



Meeting: **POLICY REVIEW COMMITTEE**
Date: **26 JULY 2011**
Time: **5.00PM**
Venue: **COMMITTEE ROOM 2**
To: **Councillors Mrs M Davis, M Jordan (Chair), Mrs E Metcalfe, R Musgrave (Vice Chair), I Nutt, R Packham, I Reynolds, Mrs A Spetch, R Sweeting.**

Agenda

1. Apologies for absence

2. Minutes

To confirm as a correct record the minutes of the proceedings of the meeting of the Policy Review Committee held on 23 June 2011. Pages 3 to 5 attached

3. Disclosures of Interest

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

4. Chair's Address to the Policy Review Committee

5. PR/11/2 – Corporate Plan, Work Programme item

Report of the Executive Director (S151) Pages 6 to 16 attached

A Copy of the Corporate Plan is accessible via the Council's Website at <http://www.selbyonline.org.uk/>

Councillors are also asked to feedback comments from the five CEFs and agree a response for consideration by the Executive on 1st September 2011.

Q & A Session with Councillor Mark Crane, Leader of Council

6. PR/11/3– Choice Based Lettings (Tenancy Allocation Policy), Work Programme item

Report of the Executive Director (S151) Pages 17 to 18 attached

Q & A Session with Julia Jennison, Policy & Partnership Officer

7. PR/11/4 – Car Park Fees, Work Programme item

Report of the Executive Director (S151) Pages 19 to 27 attached

Consideration of Executive Item E/11/10 Review of Car Park Fees

Q & A Session with Councillor Chris Metcalfe, Executive Member - Communities

8. Policy Review Committee Work Programme

To consider the Committee's Work Programme Pages 28 to 30 attached

Jonathan Lund
Deputy Chief Executive

Dates of next meetings
9 August 2011 (Special Meeting)
1 November 2011
24 January 2012
12 April 2012

Enquiries relating to this agenda, please contact Richard Besley on:
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Policy Review Committee

Venue: Committee Room 2

Date: 23 June 2011

Present: Councillor M Jordan (Chair), Councillor Mrs M Davis, Councillor Mrs E Metcalfe, Councillor R Musgrave, Councillor R Packham, Councillor I Reynolds, Councillor Mrs A Spetch and Councillor R Sweeting

Apologies for Absence: Councillor I Nutt

Also Present: Councillor Mrs D Davies

Officers Present: Karen Iveson, Executive Director; Glenn Shelley and Richard Besley, Democratic Services

1. Declarations of interest

There were no declarations of interest.

2. Chair's Address to the Policy Review Committee

The Chair welcomed councillors of the new Policy Review Committee to their first meeting. He highlighted their roles and responsibilities in what are challenging times.

In considering the remit of the Committee, the Chair looked forward to addressing the Work Programme being put before the Committee later in the agenda.

Councillor Packham was concerned that councillors were finding it difficult to seek guidance from Officers and Executive Members without a detailed breakdown of roles and duties of Officers and the Executive. This view was supported by the Chair.

The Executive Director explained that there had been major changes to personnel, job roles and functions. With the new staffing structure coming into place on 1 July, it was felt that most areas of responsibility for Officers and had now been resolved. The Executive Director thanked councillors for their patience and reminded them that Access Selby would be operating as though an arms length organisation although they have a direct contact number through which to raise issues and that details of the new Community Support Officers would be available soon.

Generally the Committee felt that that the new contact number at Access Selby was working well and responses to councillor enquiries were handled promptly.

3. Timing of Meetings

The Chair notified the Committee of the need to agree a suitable start time for the 2011/12 Municipal Year.

RESOLVED:

That future Policy Review Committee meetings commence at 5:00pm.

REASONS FOR DECISIONS:

To accommodate councillors with work commitments.

4. Policy Review Committee Report PR/11/1 – Work Programme

Democratic Services Manager, Glenn Shelley, presented the report. He outlined the constitutional requirements for the Work Programme and the need to present the Work Programme to both the Executive for consultation and Council for approval.

The Chair welcomed what he felt was a detailed and thorough Work Programme. The Chair stressed that the Work Programme was owned by the committee and encouraged their input.

Councillor Packham raised a number of issues with the Work Programme and made some suggestions as to possible additions that he felt warranted consideration by the Committee. Councillor Packham raised the issue of Car Park Fees, Countryside Management and the Street Scene Contract. The Chair felt that some of the items suggested may cause an overlap with the work of Scrutiny Committee and he undertook to meet with the Chair of Scrutiny to ensure activities were effectively planned.

