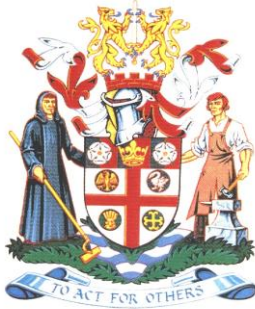


Selby District Council



Minutes

Executive

| | |
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| Venue: | Committee Room, Civic Centre, Selby |
| Date: | 7 November 2013 |
| Present: | Councillor M Crane (Chair), Mrs G Ivey, C Lunn, J Mackman and C Metcalfe. |
| Officers present: | Chief Executive, Deputy Chief Executive, Executive Director S151, Managing Director of Access Selby, Director of Community Services, Business Manager, Lead Officer – Finance, Lead Officer – Policy, Policy Officer and Democratic Services Manager. |
| Also Present: | Councillor J Crawford |
| Public: | 0 |
| Press: | 0 |

NOTE: Only minute numbers 49, 50, 51, 52, 53, 54 and 56 are subject to call-in arrangements. The deadline for call-in is 5pm on 19th of November 2013. Decisions not called in may be implemented on 20th of November 2013.

46. Apologies for Absence

No apologies were received.

47. Minutes

The minutes of the meetings on the 3 and 18 October 2013 were submitted and agreed as a correct record and signed by the Chair.

48. Disclosure of Interest

Councillor J Mackman declared that he had registered as an “other interest” his role on the Selby and District Housing Trust. He chose to leave the room during the consideration and voting on items 8 and 9 on the agenda (Housing Development Business Cases for 43 Kirkgate Tadcaster and St Joseph’s Street Tadcaster respectively).

49. Fees and Charges 2014/15 – Key Decision

Councillor C Lunn presented the report which provided an update on the fees and charges approved last year and agreed any exceptions to the Medium Term Financial Strategy (MTFS).

Councillor C Lunn set out that a new charge for Freedom of Information requests was proposed to cover the Council’s costs when producing information in a format that can be reused, for example companies requesting business rates data in spreadsheet format.

The Executive discussed the proposed variable increase for commercial waste collections, this was in line with a rise in costs of disposal and competitor pricing. The Executive approved an amendment to the recycling charges for the 240 litre bin, the increase would now be 15%. Officers were asked to examine the variety of bin sizes currently available.

The Executive approved an additional recommendation as set out below:

To agree that Selby District Council waive car parking charges at car parks under its control on 7, 21 and 24 December 2013 and that the cost be met from the Council’s Commissioning Contingency.

Resolved:

- i. To receive the progress report on Fees and Charges introduced in April 2013:**
- ii. To agree the fees and charges, as amended, for commercial waste in 2014/15:**
- iii. To review the introduction of a new charge for dealing with Freedom of information requests at a future meeting:**
- iv. To agree to waive car parking charges at car parks under the Council’s control on 7, 21 and 24 December 2013 and that the cost be met from the Council’s Commissioning Contingency.**

Reason for the decision:

To allow Access Selby the opportunity to propose prices as appropriate. Free car parking will help support the local economy.

50. 2nd Interim Budget Exceptions Report – Key Decision

Councillor C Lunn presented the report to update the Executive with details of major variances between budgeted and actual expenditure and income for the financial year to 30 September 2013 for the Core, Access Selby and Communities Selby.

Councillor C Lunn set out details of the forecasted position on both the General Fund and the Housing Revenue Account. Progress against the Capital Programme was encouraging with over £2.7m spent in the first half of the year. The Executive heard that £251k had been spent on the design and associated fees for the new leisure centre project, this would be covered by the received income from the insurance claim.

The Executive discussed the targets set in the budget and the income received from the Council's pay and display car parks.

Resolved

To endorse the actions of officers and note the contents of the report.

Reasons for the 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.

51. 2nd Interim Treasury Management Report – Key Decision

Councillor C Lunn presented the report which reviewed the Council's borrowing and investment activity for the first six months of 2013/14 and showed performance against the Prudential Indicators.

Councillor C Lunn set out that the Council's long term borrowing remained at £60.33m for the last quarter and the prudential limits were not breached during the period. The report also highlighted the potential borrowing to support the Selby and District Housing Trust.

Resolved:

To endorse the actions of officers on the Council's treasury activities for the period ending 30th September 2013 and approve the report.

Reasons 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.

52. Programme for Growth – Asset Transfer Policy – Key Decision

Councillor C Lunn presented the report to consider the Transfer of Assets from Selby District Council to Selby and District Housing Trust.

The Executive heard that the Policy provided a broad framework to support the consideration of asset transfers for the purpose of developing more affordable housing and in what circumstances this may apply. In terms of Council housing stock, the Policy Officer clarified the emerging Right to Transfer which would shortly become law.

Resolved:

To approve the Asset Transfer Policy for consultation in November and December.

Reasons for the decision:

The development of the Asset Transfer Policy will assist with delivery of the Housing Development Strategy, by allowing consideration of Council assets for possible transfer to the Housing Trust. These assets would be developed to help deliver additional affordable housing in the district.

Councillor J Mackman left the meeting during discussion and voting on the following two items.

53. Housing Development Business Case – 43 Kirkgate, Tadcaster - Key Decision

Councillor M Crane presented the report on the potential development of general needs flats at the Council owned 43 Kirkgate, Tadcaster.

