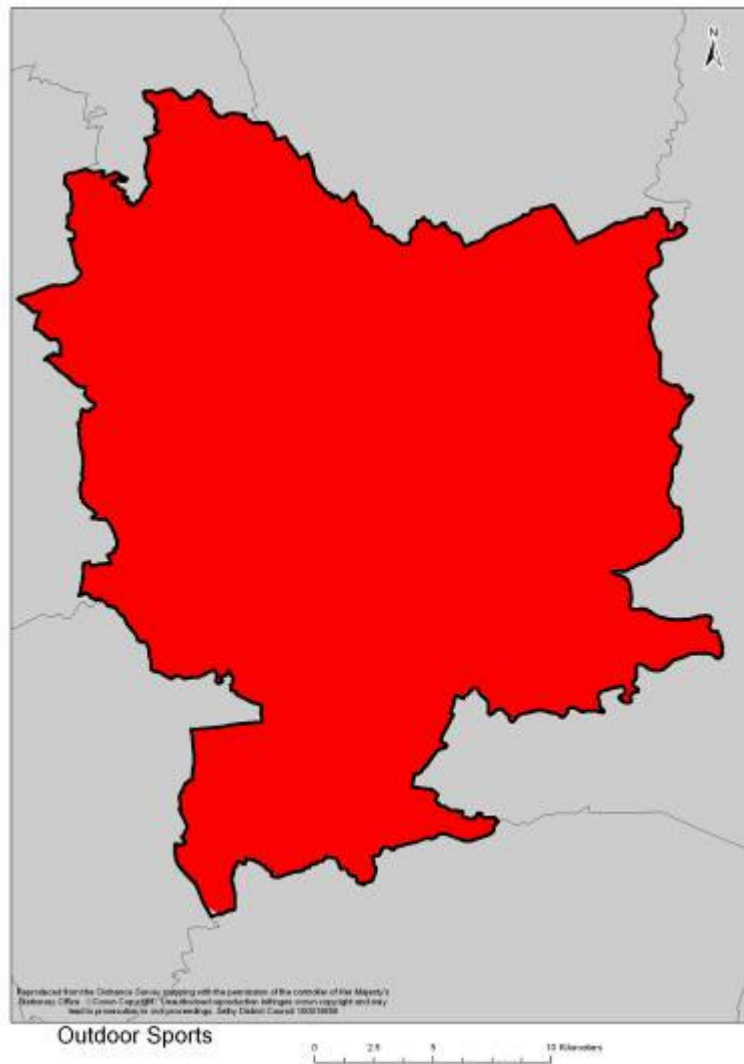
## Green Corridors



**Figure 12 – Provision of Green Corridors and 5km buffer of access**

- 5.9 The district has an excellent network of green corridors, only remote areas on the fringes do not have local access.

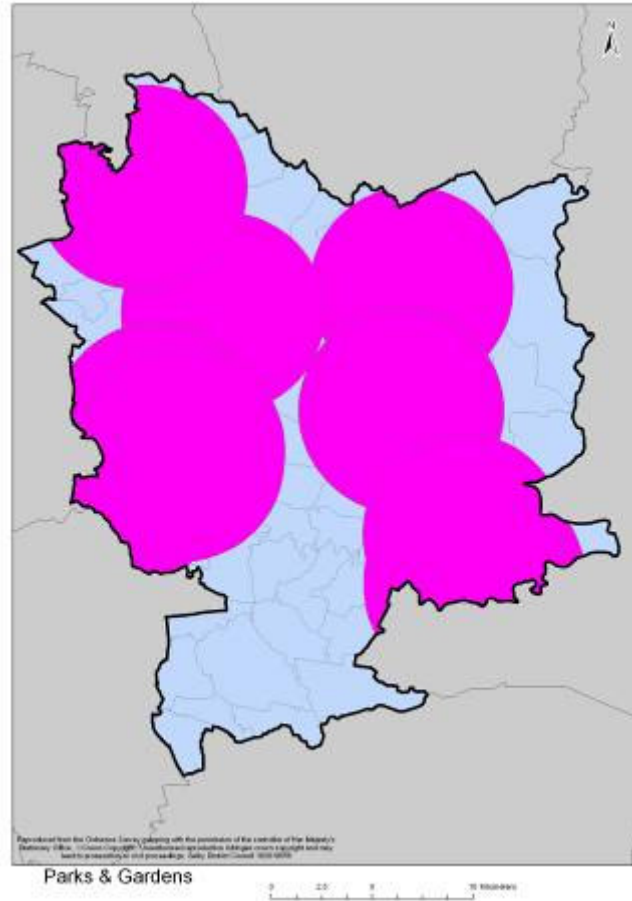
## Outdoor Sports Facilities



**Figure 13 – Provision of Outdoor Sports Facilities and 10km buffer of access**

- 5.10 There is an excellent provision of outdoor sports facilities across the district. Each settlement has access to at least one sports type within the desired fifteen minute travel time.

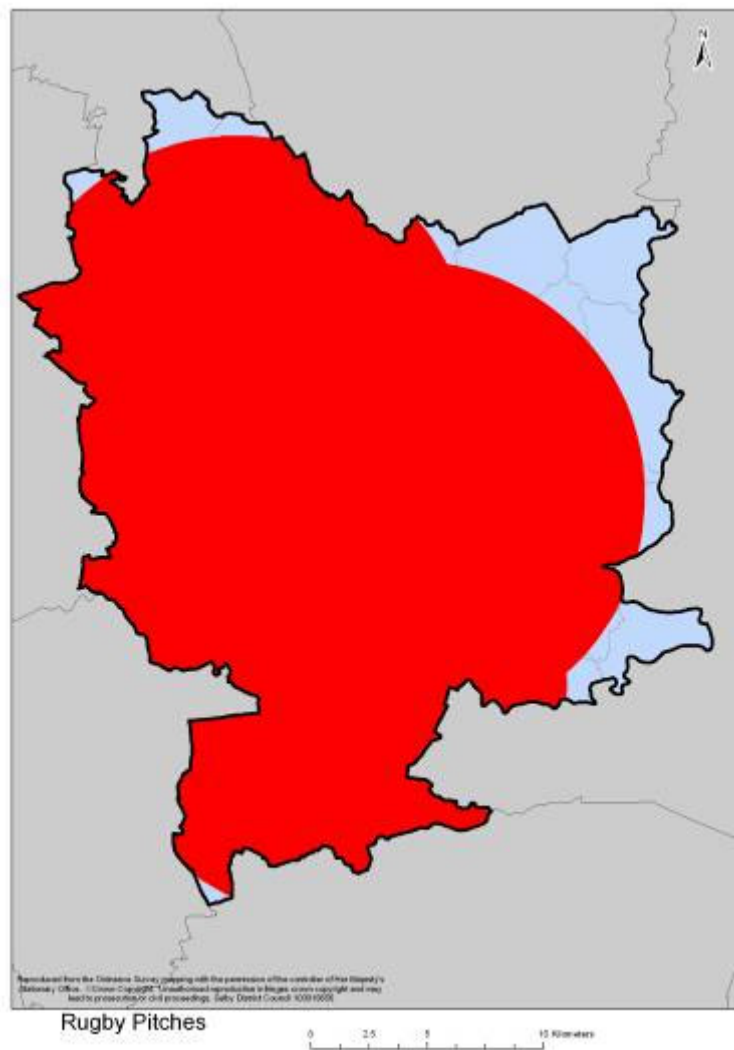
## Parks and Gardens



**Figure 14 – Provision of Parks and Gardens and 5km buffer of access**

- 5.11 The larger settlements have good access to formal parks and gardens but they are lacking in the east, and more so in the southern part of the district.

