Selby District Council

Minutes

Executive

Venue:	Committee Room, Civic Centre, Selby
Date:	5 June 2014
Present:	Councillor M Crane (Chair), Mrs G Ivey (minute 6 onwards), C Lunn, J Mackman and C Metcalfe (minute 6 onwards).
Officers present:	Chief Executive, Deputy Chief Executive, Director, Solicitor to the Council, Business Manager (ES),Policy Officers (AM, MD and ZZ), Graduate Finance Officer and Democratic Services Officer.
Also Present:	
Public:	0
Press:	0

NOTE: Only minute numbers 5, 6, 7, 8, 9 and 10 are subject to call-in arrangements. The deadline for call-in is 5pm on the 17th of June 2014. Decisions not called in may be implemented on the 18th of June 2014.

1. Apologies for Absence

None were received.

2. Minutes

The minutes of the meeting on 3 April 2014 were submitted and agreed as a correct record and signed by the Chair.

3. 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 stayed in the room during the consideration of, but did not vote on item 5 on the agenda (Housing Development Strategy Phase 1 Progress Report). He chose to leave the room during consideration and voting on item 6 on the agenda (Housing Development at Landing Lane Riccall – Outline Business Case.)

4. Start Time of Meetings

Resolved:

To approve 4 pm as the start time for meetings of the Executive for the 2014/15 municipal year.

5. Housing Development Strategy Phase 1 Progress Report

Councillor M Crane presented an update report on the Housing Development Strategy Phase 1 sites.

The Executive heard that, following the approval of the first five sites at Council in September 2013, each site had been subject to detailed investigation which had confirmed all have development potential. The report set out the requirement to bundle some sites together to achieve greater cost efficiencies.

The Executive discussed each of the sites and the issues associated with their development. It was requested that a councillor on the Executive be attached to the programme to help drive it forward.

Resolved:

i. To progress the Riccall scheme as a stand-alone site;

ii. To bundle Eggborough and Byram Phase 1 sites and explore additional sites in the locality;

iii. To bundle Sherburn and Tadcaster Phase 1 sites and explore additional sites in the locality;

iv. To progress with Eggborough and Byram in year 1 and carry out detailed investigation on potential additional sites and defer the Tadcaster and Sherburn package to year 2.

Reason for the decision:

To maximise the delivery of the objectives and targets set out in the Housing Development Strategy.

Councillor J Mackman left the room at this point

6. Housing Development at Landing Lane, Riccall – Outline Business Case

Councillor M Crane presented the report which outlined the business case for the development of affordable housing on the SDC garage site at Landing Lane, Riccall.

The Executive heard that access to the site was not wide enough to become an adopted highway, this limited the number of dwellings to a maximum of five. The report considered both the evidence of housing need and the Council's current stock in Riccall and proposed to further develop the feasibility of five two-bedroom properties on the site.

The Executive then considered the three options for development of the site. Option A was the disposal of the site to Selby and District Housing Trust (SDHT) for the development of 5 properties for affordable rent, option B was the disposal of the site to SDHT for the development of three properties for affordable rent and two for sale and option C was the disposal of the site to SDHT for the development of four properties for affordable rent and one property for sale.

Having considered each option in detail including the level of subsidy required the Executive approved option B.

Resolved:

i. To make an offer to Selby & District Housing Trust (SDHT) for the development of the garage site at Landing Lane, Riccall for general needs housing based on option B;

ii. To agree in principle to the transfer of the freehold of the garage site at Landing Lane, Riccall from the Council to SDHT within the Assets Transfer Policy – approval of the transfer, including the value, being delegated to the s151 Officer after consultation with the Lead Member for Resources and the Solicitor to the Council;

iii. Subject to the acceptance of the development offer and confirmation of the capital cost, to approve a loan to SDHT to purchase the freehold interest in the garage site at Landing Lane, with agreement on the final sum and terms being

delegated to the s151 Officer after consultation with the Lead member for Resources and the Solicitor to the Council.

Reasons for the decision**:**

i. To increase the provision of general needs affordable housing in Selby District Council area (as identified in the evidence supporting the Core Strategy) - and in particular in Riccall.

ii. To maximise the use of an under-utilised site.

Councillor J Mackman re-joined the meeting

7. Information Governance – Arrangements and Policies

Councillor C Lunn presented the report which provided information relating to the Information Governance Framework which includes the Information Charter, the ICT Acceptable Use Policy, the Information Risk Management Policy, the Data Protection Breach Policy and the Document Retention Policy.

Resolved:

i. To approve the Information Charter, ICT Acceptable Use Policy, the Information Risk Management Policy and the Data Protection Breach Policy

ii. To approve the appointment of the Executive Director - Section 151 Officer to the role of SIRO

iii. To approve the appointment of Lead Officers and relevant senior managers to the role of IAOs

Reason for the decision:

i. To ensure that there is a robust framework relating to the obtaining, recording, housing, using, sharing and destruction of all data records held or used by the Council. To ensure that relevant and accurate information is available where and when it is needed to improve service delivery to customer. To ensure that measures are in place to prevent/reduce the occurrence of breaches in information security.

ii. The appointment of these roles will ensure compliance with best practice and assist the Council in its objective to keep the information it holds safe and secure.