Councillors considered that many items on the Work Programme were far reaching and may require some technical expertise. The Committee heard that, where appropriate, officers would be available to provide assistance.

Councillors then discussed a number of possible additions to the Work Programme, these included Licensing and Planning Enforcement as well as Housing Allocation by the Council and Housing Associations.

The Committee highlighted that the volume of topics on the Work Programme would mean limited opportunity for the scrutiny of policy areas put forward by councillors. Councillors were informed that, under the revised Constitution, the Executive must provide the opportunity for Policy Review Committee to comment on policy which forms part of the Budget and Policy Framework of the Council. The Work Programme had been developed with reference to the Executive Forward Plan. All known policies which fit within this criteria had been identified to afford the committee the opportunity to comment. It would be for the Committee to decide how much resource it wishes to devote to each policy within the Budget and Policy Framework.

Some councillors felt that Policy Review Committee needed to be sure that any Work Programme items regarding the Budget and Policy were compulsory to avoid the Committee being overly burden and unable to select its own areas of interest.

The Chair would meet with the Chair of Scrutiny and Officers to produce a revised Work Programme for the next meeting.

The Chair asked the Committee to consider Site Allocations DPD, an item scheduled for the 26 July meeting. The Committee heard that there had been changes to the timetable with regard to the document, which would require a quick response from Policy Review Committee.

The Chair proposed setting up a working group of three councillors to discuss the report outside of the Committee to accommodate the schedule and submit a recommendation to the Executive.

Councillors felt that, as the report will include a number of important areas of policy, all members of the Committee should be present. An additional meeting of Policy Review Committee was provisionally arranged for Tuesday 9 August 2011.

RESOLVED:

To receive and note the report.

REASONS FOR DECISIONS:

The Committee ensures the contribution of Policy Review is effective in supporting service improvement and delivery against district wide and Council priorities.

The meeting closed at 5:13pm



Report Reference Number PR/11/2

Agenda Item No: 5

To: Policy Review Committee
Date: 27 July 2011
Author: Glenn Shelley, Democratic Services Manager
Lead Officer: Karen Iveson, Executive Director (S151)

Title: The Corporate Plan and State of Area Address

Summary: The Leader of the Council is in attendance to receive questions and feedback from Councillors on the State of Area address and The Corporate Plan.

Recommendation:

That councillors use the opportunity to scrutinise the State of Area Address and feed any comments into the Corporate Plan.

Reason for recommendation

To ensure the views of the Committee are taken into account in formulating the Corporate Plan and in scrutinising the State of Area Address.

1. Introduction and background

1.1 The Corporate Plan 2011-15 sets out the overall vision for the District and how the Council will work towards that vision.

1.2 The Plan is under consultation at the moment and sets out five 'Big Things':

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

These are the key areas in which work will focus.

- 1.3 Consultation on the Corporate Plan will last until August 12th and it has been presented in a more interactive format to encourage participation.
- 1.4 The State of Area Address was delivered by the Leader of Selby District Council, Councillor Mark Crane, at the Council meeting on 28 June 2011. This is attached at Appendix A.
- 1.5 The State of Area Address reviews performance in previous priority areas and proposes future priorities based on the 'Big Ideas' developed in the Corporate Plan.
- 1.6 Following consultation on the Corporate Plan the Executive will put forward a 'To Do' list for consideration and approval by Council.

2. The Report

- 2.1 The Leader of the Council will be in attendance to answer questions and to hear the views of the Committee on the Corporate Plan and State of Area Address.
- 2.2 The Committee is encouraged to participate in the debate as part of the wider consultation on the documents. Your views will then be fed through to the Executive prior it making proposals to be agreed by Council.
- 2.3 Councillor M Jordan has put forward the following question:

'Can I enquire as to what SDC is doing 'on the ground' to ensure that all the new jobs created locally in Sherburn are successfully filled? Can I also ask if there has local campaigning as I have seen little evidence of it?'

3 Legal/Financial Controls and other Policy matters

3.1 Legal Issues

These have been identified in the report which will be presented to the Executive on 1st September 2011.

3.2 Financial Issues

These have been identified in the report which will be presented to the Executive on 1st September 2011.

4. Conclusion

That Policy Review Committee ensures that it contributes to the consultation on the Corporate Plan and the State of Area Address.

5. Background Documents

The Corporate Plan is available at <http://www.selbyonline.org.uk/>

Contact Officer: Glenn Shelley
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Appendices:

Appendix A - State of Area Address

State of the Area Address 2011

This year's State of the Area Address is one of a series of firsts...