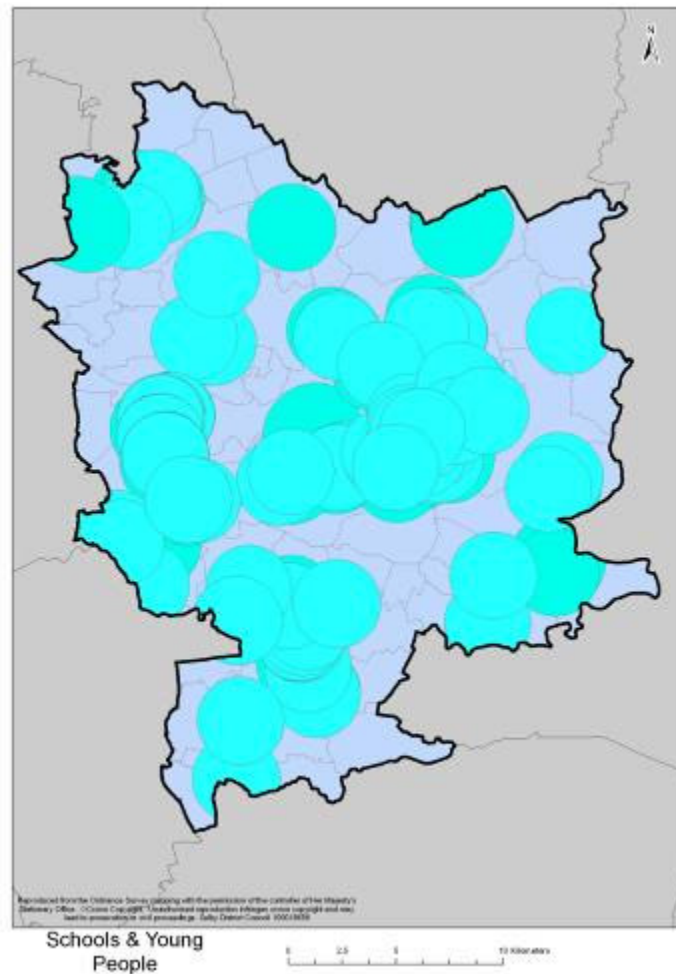
## Rugby



**Figure 15 – Provision of Rugby and 10km buffer of access**

- 5.12 There is an excellent provision of rugby across the district, with only settlements on the fringes not having access within the desired fifteen minute travel time.

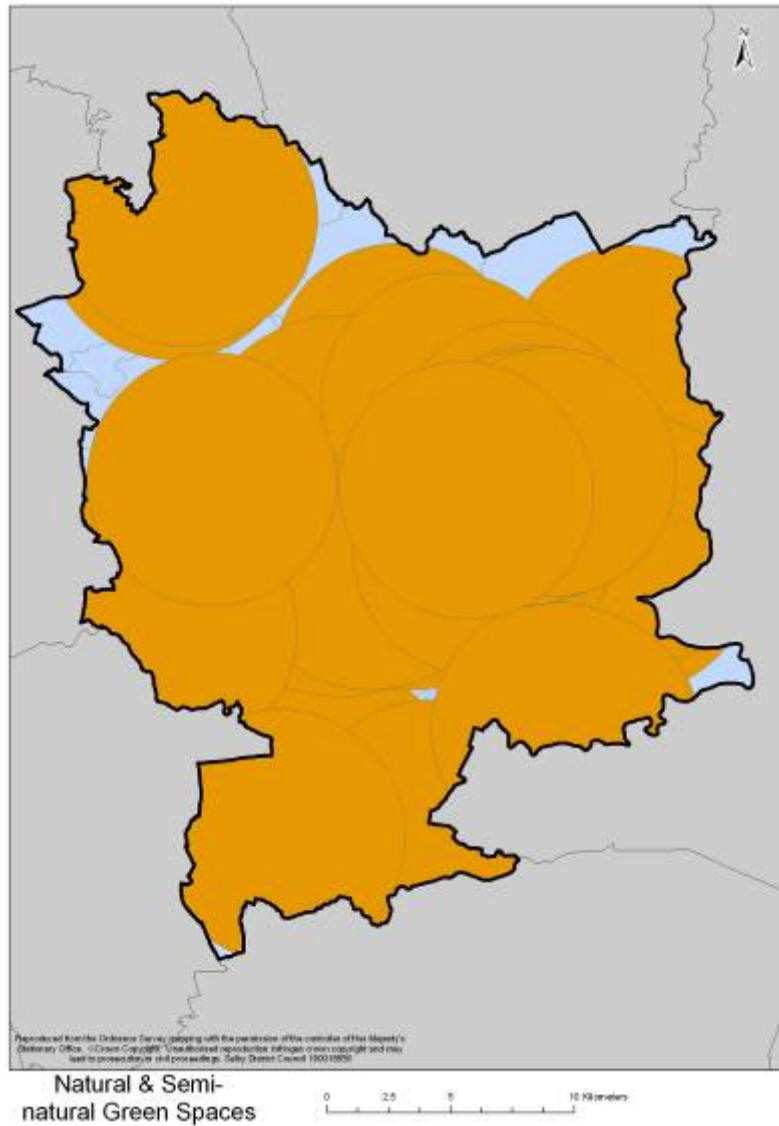
## Schools and Young People



**Figure 16 – Provision of Schools and Young People and 2km buffer of access**

- 5.13 The larger settlements have good access to school playing facilities and areas for young people. Rural villages mostly have a school of facility for young people: only the smallest of hamlets and open countryside do not have easy access. Again this is explained by their remoteness and economies of scale in provision.

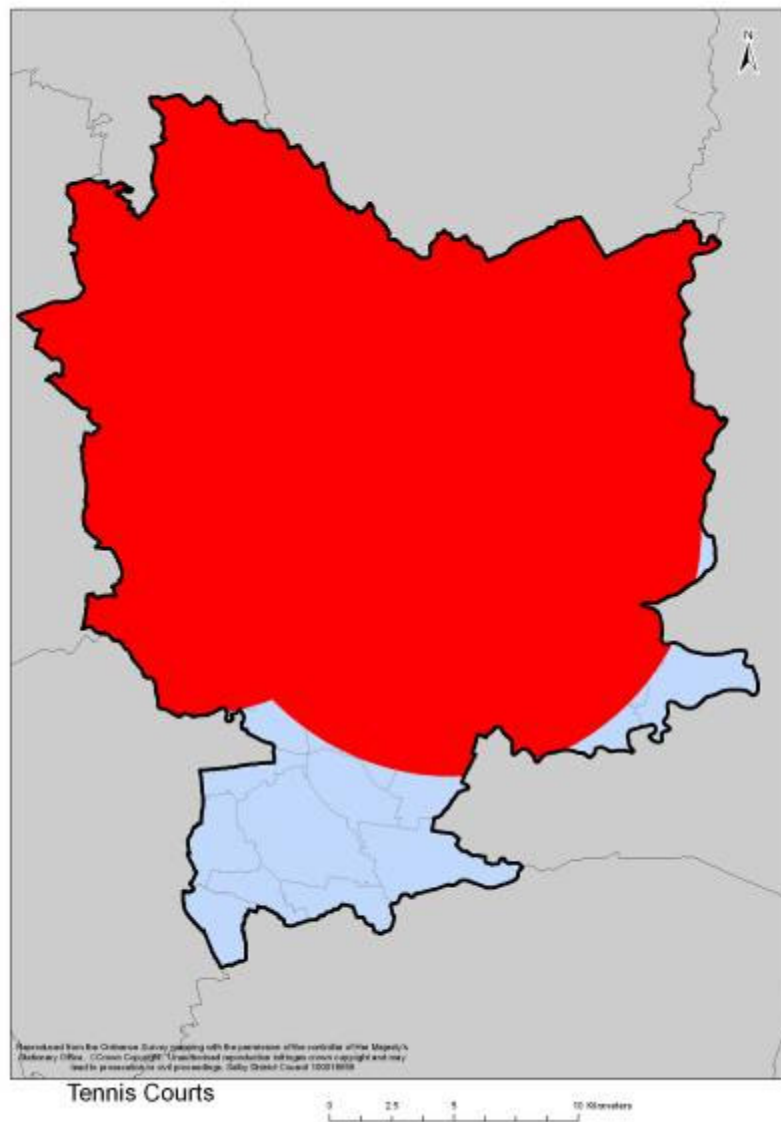
## Natural and Semi-natural Greenspaces 5km –



**Figure 17 – Provision of Natural and Semi-natural Greenspaces and 5km buffer of access**

- 5.14 The district has an excellent provision of natural and semi-natural greenspaces.