Councillor M Crane set out that re-development of 43 Kirkgate presented an excellent opportunity to provide affordable housing in the Tadcaster area. The Executive felt this represented progress

towards 'tackling the tough stuff' as part of the Council's five big things.

Resolved:

- i. To make an offer to Selby and District Housing Trust for the development of the First and Second floors of the building at 43 Kirkgate, Tadcaster for general needs affordable housing;**
- ii. To agree in principle the transfer by a 99 year lease at consideration of £36,500 (subject to valuers report and the necessary consents) of the First and Second floors of 43 Kirkgate from Selby District Council to Selby and District Housing Trust within the Assets Transfer Policy to Selby and District Housing Trust. Approval of the transfer being delegated to the s151 Officer in consultation with the Lead Member for Resources and the Solicitor to the Council;**
- iii. Subject to acceptance of the development offer and confirmation of the capital cost, to approve a loan to Selby and District Housing Trust to purchase a leasehold interest and refurbish the property, with agreement on the final sum and terms being delegated to the s151 Officer in consultation with the Lead Member for Resources and the Solicitor to the Council**

Reason for the decision:

To provide affordable housing for the Selby District Council area as identified in the evidence supporting the Core Strategy.

54. Housing Development Business Case – St Joseph's Street, Tadcaster – Key Decision

Councillor M Crane presented the report on the potential development of affordable housing for rent on Council owned land at St Joseph's Street, Tadcaster.

Councillor Crane set out that, as with the previous agenda item, this represented an excellent opportunity to provide affordable housing in Tadcaster. The Executive briefly discussed the design of the properties at the address.

Resolved:

- i. To make an offer to Selby and District Housing Trust for the development of the site at St Joseph's Street, Tadcaster for general needs affordable housing;**

- ii. **To agree in principle the transfer of land from Selby District Council to Selby and District Housing Trust at nil consideration (subject to valuers report and the necessary consents) with approval of the sale being delegated to the s151 Officer in consultation with the Lead Member for Resources and the Solicitor to the Council;**
- iii. **Subject to acceptance of the development offer and confirmation of the capital cost, to approve a loan to Selby and District Housing Trust to develop the site, with agreement on the final sum and terms being delegated to the s151 Officer in consultation with the Lead Member for Resources and the Solicitor to the Council.**

Reason for the decision:

To enable the development of the site at St Joseph's Street, Tadcaster by the Selby and District Housing Trust to provide affordable housing for the Selby District Council area as identified in the evidence supporting the Core Strategy.

At this point Councillor J Mackman re-joined the meeting.

55. Neighbourhood Plan – Appleton Roebuck and Acaster Selby

Councillor M Crane presented the report on the proposed Neighbourhood Area for Appleton Roebuck with Acaster Selby.

The Executive heard that the Appleton Roebuck and Acaster Selby Neighbourhood Plan was being taken forward as part of the Council's pilot scheme. The pilot scheme had been previously approved by the Executive to ensure an appropriate support package was developed for parishes wishing to undertake a Neighbourhood Plan.

Resolved:

- i. **To approve the designation of the Neighbourhood Area for Appleton Roebuck with Acaster Selby.**
- ii. **To recommend Council to approve the designation of a Neighbourhood Area for Appleton Roebuck with Acaster Selby.**

Reason for the decision:

- i. Having undergone public consultation, to support the designation of the Neighbourhood Area for Appleton Roebuck with Acaster Selby.

- ii. To enable the next stages of the development of the Appleton Roebuck with Acaster Selby Neighbourhood Plan to commence.

56. 2nd Interim Corporate Plan Progress Report

Councillor M Crane presented the report which provided details of Access Selby key performance indicators following the second quarter of reporting for the financial year 2013/14.

Councillor M Crane was pleased to report that all performance indicators were at or above target. The Executive passed on its gratitude to the staff of Access Selby for their hard work and dedication.

Resolved:

To approve the report.

Reason for the decision:

The on-going management of performance and improvement data assists Access Selby in achieving its priorities for 2013/14.

57. Affordable Housing SPD (incorporating Affordable Rent) – Key Decision

Councillor Mrs G Ivey presented the report on the Affordable Housing Supplementary Planning Document. This document would support policy implementation by informing negotiations on schemes to deliver a proportion of affordable housing on all market housing sites following the adoption of the Core Strategy.

Councillor Mrs G Ivey outlined that the Affordable Housing SPD had been out for consultation and provided an overview of the responses received. As a result of the consultation, the calculation of commuted sums on schemes of ten units or more had been simplified.

The Executive discussed the impact of the market up lift element of the calculation on the delivery of affordable housing and agreed the approach taken would be kept under review.

Resolved:

- i. **To note the responses to the consultation on the Affordable Housing Supplementary Planning Document and approve the revised document.**
- ii. **To delegate authority to officers to make final minor changes to the document.**

iii. To recommend the Affordable Housing Supplementary Planning Document to Council for adoption.

Reason for the decision:

To progress the statutory procedures for approval of the Affordable Housing Supplementary Planning Document in order to assist in the implementation of the Council's policies in the Core Strategy for delivery of affordable housing to meet identified need in the District. This will ensure the Supplementary Planning Document is in place to allow the Core Strategy to be fully implemented following its adoption on 22nd October 2013.

The meeting closed at 4.55 pm