It's the first address delivered by a Leader of this Council operating with an Executive under our new decision-making structures...

It's the first address setting out the Council's priorities for our new model of service delivery and laying out our ambitions for Access Selby...

It's the first State of the Area Address that will be discussed and debated at all five of the District's Community Engagement Forums – ensuring that as many people as possible have the chance to take part in the debate about how we make this district a better place to live in, to work in and to enjoy...

It's the first State of the Area Address to also launch a debate about the Council's next Corporate Plan, which sets out this Administration's vision, ambitions and plans for the District for the next four years...

It is also the first address to be delivered to this new Council. For our 4 brand new Councillors it is also their first State of the Area Address debate. I welcome you all to the Council and wish you every success in your new roles.

I am particularly pleased, of course, that there are so many Conservative Councillors and there is the final first... it is the first time I have had the honour of delivering this address as the third term leader of a majority Conservative Administration elected by the people of Selby after winning yet another consecutive term of office.

We won that election on a manifesto committed to delivering the very best public services we can despite the tight budgets that we now have to manage ... and I hope that the whole Council will be able to support me and my executive colleagues as we turn our election pledges into Council priorities and policies, and from there into budgeted plans and projects and then on into achievements and success.

And the year just gone is indeed one of achievement and success.

The banking crisis of 2007 and 2008 put in sharp relief the scale of the public sector deficit built up by the last Labour Government.

The Coalition could not continue to spend at the same levels and continue to see that deficit rise.

The inevitable reduction in public spending, including the grants paid to this Council, has been significant. This Council will get 30% less in government grant over the four years to 2015. The income we receive from our investments continues to disappoint - as interest rates have continued at historically low levels. And we recognise that our ability to compensate by raising fees and charges is limited by the fact that the communities which we serve have seen income levels stand still or fall back.

That's why I was proud that after keeping council tax rises below the level of inflation every year for the past eight years we were able to go one better this year and freeze the level of Council tax paid by householders in Selby.

And we have not been caught in the headlights of the local government financial settlement. On the contrary we have implemented one of the most far reaching and imaginative responses in the Country.

We have established Access Selby. A new, council-owned, commercially-driven organisation tasked with delivering good, cost effective, community based, local public services. All of the appointments into the new structure are now complete and I look forward to working with the team at Access Selby to make the venture the success that I know it will be.

We are also working closely with the voluntary or third sector across the district to help them work with us to champion local communities, support the Community Engagement Forums and put their knowledge, expertise and dedication into helping us all deliver better local services.

At the core of this new model a small team of officers, led by Martin Connor will support the Council to develop and implement policy, drive performance and delivery from Access Selby and build and maintain relationships with the third sector.

This year marks the start of the full implementation of this new structure. But while others only talk, produce business plans and analyse, debate and defer ...we have got on and done it.

The new structure will save the Council £ 1.2m over the next four years and we will have risen to the challenge of the spending review.

Last year's State of the Area Address set out six priorities which, following consultation with the public, were finally adopted by the Council.

We said we would **work with our communities to maintain a clean and safe environment in which to live, work and play** and we have done it.

During the past year I am proud that we have ... delivered a Night Marshals scheme to support law and order in Tadcaster, with 30 percent of people in the town feeling safer as a result. The project was carried out with the

support of the area's Community Engagement Forum. The Council has also worked closely with the local Pubwatch scheme to improve security in the town centre.

We worked alongside police to bring in a new by-law for Selby town centre, to help officers deal with antisocial behaviour. Now anyone daft enough to spend a penny in a public place risks a £500 fine.

We listened to residents about the importance of clean streets and worked closely with Enterprise to improve street cleaning get better at removing from litter bins. As a result we have halved the number of complaints we receive about litter.

Recycling rates have continued to increase resulting in a further fall in the amount of waste going to landfill. During 2010/11 46% of household waste was recycled, an increase of almost 7% in two years. Waste to landfill reduced by over 4,500 tonnes during the same period, and by over 2,000 tonnes in the last 12 months.

We committed ourselves to **work with our partners to secure the economic recovery of our community** and we have done it.

In partnership with Groundwork North Yorkshire we offered 6 months work placements to 5 long-term unemployed young people, giving them a chance to gain experience in a range of departments at the Council during their time with the authority.

We pegged car park charges during the year, to help local businesses through the economic recovery. Our charges remain some of the lowest in the region. And despite claims to the contrary we have increased use of our car parks since the Council introduced changes to short and long stay arrangements.