## Tennis



**Figure 18 – Provision of Tennis and 10km buffer of access**

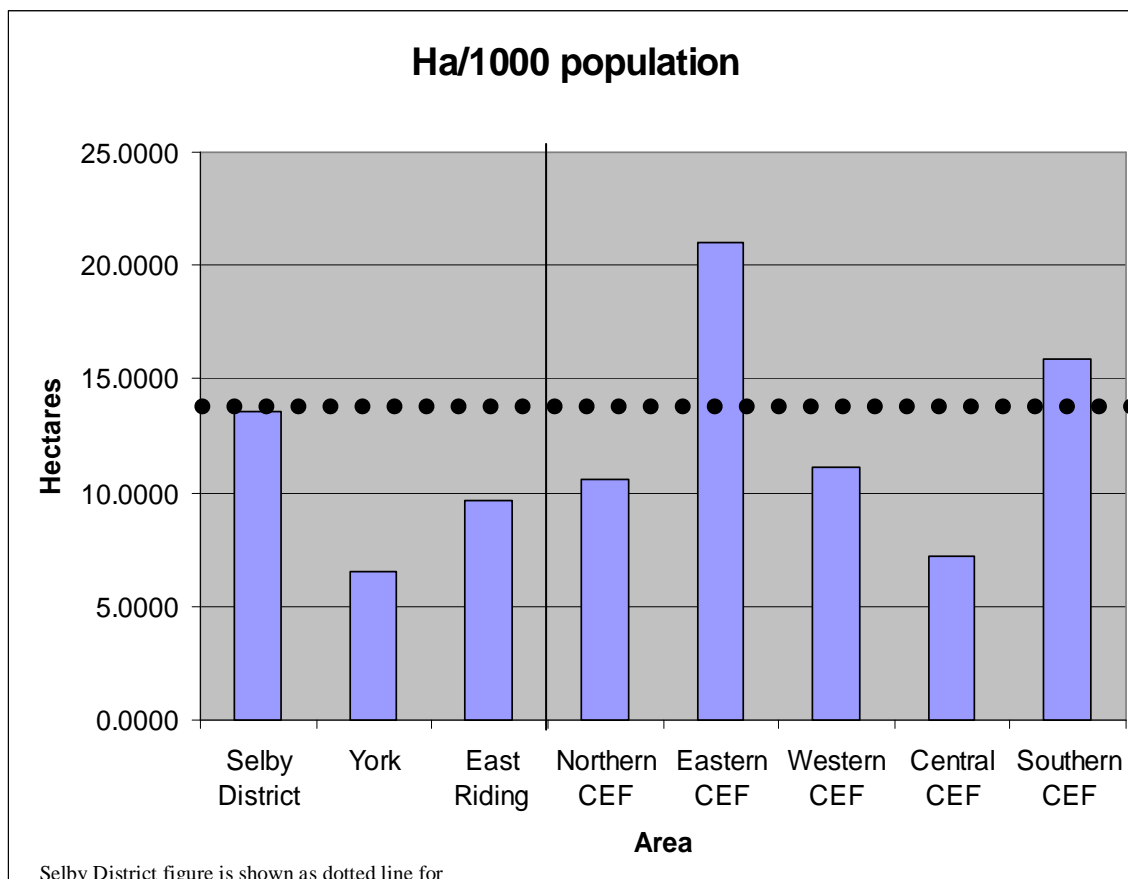
- 5.15 Most areas in the district have access to tennis facilities, only the southernmost areas do not.

## 6.0 Current District wide provision per 1000 per population

6.1 The table below shows the current provision of open space, sport and recreation areas in the District, by ha per 1000 population:

Type	Area sq m	Area ha	Population	ha per 1000 pop
Allotments	237810	23.781	82900	0.2869
Amenity	611906	61.1906	82900	0.7381
Bowls	34504	3.4504	82900	0.0416
Church	191546	19.1546	82900	0.2311
Civic	66060	6.606	82900	0.0797
Cricket	259153	25.9153	82900	0.3126
Golf	1203529	120.3529	82900	1.4518
Green Corridor	394581	39.4581	82900	0.4760
Natural / Semi Natural	5502504	550.2504	82900	6.6375
Outdoor	443450	44.345	82900	0.5349
Parks	819995	81.9995	82900	0.9891
Rugby	55988	5.5988	82900	0.0675
School	1217130	121.713	82900	1.4682
Tennis	11598	1.1598	82900	0.0140
Youth	178555	17.8555	82900	0.2154
<b>Total</b>	<b>11228309</b>	<b>1122.8309</b>	<b>82900</b>	<b>13.5444</b>

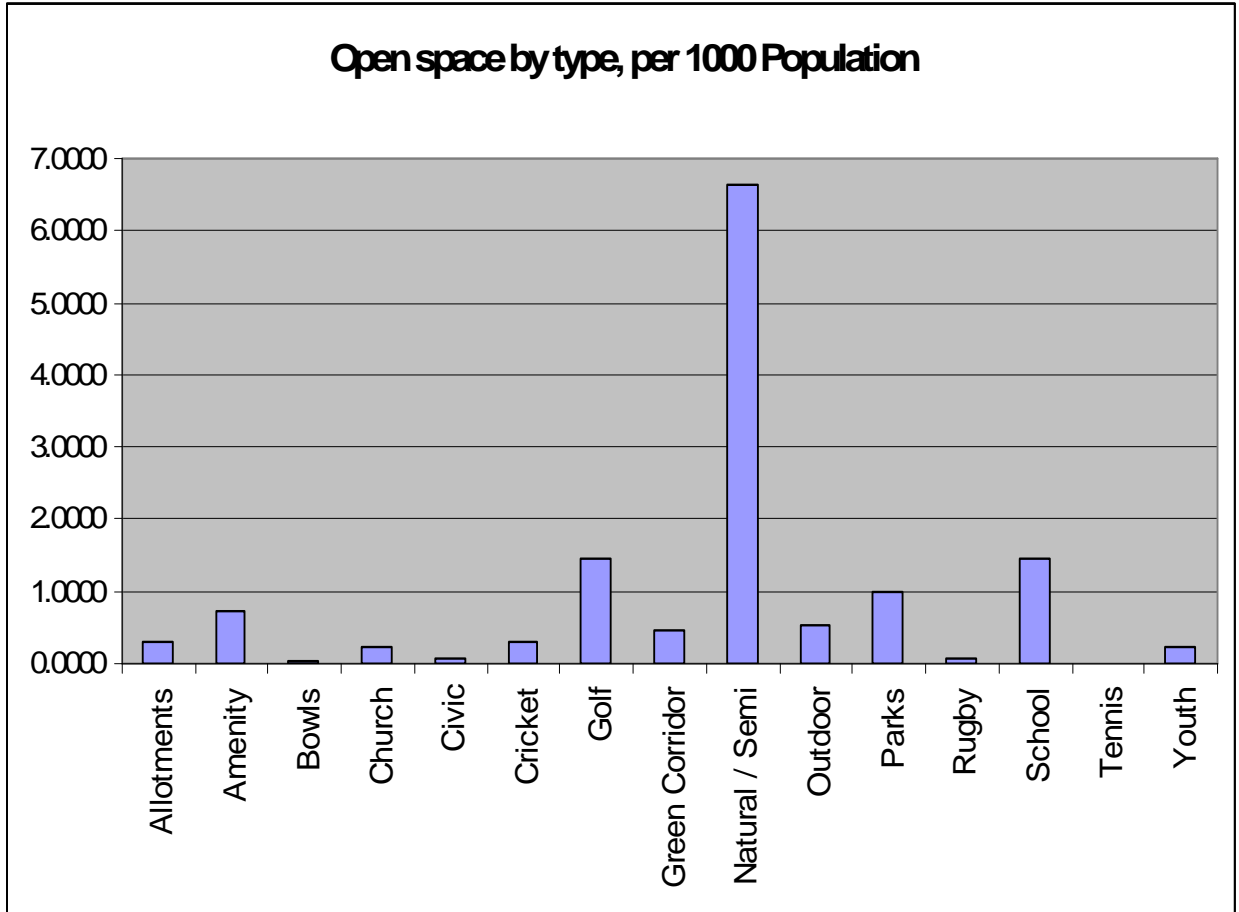




**Figure 19 Comparative Ha/1000 population for Recreation and Open Space with neighbouring Authorities.**

- 6.2 The provision of ha of all greenspace and recreation for Selby District is **13.54 Ha/1000 population.**
- 6.3 Figure 19 shows that when comparing the open space provision (all typologies together) Selby District scores well against neighbouring Authorities of City of York and East Riding District: The total amount of open space per 1000 population in Selby is nearly twice that of York, and some 30% more than East Riding.
- 6.4 The District standard is a robust standard that may be applied everywhere as it takes in to account the rural nature of the District and the inevitable inequalities of provision that this presents: ie a rural area could reasonably expect a sports pitch within easy reach, but could not reasonably expect a full range of sports pitches to offer every sport, as the economies of scale would prevent this.
- 6.5 Therefore a CEF based standard is meaningless: for example the Central Area CEF is mainly urban and therefore cannot feature extensive natural open spaces such as Towton Battlefield, or public parks like Carlton Towers. The concentrated population and lack of land means that comparison with the very rural/agricultural Western CEF is unfair, as this is

a dispersed population in multiple villages. However given the high population in the Central CEF there are a far more diverse range of facilities on offer which goes some way to offset the lack of sqm of provision. Given all of the above, the District picture is considered more suitable to be applied across the whole District.