8. Five Year Housing Land Supply

Councillor J Mackman presented the report on the position and timetable for the 5 year housing land supply. It also provided information on the emerging changes in national guidance and the implications for housing monitoring.

Councillor Mackman stated that the Council had recently adopted the Selby District Core Strategy Local Plan which set out a requirement for the delivery of 450 dwellings per annum to meet the housing need in the District. The Executive heard that there were currently enough sites and permissions to meet this requirement but that the actual number of homes being built was below target.

The Executive discussed how the Council could further facilitate house building within the district. Officers stated that discussions were taking place with developers to speed up development.

Resolved:

i. To note the changes in national guidance in advance of the 5 year housing land supply 2013/14.

ii. To note the issue of under-delivery and that action is required.

iii. To note the investigation into appropriate actions to deal with under delivery across the Council.

Reasons for the decision

In line with Policy SP6 (Managing Housing Land Supply) of the adopted Core Strategy, early housing monitoring figures for the 2013/14 year suggest that there is a shortfall in housing delivery within the District and the Core Strategy housing target of 450 per annum is not being achieved. The issue of under delivery now requires action by the Council and the shortfall will need to be accounted for within the Council's Authorities Monitoring Report (AMR) and 5 Year Housing Land Supply 2013/14, due for publication in December 2014.

9. Community Infrastructure Levy Update

Councillor M Crane presented the report on the progress of the Community Infrastructure Levy. The Executive discussed the report and asked for more information about the implications of the proposals for section 106 Recreational and Open Space funds before making a decision. The Executive asked that consideration of the matter be deferred until the July Executive meeting.

Resolved:

To defer the item until the July Executive meeting.

Reasons for the decision

i. To enable further information to be obtained.

10. Car Park Fees and Charges

Councillor C Metcalfe presented the report on the biannual review of fees and charges which had been carried out in accordance with the Car Park Strategy as part of the Service Level Agreement.

Councillor C Metcalfe set out that Selby District Council operates 13 car parks across the district. In order to put forward evidence based recommendations, research and analysis of car park usage had been undertaken. The analysis identified evidence of spare capacity and that the majority of car parks had seen a drop in average usage since the last review in 2011.

The Executive were keen to see best use being made of the Council owned car parks to support the local economy.

Resolved:

i. **Selby: To endorse a strategic policy change and freeze charges in Council owned car parks in Selby Town until 31st March 2016 in accordance with the biannual review cycle;**

ii. **Sherburn-in-Elmet: To continue to offer free parking in the Council owned car parks, but to consider looking at alternative uses for the Church View site in line with the Asset Management Strategy.**

iii. **Tadcaster: To ask the Tough Stuff – Retail Board to review usage of the newly refurbished car park at Chapel Street as part of their work on a wider strategy on retail and car parking in Tadcaster.**

iv. **To delegate to officers authority to improve car park signage on the arterial routes into Selby, including adding 'Long stay' and 'Short stay' signs at a cost of £2000 funded by the Assets Repairs & Maintenance budget.**

v. **To promote the purchase of permits for long stay car parking, utilising space on tickets issued from pay & display**

machines.

vi. To adjust the pay & display machine at Portholme Road to enable cash payments to be made, in addition to the existing card payment function.

Reason for the decision:

i. The Council is committed to the economic future of Selby town, and having set up the Selby Town Enterprise Partnership (STEP) as part of the Programme for Growth is committed to Selby fulfilling its role as the principle service centre for the district. Freezing charges is therefore a boost for local businesses, and does not deter visitors coming into the town.

ii. It is not financially viable to introduce fees in Sherburn.

iii. A comprehensive review is required, to enable a robust decision to determine whether fees should be implemented in Tadcaster.

iv. Improved signage could improve the customer experience and potentially lead to increased usage of Council car parks.

v. Permits are currently under used but represent convenience and good value for money for customers and a consistent income stream for Access Selby. An opportunity exists to promote permits on pay & display tickets for minimal cost.

vi. The addition of an alternative payment option will provide convenience for customers, and could potentially increase usage.

11. Executive Representation on Outside Bodies

Councillor M Crane presented the report which asked the Executive to consider its appointment of representatives on Outside Bodies for 2014/15. The Executive agreed to the addition of the Leeds City Region Planning Portfolios Group to the list.

Resolved:

To approve the schedule of appointments on outside bodies as amended, attached at appendix A;

Reason for the decision:

To ensure the Council is represented on Outside Bodies as necessary in 2014/15.

The meeting closed at 4.57pm