6.6 The breakdown of all open space per head of population shows that natural and semi natural greenspace is by far the most abundant, with over 6ha per 1000 population. Amenity space, green corridors and parks make up almost a further 2ha. This emphasises the rural character of the District. By removing natural and semi-natural areas, the District's total amount of open space per 1000population is broadly similar to the neighbouring Authorities (who do include natural and semi natural spaces in their overall figures.)

6.7 In terms of sport provision, formal pitches for Rugby, Bowls, Tennis and Cricket together with more general open spaces for outdoor sports including football make up another nearly 2ha per 1000 population.

Golf appears to be abundant, however the nature of the sport is that it requires vast areas of land. Schools and young people have almost 2ha

per 1000 population, and other types of open spaces that may appeal more to adults such as civic spaces, churchyards and allotment gardens make up almost a further 1ha per 1000 population.

## 7.0 Chapter 2 Tadcaster & Surrounding Villages Community Engagement Forum Area

- 7.1 Tadcaster has a good range of sporting facilities including cricket, tennis, bowls, and several other outside sporting areas. There are a few small areas of amenity green space, green corridors, parks and several allotments. There are a few areas for children and young people. There are several sports clubs in Tadcaster, many of which require refurbishment and/or expansion. Provision is not lacking for a town of this size, but it does not have as much as other comparable size towns elsewhere in the country, so additional provision would be welcomed.

### **Larger Villages**

- 7.2 Appleton Roebuck has several areas of amenity green space, but only one sports facility; a tennis courts.
- 7.3 Ulleskelf has a few areas of amenity green space, an outdoor sports facility, and an area for children and young people.

### **Smaller Rural Settlements**

- 7.4 The smaller rural settlements generally have a poor provision with the following exceptions:
- Bolton Percy has a cricket pitch.
  - Saxton has a golf course and a cricket pitch.

### **Local Views and Aspirations**

- 7.5 A number of issues have been raised by local people through the online consultation are summarised below:

#### Tadcaster

*“ would like a nice walk by the river”*

*“somewhere for the children to play”*

*“there are some green spaces but owned by organisations for specific purposes - such as a bowling club, Tadcaster Albion football ground and training pitches near to river and A64, field at rear of sports centre, and the Cricket field off the A162, the problem is that these are not for general use by the community - hangout/play etc.”*

*“every parish/village should have more greenspace”*

Ulleskelf

*“more play equipment”*

Stutton

*“Could we have a green space perhaps?”*

### **Club Responses**

7.6 A number of issues have been highlighted by the local sports clubs and are summarised below:

- Appleton Roebuck Tennis Club requires funds for court resurfacing.
- Tadcaster Albion Junior Football Club has experienced problems with flooding, resulting in the cancellation of some matches and a poor quality playing surface. There are no changing rooms, toilets, floodlighting or storage facilities. They would like to see an all weather pitch, an extra floodlit pitch, changing and storage facilities, toilets, and a viewing area.
- Tadcaster Bowling Club would like to see a refurbishment of the pavilions which are getting into a state of disrepair.
- Tadcaster Leisure would like to see new sporting equipment and additional coaching and staff to provide greater offer.
- Tadcaster Sports and Social Club say there is a lack of space for football and the current pitch will deteriorate due to overuse, so they require 4 additional pitches. The long term goal is to have floodlighting on the main pitch in order to provide evening fixtures. They would also like a floodlit all weather playing surface if funds become available, so they can provide hockey which is noted to be in demand. The expected cost of this is £30,000.
- Saxton Cricket Club would like to see in future a second pitch and an artificial pitch.

Type	Area sq m	Area ha	Population	ha per 1000 pop
Allotments	20511	2.0511	11,320	0.1812
Amenity	36364	3.6364	11,320	0.3212
Bowls	6409	0.6409	11,320	0.0566
Church	37868	3.7868	11,320	0.3345
Civic	0	0	11,320	0.0000
Cricket	78821	7.8821	11,320	0.6963
Golf	515407	51.5407	11,320	4.5531
Green Corridor	65658	6.5658	11,320	0.5800
Natural / Semi	27308	2.7308	11,320	0.2412
Outdoor	148279	14.8279	11,320	1.3099
Parks	4463	0.4463	11,320	0.0394
Rugby	0	0	11,320	0.0000
School	242414	24.2414	11,320	2.1415
Tennis	4052	0.4052	11,320	0.0358
Youth	9196	0.9196	11,320	0.0812
<b>Total</b>	<b>1196750</b>	<b>119.675</b>	<b>11,320</b>	<b>10.5720</b>

**Figure 20 Comparative Ha/1000 population for Tadcaster and Surrounding Villages.**

- 7.7 The table above indicates that ha/1000 population in this area of the District is below the District average of 13.54 ha/1000 population, however the population in this CEF is dispersed through a lot of small villages with Tadcaster town being the main larger urban centre in this area of the District.
- 7.8 The dispersed nature mean that smaller villages can not sustain a full range of facilities, however nearby larger settlements can sustain facilities which are easily accessible and within reach of the smaller more dispersed villages.

### **Opportunities**

- 7.9 Likely population growth due to a number of housing schemes particularly in Tadcaster should facilitate S106 agreements and CIL contributions.

## 8.0 Chapter 3 Eastern Community Engagement Forum Area

8.1 The Eastern CEF area is rural in character. The area benefits from having several designated service villages which are generally well provided for in terms of open space and outdoor sports facilities. The area also has a number of smaller settlements with less formal provision. However, being situated in rural areas, they benefit from having good access to open countryside and informal open space.

### **Larger Villages**

8.2 Barlby and Osgoodby. Barlby is well provided for in terms of amenity green space, and has a bowls club and a couple of other outdoor sporting facilities. The village also has an allotments and a good provision of areas for children and young people. Osgoodby has a small area of amenity greenspace, and an area for children and young people. It does not have any sports facilities but benefits from being adjacent to Barlby which has an adequate provision.

8.3 Cawood is well provided for, having a number of outdoor sports areas, areas for children and young people, and access to a range of recreational space including the nearby Cawood Park, and there is also an allotments.

8.4 Church Fenton has a few outdoor sports facilities including bowls and rugby. It has a good provision of open space which includes several areas of amenity greenspace and a large Nature Conservation Site to the west of the village. It also has an allotments and a couple of areas for children and young people.

8.5 Escrick has a reasonable provision including bowls, a tennis courts, a green corridor, and an area for young people and children.

8.6 Hemingbrough has a good provision. There is bowls, cricket, and an outdoor sports facility. There are areas for children and young people, and good access to greenspaces, including several areas of amenity greenspace, and a couple of natural/semi-natural areas on the outskirts of the village.

8.7 North Duffield has a good range of outdoor sports facilities including

football, cricket, and bowls. There is also a children's play area, and a couple of areas of amenity green space within the village including a village green with a duck pond.

- 8.8 Riccall has a good range of sports facilities including tennis, and an outdoor sports area. The village has some sports clubs and is home to the Regen Centre which has some outdoor sports facilities including Tennis. Riccall has a good provision of greenspace including several areas of amenity greenspace and a small park.
- 8.9 Wistow has several areas of amenity greenspace, an area for children and young people, and a couple of sporting facilities including a tennis courts and an outdoor sports area.

### **Smaller Rural Settlements**

- 8.10 Skipwith is situated next to a very large nature conservation site; Skipwith Common, which is a Site of Special Scientific Interest and has European Conservation Status. Skipwith benefits from being close to the designated service of North Duffield which has a good range of outdoor sporting facilities and a children's play area.
- 8.11 Stillingfleet is adjacent to two nature conservation sites but has no sporting facilities.

### **Local Views and Aspirations**

- 8.12 A number of issues have been raised by local people are summarised below:

#### Barlby

*"(what's) bad about the ponds is the dog fouling, (what's) bad about the park is lack of equipment, would love it to be like Riccall park!"*

*"Cycle paths by the ponds or river, improve and install new play equipment in the park, maybe extra benches and shelters"*

#### Cawood

*"More cycle paths , more facilities in park for young children"*

*"A small park nearer to where we live!!!! A shelter in the main park would be nice and a couple more benches"*



*"The extensive work the parish and the Garth group have done has vastly improved access to the green areas in Cawood"*

Escrick

*"more plants and litter bins"*

*"more equipment (at the children's play area)"*

Hemingbrough

*"More green space!"*

*"more bins, sheltered area around playground"*

*"It would be lovely to be able to push my daughter around the village but there are few options including access to foot path. Disabled access and facilities. There are none in the park. Very little for teenagers"*

North Duffield

*"the play park could be better - equipment more like Riccall park would be ideal"*

*"More benches on the village green would be nice as there is only one"*

*"The only thing that I can think of is for the pond on the green to be cleaned"*

Osgoodby

*"I like the idea of having more cycle paths in green areas, children need to be able to ride their bikes in safety. As not all dog owners are responsible I would like to see a total ban of dogs in parks"*

*"On the whole very good but some more seating to encourage family picnics and for parents of younger children to sit while the children play would be a welcome addition"*

Riccall

*"Better shelter in case of rain. A bicycle track / running track"*

*"Can't actually think of any improvements. We are very impressed with the facilities"*

## Club Issues

8.13 A number of issues have been highlighted by the local sports clubs and are summarised below:

- Cawood Tennis Club say the courts are showing signs of deterioration and will require resurfacing within five years, along with repairs to fencing. The estimated cost is £15,000 - £20,000, and up to £25,000 for a higher quality carpet surface which will benefit older players. The club are currently facing a funding shortfall. They feel the club would also benefit from a ball machine.
- Church Fenton Cricket/Football/Bowling Club – in 2010/11 the club were getting planning permission for a new pavilion which was in disrepair but this has not been built yet, as the club are trying to secure funding.
- Cliffe Football Club/Tennis Courts and Playing Field – Has a long list of needs which includes changing facilities with showers and additional parking. Floodlights and more pitches are also required due to meet the local demand to play football.
- Hemingbrough Cricket Club would like a new Scoreboard, all weather pitch, permanent net facilities, and replacement of tractor, mowers and heavy roller.
- Kelfield Cricket Club say that extra funding would allow them to further our provision. In the short term they require the upgrading of fences, further space for nets, car parking, on going repairs to clubhouse/fences, and outside seating upgrade.
- North Duffield Football/Bowls/Cricket/Basketball Court – there are general maintenance issues with the facility – no extra provision needed.
- Riccall FC – Are in need of more pitches, parking and clubhouse with changing facilities. The pitch also needs levelling and new dugouts for supporters.
- Riccall Tennis Club – 4 courts which need flood lights and will need resurfacing again over the plan period. The club also have a 1980's portakabin for the club house which could do with replacement.

Type	Area sq m	Area ha	Population	ha per 1000 pop
Allotments	110537	11.0537	22,030	0.5018
Amenity	154394	15.4394	22,030	0.7008
Bowls	12371	1.2371	22,030	0.0562
Church	34248	3.4248	22,030	0.1555
Civic	62671	6.2671	22,030	0.2845
Cricket	20104	2.0104	22,030	0.0913
Golf	0	0	22,030	0.0000
Green Corridor	92587	9.2587	22,030	0.4203
Natural / Semi	3451696	345.1696	22,030	15.6682
Outdoor	123272	12.3272	22,030	0.5596
Parks	4353	0.4353	22,030	0.0198
Rugby	11588	1.1588	22,030	0.0526
School	508822	50.8822	22,030	2.3097
Tennis	4778	0.4778	22,030	0.0217
Youth	33938	3.3938	22,030	0.1541
<b>Total</b>	<b>4625359</b>	<b>462.5359</b>	<b>22,030</b>	<b>20.9957</b>

**Figure 21 Comparative Ha/1000 population for Eastern CEF area**

8.14 The table above indicates that ha/1000 population in this area of the District is well above the District average of 13.54 ha/1000 population, this is largely to due to large green areas such as Skipwith Common in this CEF area.

### **Opportunities**

8.15 Likely population growth due to a number of potential housing schemes in the designated service villages should facilitate S106 agreements and CIL contributions.

## 9.0 Chapter 4 Western Community Engagement Forum Area

- 9.1 The Western CEF area is made up of Sherburn in Elmet; a local service centre, four designated service villages and several smaller villages and settlements.

### **Sherburn in Elmet**

- 9.2 Sherburn in Elmet has a range of sporting facilities including bowls, tennis, cricket, rugby, and several other outdoor sports areas. There is a reasonable amount of amenity greenspace spread throughout the settlement, allotments, and some areas for young people and children. It has adequate provision but a town this size would benefit from additional facilities.

### **Larger Villages**

- 9.3 Brotherton has a good provision of open space including large green corridors, a small area of amenity green space, and access to several large conservation sites nearby. The village has a couple of outdoor sporting facilities and has football and rugby clubs. Brotherton also has allotments, and a couple of areas for children and young people.

Fairburn has a cricket pitch and an outdoor sports area. It has a good provision of open space including several areas of amenity greenspace and a park. The village also has a couple of areas for children and young people.

Monk Fryston and Hillam. Monk Fryston has no sports facilities with the exception of a school playing field. It has a good range of open space including a large park and several areas of amenity green space. The village also has a good provision of areas for young people for children. Nearby Hillam has a cricket pitch and a small area of amenity green space. The two villages benefit from being situated close together as residents only have a short distance to travel to use facilities in the other village.

South Milford has a good provision of amenity greenspace, parks and areas for children and young people. It also has allotments, and an adequate provision of sporting facilities, comprising of a cricket pitch and an outdoor sports field.

## Smaller Rural Settlements

- 9.4 Burton Salmon has a cricket pitch, a natural/semi-natural area, and is situated near to a conservation site. The village is located near to the service village of Brotherton which has some outdoor sporting facilities. The remaining small villages and settlements in the Western CEF area have very little sporting or open space amenities due to their small and dispersed nature.

## Local Views and Aspirations

- 9.5 A number of issues have been raised by local people are summarised below:

### Birkin

*“There are no facilities or equipment whatsoever”*

*“Give the children some play equipment. Enclose the field properly to keep dogs out. The park at Beal is ideal and not much bigger than our field”*

### Byrum-cum-Sutton

*“There are litter bins, but they are not emptied often enough. The coach road used to be beautiful, but is now neglected. It needs to be properly managed and planted, and could be a fantastic area for families to enjoy. Some sort of art installations or nature area like the one at Brayton community centre could be incorporated. The play park needs to be maintained, but I understand this is not the responsibility of the council. A play park for 5 year olds and above is needed. Changing rooms and some sort of toilet facilities on the playing field may encourage more organised sports.”*

### Monk Fryston

*“New playground equipment and removal of the old roundabout”*

*“New park equipment. More signs re dog fouling. Barrier between park and car park at community centre.”*

### Sherburn in Elmet

*“shelter for kids”*

*“more litter bins”*

*“Maintenance and upkeep Improve the variety and options at the other*

*smaller play areas”*

*“new bike & skate board ramps should be made bigger”*

*“Better security so that when money is spent improving the facilities it is maintained to a good standard, more equipment provided for older children, bins to be emptied not just provided and for things to be finished off properly, not just left when the funding runs out.”*

### South Milford

*“possible a better surface to baseball / tennis court, it is hard concrete so can get slippery”*

*“more litter bins, better disabled access and less graffiti”*

*“More litter bins and shelters”*

### **Club Responses**

9.6 A number of issues have been highlighted by the local sports clubs and are summarised below:

- Fairburn Cricket Club would like a new club house and changing facilities.
- Sherburn Tennis Club has a dilapidated clubhouse which needs improving or replacing.

<b>Type</b>	<b>Area sq m</b>	<b>Area ha</b>	<b>Population</b>	<b>ha per 1000 pop</b>
Allotments	18261	1.8261	14,100	0.1295
Amenity	79192	7.9192	14,100	0.5616
Bowls	2500	0.25	14,100	0.0177
Church	31429	3.1429	14,100	0.2229
Civic	0	0	14,100	0.0000
Cricket	54698	5.4698	14,100	0.3879
Golf	0	0	14,100	0.0000
Green Corridor	28149	2.8149	14,100	0.1996
Natural / Semi	1055935	105.5935	14,100	7.4889
Outdoor	62544	6.2544	14,100	0.4436
Parks	112271	11.2271	14,100	0.7962
Rugby	9638	0.9638	14,100	0.0684
School	99199	9.9199	14,100	0.7035
Tennis	1061	0.1061	14,100	0.0075
Youth	17646	1.7646	14,100	0.1251
<b>Total</b>	<b>1572523</b>	<b>157.2523</b>	<b>14,100</b>	<b>11.1526</b>

**Figure 22 Comparative Ha/1000 population for Western CEF area**

- 9.7 The table above indicates that ha/1000 population in this area of the District is slightly below the District average of 13.54 ha/1000 population, however the population in this CEF is dispersed through a lot of smaller villages with Sherburn in Elmet being the main larger urban centre in this area of the District.
- 9.8 The dispersed nature mean that smaller villages can not sustain a full range of facilities, however nearby larger settlements can sustain facilities which are easily accessible and within reach of the smaller more dispersed villages.

### **Opportunities**

- 9.9 Likely population growth due to a number of housing schemes particularly in Sherburn in Elmet should facilitate S106 agreements and

CIL contributions.



## 10.0 Chapter 5 Southern Community Engagement Forum Area

- 10.1 The Southern CEF area is rural in character and made up of many remote smaller settlements with limited open space provision. However this does not necessarily mean these areas are lacking in amenity space or do not have access to greenspace. These settlements are surrounded by countryside and informal green spaces which are easily accessible through public footpaths/bridalways. There are many nature conservation sites throughout the CEF area but in terms of formal spaces and sporting facilities these smaller settlements are lacking in provision.

### **Larger Villages**

- 10.2 Carlton has a variety of recreation and open spaces. (We need some evidence to see if they are supporting the Haddlesey's and Temple Hirst etc as this may increase the need for provision to support the number of smaller villages to the south). It also has a cricket pitch and an area for children and young people.
- 10.3 Eggborough and Whitley. Eggborough has a good range of sports and amenity facilities including golf, bowls, rugby, and several areas of amenity greenspace and areas for children and young people. Whitley has a good level of provision but it is dispersed across the settlement. There is also few amenity spaces or 'village areas' in the village. There may be a need for further village spaces to be created through the allocations process.
- 10.4 Kellington has some areas of amenity greenspace and an area for children and young people. It benefits from being situated adjacent to a large nature conservation site. However Kellington has no sporting facilities and as a designated service village is under provided for.
- 10.5 Thorpe Willoughby and Hambleton have a range of local facilities and have many active local sports clubs and activities, particularly in Thorpe Willoughby. Thorpe Willoughby Sports Club has some maintenance issues which could be addressed to cope with expanding clubs.

### **Smaller Rural Settlements**

- 10.6 West Haddlesey, Chapel Haddlesey and Temple Hurst are small settlements which could benefit from additional provision. Similarly Beal and Kellingley have limited amenity/formal greenspace.
- 10.7 Balne, Great Heck, Little Heck, Hensall and Walden Stubbs to the south of the District are areas which are lacking in provision in terms of formal open spaces or local sporting facilities. The remote nature of these settlements may mean that local people have to travel to get to a local facility.
- 10.8 Camblesforth and Drax; Camblesforth has a variety of recreation and open spaces. (We need some evidence to see if they are supporting the Haddlesey's and Temple Hurst etc as this may increase the need for provision to support the number of smaller villages to the south). Drax is also well provided for, having green space in the village and a large golf course nearby.
- 10.9 Womersley. Although one of the more remote villages in the District, the village does have a large amenity space and a park/garden space. It is also on the doorstep of a locally important landscape area.

### **Local Views and Aspirations**

- 10.10 A number of issues have been raised by local people are summarised below:

#### Camblesforth

*“Improved maintenance, a bigger playing field for the teenagers”*

#### Carlton

*Playground - “Moved to more visible site. Equipment to be properly maintained and updated to more modern, increase in the equipment, grass cut more regularly, more plants”*

“Trees at the playground would be great for climbing but would take many years. A more complex playground - skate park maybe? Maybe a shelter at playground - there is nothing if raining - a toilet too?”

*“improve maintenance”*

#### Eggborough

*“more playing equipment for young children”*

Hambleton

*“Hambleton play park is well-equipped in general - it is the manner of the older children who use it that needs to be improved”*

*“definitely more cycle paths families with children are reluctant to let them go to the park if they have to cross the road for fear of injury”*

Thorpe Willoughby

*“more litter bins and youth shelters”*

*“Litter bins emptied more frequently especially during the summer months. Children’s play equipment to be cleaned regularly this will help the equipment to last longer as well as making it nicer to use”*

**Club Responses**

10.11 A number of issues have been highlighted by the local sports clubs and are summarised below:

- Carlton Towers Cricket Club are desperate to upgrade facilities to meet current and potential demand. There is a potential second field available for increased participation which is attainable within a ten year plan.
- Hirst Courtney Cricket Club would like a general upgrade of all facilities and a new pavilion.
- Thorpe United would ideally like to move to larger premises and would like to build a completely new site with new pitches (very important) along with a dedicated clubhouse (desirable but not essential).
- Thorpe Willoughby Cricket Club would like to increase junior player’s numbers and run more junior teams. Run an evening league side. Get another field to play football on in order to relieve the wear & tear on the cricket outfield.
- Thorpe Willoughby Table Tennis Club satisfies current demand but would like to move to larger premises to enable growth.

Type	Area sq m	Area ha	Population	ha per 1000 pop
Allotments	7630	0.763	14,770	0.0517
Amenity	140277	14.0277	14,770	0.9497
Bowls	1097	0.1097	14,770	0.0074
Church	20538	2.0538	14,770	0.1391
Civic	0	0	14,770	0.0000
Cricket	90321	9.0321	14,770	0.6115
Golf	297479	29.7479	14,770	2.0141
Green Corridor	74202	7.4202	14,770	0.5024
Natural / Semi	789416	78.9416	14,770	5.3447
Outdoor	36468	3.6468	14,770	0.2469
Parks	681321	68.1321	14,770	4.6129
Rugby	9313	0.9313	14,770	0.0631
School	142456	14.2456	14,770	0.9645
Tennis	0	0	14,770	0.0000
Youth	51287	5.1287	14,770	0.3472
<b>Total</b>	<b>2341805</b>	<b>234.1805</b>	<b>14,770</b>	<b>15.8551</b>

**Figure 23 Comparative Ha/1000 population for Southern CEF area**

- 10.12 The table above indicates that ha/1000 population in this area of the District is above the District average of 13.54 ha/1000 population, this is due to a large park and garden at Carlton Towers. However the population in this CEF is dispersed through a lot of smaller villages and some of the larger settlements to the south may travel to larger urban areas outside of the District.
- 10.13 The dispersed nature mean that smaller villages can not sustain a full range of facilities, however nearby larger settlements can sustain facilities which are easily accessible and within reach of the smaller more dispersed villages.

11.0 Chapter 6 Central Community Engagement Forum Area includes Brayton and Selby Town

**Selby Town**

- 11.1 Selby is the Principal Town in the District and provides many of the district wide sports and recreation facilities. These include Rugby, Football, Cricket, Tennis, Parks and Gardens, Bowls clubs, multi sports use facilities and private Gyms.

**Local Views and Aspirations**

- 11.2 A number of issues have been raised by local people are summarised below:

*'Litter bins – frequently emptied! More plants & trees – more information about the plants / area'*

*'more cycle areas, more things for teens to do but this should include better policing of the areas'*

*'more cycle paths, more green space, informal areas, not all formal play areas, need new skate park'*

*'more seating areas maybe some picnic benches more bins'*

*'You can never have enough litter bins! More greenery would be lovely but unfortunately you can't guarantee how long things will survive due to vandalism. Get the kids and young people involved. Perhaps if it was their hard work and efforts being disrespected then they might take more care and have more pride in keeping the areas clean, well maintained and respectful'*

*'cycle paths, better equipment, and cleaner'*

*'more places to sit that's quiet and pretty with plants and trees'*

*'more shelters, more benches, there isn't a lot of places for older people to sit comfy'*

## Club Responses

- 11.3 A number of issues have been highlighted by the local sports clubs and are summarised below:
- 11.4
- Selby Abbey Leisure – Facility in the early stages of redevelopment following the recent fire in February 2012. However Selby Hockey Club has raised concerns over their use of the multi use astro turf facilities. The astro turf is old and dilapidated and there is further investment planned for a 3G pitch, which is unsuitable for Hockey. The club are concerned about the future of their existing training facilities in the District.
  - Selby Cricket Club – The Cricket pitch and Pavilion is co located on the Selby Rugby Club site. The assessment scored 92% in terms of accessibility and quality.
  - Selby RUFC – The site assessment scored the facility in terms of quality and accessibility at 95%. The facility has recently benefited from a new stand and changing facilities, however the clubhouse could do with improvement and car parking facilities expanding. The pitch is also water logged in winter. Selby Archery Club, who also use the site have also raised concerns over the club house and that they would also like to see more indoor multi use facilities which can be used for archery in the winter months.
  - The Tennis club raised issues on the quality of the surface of the court, which could do with some investment.
  - Selby Town Football Club – The football club train at the ground and sometimes at Selby High School. The Clubhouse is used by a local community group, however it is run down, outdated, is poorly heated and could do with updating. Seating at the ground is also a problem. There is only one pitch available which means it is difficult to accommodate the level of local demand and there is a waiting list. Further provision and

investment is required.

- In addition to the sites assessed a number of other local clubs have been in touch regarding their privately owned facilities. These include Selby Martial Arts Centre who would like to offer more gym facilities, Selby Squash Club who would like to expand in the longer term and Selby Striders Running Club who use Barlby High School, Brayton College, Olympia FC and Abbey Leisure as training facilities. Selby Striders note that water logging in summer an issue at Brayton College, but have good access at all the other facilities across the town.

### **Opportunities for Selby**

- 11.5 Likely population growth, due to a number of housing schemes will enable future improvements to take place. Greenspace needs will be taken into consideration through the site allocations process, future applications and through the development of a Community Infrastructure Levy.

### **Brayton**

- 11.6 Brayton has approximately 3 ha of recreation and open space For a settlement of this size, the level of provision in terms of Ha is low. Although Brayton is around 1.5 miles from Selby Town, the settlement is within relative walking distance to a wide range of facilities available within the town.
- 11.7 Through consultation with local Clubs and Sports providers, Brayton has a Bowls Club and an Outdoor Sports facility. Brayton Football Club identified a lack of playing facilities in the local area. The club use Brayton College and the Community Centre (BRY8 Outdoor Sports) in the village for various games throughout the year. Flooding was also identified as an issue as it can disrupt play.
- 11.8 Selby Bowls Club – the site assessment undertaken by SDC Officers scored the facility at 93% in terms of its quality and accessibility. Noting the grounds, pitch and club are well maintained.
- 11.9 There is limited provision for size of village, although it is very close to

facilities in Selby.

### **Local Views and Aspirations**

11.10 Brayton Parish Council have identified a need for a toddler play area, older children's equipped play area, football pitches and some youth facilities and multi sports area. There is a need for space to accommodate play/leisure activities.

11.11 What local people have said they would like to see more of...

*'Somewhere for the older children to hang out but it is a shame for the younger ones – I tend to travel to Selby Park or Thorpe Willoughby playing field'*

*'Use of facilities for whole community for hosting events'*

*'somewhere for children to go and run about. Plenty of football teams meet. Nice play equipment, although been scribbled on. Plenty of green area to kick a ball about'*

*'somewhere for supervised children to safely play and enjoy sports and fresh air'*

*'Great village green in Brayton, play park not good though for the size of village'*

### **Club Responses**

11.12 A number of issues have been highlighted by the local sports clubs and are summarised below:

- Brayton Belles FC have good facilities but they are spread throughout the local area. They would like one venue for the whole club. The club are currently working in partnership with Selby College to provide better quality facilities.
- Brayton FC owns none of its own facilities other than a storage container for its equipment. The club hires mini football pitches



on Foxhill Lane, and hires two changing rooms and a small car park from the adjoining Community Centre. The changing rooms are “woefully inadequate” when up to 12 teams are present, and there are similar problems with car parking. The Club is only granted limited access times to Foxhill Lane. “The field is maintained as a public open space rather than as sports facility and the quality of surface is therefore little more than adequate.” The club also hires 11 a side pitches from Brayton High School but the field is unusable for most of the season due to flooding so Denison Road is used as a fall back but has no facilities other than two football pitches. There were plans to develop a multi-user sports facility at Brayton High School in partnership with Selby Ladies Hockey Club and Selby Striders but this no longer appears deliverable. The club would now like its on facility, possibly in partnership with other Community groups. This would require sufficient funds to procure and develop a large piece of land in the immediate Brayton area. The cost of this is currently unknown.

- Selby Bowls Club has a declining membership so the club would like to introduce other activities such as a gymnasium, possibly croquet, and any other leisure activity they can afford to develop. The club require repairs and maintenance to the roof and would like to improve existing lighting in the bowling arena to try and reduce costs. They have planning permission for an extension to the lounge to create a bigger eating area but they do not currently have the funds to develop it.

Type	Area sq m	Area ha	Population	ha per 1000 pop
Allotments	80871	8.0871	20,680	0.3911
Amenity	201679	20.1679	20,680	0.9752
Bowls	12127	1.2127	20,680	0.0586
Church	67463	6.7463	20,680	0.3262
Civic	3389	0.3389	20,680	0.0164
Cricket	15209	1.5209	20,680	0.0735
Golf	390643	39.0643	20,680	1.8890
Green Corridor	133985	13.3985	20,680	0.6479
Natural / Semi	178149	17.8149	20,680	0.8615

Outdoor	72887	7.2887	20,680	0.3525
Parks	17587	1.7587	20,680	0.0850
Rugby	25449	2.5449	20,680	0.1231
School	224239	22.4239	20,680	1.0843
Tennis	1707	0.1707	20,680	0.0083
Youth	66488	6.6488	20,680	0.3215
<b>Total</b>	<b>1491872</b>	<b>149.1872</b>	<b>20,680</b>	<b>7.2141</b>

**Figure 24 Comparative Ha/1000 population for Central CEF area**

- 11.13 The table above indicates that ha/1000 population in this area of the District is below the District average of 13.54 ha/1000 population. Central Area CEF is mainly urban and therefore cannot feature extensive natural open spaces such as Towton Battlefield, or public parks like Carlton Towers
- 11.14 The concentrated population and lack of land means that comparison with the very rural/agricultural CEF's is unfair, as this is a dispersed population in multiple villages. However given the high population in the Central CEF there are a far more diverse range of facilities on offer which goes some way to offset the lack of sqm of provision.

### **Opportunities**

- 11.15 Addressing distribution imbalances – Use of future-planning obligations by parish and community, likely to fund a higher variety of play areas and increased sporting facilities where appropriate. Likely population growth, due to a number of mid sized housing schemes through the Sites Allocations document.

## 12.0 Chapter 7 Forecasting Future Needs

- 12.1 Forecasting future needs is complex, however Sport England have published some research that sets out the amount of growth in sports and leisure activities by age group. Using these “Participation multipliers” a reasonable level of certainty can be achieved in calculating the amount of additional facilities may be required just to allow the existing population to participate. Using the multiplier an additional need of 286ha overall is calculated.
- 12.2 The District is also to grow in terms of house building through the Local Plan period. The Government produces regular projections that factor in migration, household change and demographic changes (ONS projections).
- 12.3 The District is also to grow in terms of house building through the Local Plan period. The Government produces regular projections that factor in migration, household change and demographic changes (ONS projections).
- 12.4 These ONS forecasts put the District population at 104,000 in 2033 – an increase of 20,000 persons from 2010. Therefore if the existing standard is to remain constant a proportionate additional amount of open space provision is required. Therefore the addition would be 20,000 persons, divided by 1000, multiplied by the District standard (13.544ha). This means that an additional 270ha of open space is required to accommodate the rising population by 2033.
- 12.5 However there is a further need arising from a general increased participation in sport and leisure activities of those new residents = it is assumed that participation will increase from those too. The tables below demonstrate the calculations for that additional amount of land needed.

Age	Participation Rate	Population 2010*	Participants 2010	Population 2033*	Population growth 2010-2033	Additional Participants 2033
0-14	43% **	15,000	6450	17,000	2000	860
15-29	32% ***	13,000	4160	15,000	2000	640
30-59	22% ***	36,000	7920	38,000	2000	440
60+	13% ***	20,000	2600	34,000	14000	1820
<b>TOTALS</b>		84,000	21130	104,000	20000	3760

Additional need from rise in population between 2010 and 2033	270ha
Existing Need (participation growth within 2010 population, divided by 1000, multiplied by the District Standard of 13.544ha)	21.130/1000 x 13.544sq m = 286ha
Additional Future Need (participation growth within 2010 population, divided by 1000, multiplied by the District Standard of 13.544ha (assuming no change in participation growth rate))	3760/1000 x 13.544sq m =51ha
<b>Increased Provision Required</b>	<b>607ha</b>

\* ONS: Table 2a, 2010-based subnational population projections by sex and five year age groups for Local Authorities in Regions - NW, NE and Y&H (

\*\* Sport England: A Survey of Young People and PE Teachers, 1994 – 2002 – No local figures for this age group so national figure used

\*\*\* Sport England – Adult participation in sport and active recreation (N18) October 2009 – October 2011 in Selby: Article 08. Sport and active recreation (N18), by frequency and key demographics

12.6 Further analysis of the above data shows that the forecast for additional open space looks to 2033, however this is longer than the Local Plan period for this study which only looks to 2027. Therefore a proportionate reduction may be made to reflect the 2027 plan period as follows:

12.7 607ha need divided by 23 years, multiplied by the 16 years of the plan period (2011 to 2027) = 422ha.

### Conclusion

12.8 There is capacity in many of the existing facilities to accommodate some of the growth in use, however no data exists to quantify this. Although there is a need for 422ha to maintain existing standards and to accommodate an increase in participation from existing and projected populations, the reality of housing provision in the District is that only small sites are likely to come forward with limited opportunities for new open space. Contributions through CIL and S106 may be sought and potentially pooled where appropriate to deliver open spaces, however it is likely that such a significant increase in open space is not a realistic proposition. Further, it is not for new development to make up any shortfall in previous under provision.

- 12.9 Given the likely low level of development in the District (relative to larger urban areas), and the current economic climate, it is considered that addressing quality and distribution would be feasible than in pursuing such a high target figure for open space. Through a mix of approaches the Council can begin to tackle quality and supply issues, not least through the Local Plan site allocations and Developer Contributions policies that are in preparation.

# Selby District Council

## REPORT

Reference: E/12/30

Item 14 - Public



**To:** The Executive  
**Date:** 4 October 2012  
**Status:** Non-Key Decision  
**Report Published:** 26 September 2012  
**Author:** Keith Cadman, Lead Officer Contracts (Interim)  
**Executive Member:** Cllr Chris Metcalf  
**Lead Officer:** Rose Norris

### Title

**CCTV Procurement – Provision of Fibre Optic Hub & Decommissioning of redundant CCTV equipment.**

### Summary

To ensure a legally compliant EU procurement can be completed within the current financial year the current CCTV fibre network requires a termination point or fibre hub that is accessible to all bidders, requiring the re-location of the existing fibre termination points onto council owned property at a cost of £85,000 in 2012/2013 and £13,600 in 2013/2014.

### Recommendations:

**That the Executive recommend to Council approval of;**

- 1. capital expenditure of £75,000 in 2012 / 2013 for the relocation of the CCTV fibre network termination point to a fibre hub and connection to an electrical supply located at Vivars way, Selby.**
- 2. capital expenditure of £10,000 in 2012 / 2013 and £13,600 in 2013 / 2014 for the decommissioning and removal of redundant CCTV equipment.**
- 3. release of £98,600 from the Spend to Save Reserve to cover the capital costs**
- 4. £3,750 p.a. from the annual revenue savings, be set aside in an earmarked reserve to cover the cost of replacing the hub at the end of its estimated 20 year life.**

## **Reasons for recommendations**

The CCTV network has grown organically over the last 17 years using the same supplier for camera monitoring resulting in the CCTV fibre cables terminating inside the suppliers CCTV monitoring facility. To ensure a fully compliant EU procurement the contracting authority has to ensure the technical specification is not too restrictive or overly favours one supplier. Without re-locating the fibre network termination point the council would not be able to conduct a legally compliant EU procurement.

The approved reduced CCTV network requires the decommissioning and removal of redundant cameras and associated mountings, returning to stock any re-useable equipment, thereby reducing future maintenance costs. The maintenance specification includes decommissioning of redundant cameras and the current proposed contract award date will require the decommissioning project to be phased over two financial years.

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

Following the decision made by the Executive on the 1<sup>st</sup> December 2011 to go to the open market for the future CCTV service a procurement exercise is now in progress.

The report presented to the Executive for decision in December 2011 provided an estimate of the capital costs associated with providing a new 'hub' and little detail on the capital required for the decommissioning. It was intended that once the technical specification was agreed and more robust financial data could be provided regarding the capital expenditure, the Executive would then make decisions on the release of the capital funds based on the most up to date information.

Through the development of the specification including the identification of CCTV network disconnections, location of the new hub and preliminary site investigations more accurate costs can now be provided

Notice and lead in period timeframes have also been factored into the project to allow for completion of the new fibre hub, decommissioning redundant fibre network cables and removal of CCTV equipment to achieve full year savings commencing in 2013 / 2014.

### **2. The Report**

The formal procurement commenced with the issue of an OJEU notice on 4<sup>th</sup> April 2012 inviting expressions of interest from suitably experienced CCTV monitoring and maintenance organisations. The draft service specification

was used to inform the preparation of the OJEU notice whilst the full tender documentation was being prepared.

The tender advert and pre qualification questionnaire documentation both stated that;

*“It is intended that connection to the camera network and barrier control will be via a secure link to a control hub situated in Selby”.*

The initial estimates provided within the December report for decommissioning were based on industry standard prices whilst the installation of a fibre hub were based on initial discussions with BT redcare about the Councils general CCTV requirements rather than a specific site assessment for the location of the hub. To provide a more accurate estimate for the installation of a fibre hub officers have subsequently identified a suitable site and provided BT with full information regarding the existing network termination address and the new site address.

A budgetary quotation has been provided by BT redcare based upon a survey of the existing fibre installation within Mayfair Securities control room, a reduced fibre requirement reflecting the approved reduction in CCTV cameras and re-location of the cabling to the new hub to be located within two BT street cabinets in Vivars Way, Selby. The budgetary quotation is subject to a full site survey and assessment of the availability of the required BT fibre services. In addition the Council will have to provide an external power supply to the BT street cabinets.

In order to proceed with the Invitation Tender, the Executive are required to approve the Capital expenditure associated with the project to enable the relevant order for re-location of the hub to take place (a further survey and a 60 day lead in time period is required) with the award of contract being in this financial year.

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

#### **3.1 Legal Issues**

Contract Procedure Rules are being adhered to and Legal are being consulted on the tender documentation.

#### **3.2 Financial Issues**

To maintain the project timeline and achieve the full year effect of the revenue efficiencies from this project in 2013 / 2014 onwards, capital funding of £98,600 is required to construct a fibre optic network hub and decommission redundant CCTV equipment. The table below shows the phasing of the capital expenditure as originally reported in December 2011 and currently estimated.



	<b>2012 / 2013</b>	<b>2013 / 2014</b>
<b>December 2011 Estimate</b>	<b>£47,000</b>	<b>£13,600</b>
<b>September 2012 Estimate</b>	<b>£85,000</b>	<b>£13,600</b>

The financial consequences (at current prices) of the project based on current costs and best available estimated costs for the procured service are set out in the table below. The figures for camera replacement are based on a camera life of between 7 to 10 years with current camera ages of between 4 and 9 years. It is also estimated that the fibre hub should last a minimum of 20 years (current is 17 years old).

	12/13	13/14	14/15	15/16	16/17	Future Years
Current Cost	91,700	91,700	91,700	91,700	91,700	91,700
Procured Service*	78,300	52,000	52,000	52,000	52,000	52,000
Camera Replacement (1 per year)*	0	3,000	3,000	3,000	3,000	3,000
Cost Savings	13,400	36,700	36,700	36,700	36,700	36,700
Less contribution to reserves for replacement hub	0	3,750	3,750	3,750	3,750	3,750
Net saving	13,400	32,950	32,950	32,950	32,950	32,950
Capital Cost of Project						
CCTV Fibre Hub	75,000					
Decommissioning	10,000	13,600				
	85,000	13,600				

\* Best estimates for anticipated costs and part year savings assuming contract commences 01/02/2013

#### **4. Conclusion**

Approval of the capital funding is fundamental to the issue of tender documentation and completion of the procurement of CCTV monitoring and maintenance contracts in 2012 / 2013 to deliver efficiency savings in future years to the revenue account.

#### **5. Background Documents**

Executive Report E/11/16, CCTV Provision - 7<sup>th</sup> July 2011  
 Executive Report E/11/31, CCTV Provision – 6<sup>th</sup> October 2011  
 Executive Report E/11/46, CCTV Provision - 1<sup>st</sup> December 2011  
 Executive Report E/12/14, CCTV Provision - 5<sup>th</sup> July 2012

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**Appendices:**  
None