Occupancy rates at the Council's industrial units have continued to increase during the year, following a decision to reduce rents to support firms and bring in new investment.

Further funding has been agreed for the Selby Heritage Scheme Partnership, which is supported by the Council, English Heritage and others. A number of Selby town centre properties have benefited from grants to improve shop fronts and for building maintenance, helping to enhance the look of Selby and encourage visitors to the town.

During the year the Council gave planning permission to develop the former Tate and Lyle site in Selby, which has the potential to bring in 50 new jobs and support several hundred others in the local area. Work is now ongoing to turn the site into a new plant to distil alcohol.

Meanwhile, the Council worked with a range of partners to secure new investment at Sherburn in Elmet. Debenhams announced its intention to create a new distribution centre there, which could support several hundred local jobs.

We said we would seek out ways to help **re-vitalise the housing market in order to provide access to homes for those who want and need them** and we have done it.

Over the past 12-months we have completed our Decent Homes programme, bringing 252 homes up to the decent home standard and delivering improvements to 653 homes across the district to maintain decency. Improvements have been made to kitchens, bathrooms and heating systems as part of multi-million pound upgrade and last year more than 90% of tenants were satisfied or very satisfied with the improvement works we carried out.

The Council has continued to work towards Choice-based Letting to give greater flexibility for those in need of local housing and promote choice, mobility and better information about housing options

And we have seen new affordable homes being built despite the difficult housing market. 22 new homes completed for social rent, 23 for discounted sale, 11 for intermediate rent and 4 as part of mortgage rescue schemes. These are in addition to Homebuy Direct completions at Staynor Hall, Hambleton and Sherburn.

Six more homes at Church Fenton were completed last month alongside 50 extra care units at Tadcaster. Last year we supported schemes at Douglas Street and at the former St Richards Chapel, both in Selby, and these developments should bring a further 17 new affordable homes into use later this year.

We pledged to **continue to enhance health and well-being by improving opportunities and access to sport, leisure and recreation**

Working with our Third Sector Partners in the Wigan Leisure and Culture Trust we have not only saved £3.6m over the ten year life of the partnership but we have also seen £1.1m of new investment in Abbey Leisure Centre and the opening in September 2010 of a new health and fitness suite that beats the best offered by the private sector. Membership at Abbey Leisure Centre has almost doubled in the past year and the Trust's closer working with the Tadcaster Swimming Pool Trust offers even greater opportunities to widen access to sport, leisure and recreation.

The Council has continued to work as part of the district-wide Play Partnership to deliver new facilities for children and young people, with over £400,000 spent on the redevelopment of play areas during the year.

We promised to **strengthen the voice of our communities by providing robust processes for community engagement and empowerment** and we have done it.

We now have five Community Engagement Forums which, together, cover the whole of the District. We support their work with direct grants totalling £100,000 each year and we have the continued and committed support of our partners in the Police and Fire and Rescue Services and North Yorkshire County Council. Last year the CEFs helped their communities deliver some real local improvements

In Tadcaster police have strengthened their community presence in direct response to concerns raised through the Engagement Forum and the Forum has been able to offer funding to a number of groups delivering services to young people.

In the Southern Area work has focussed on dealing with road safety issues and concerns over rural crime.

The Eastern Area Forum has brought in community support to deal with issues of antisocial behaviour as well as taking a lead in developing new systems for winter gritting.

The Western Area Forum has been looking at support for young people as well as taking action to tackle licensing issues.

For the Central Area Forum the focus has been on town centre issues for Selby, including work on road safety.

During the year the Council also developed and implemented a brand new website to support all of these Forums, which continues to act as a central point of information and support for these groups and the communities they serve.

And finally we said we would **reduce our expenditure by a series of balanced measures whilst maintaining essential services to our community** and we have done it.

We have committed to protecting the benefits service, safeguarding services to the most vulnerable in our community, ensuring that we have a planning service that helps attract investment into Selby District and identifying every opportunity to generate greater income. The Council has saved over £2m so far and will save a further £3m over the next four years.

It's a record of achievement that I am proud of and it fully justifies the Council's recognition as an Excellent Council.

I also recognise that those achievements have been hard won through the efforts and dedication of our staff. I want to take this opportunity of thanking all of our staff for their hard work and support over the past twelve months. Whilst it is only right that we congratulate and celebrate with those staff who have secured appointments in the new structures. We should also pay tribute to those who will not be part of the new Selby District Council.

I can report that as part of the reorganisation we deleted 23 vacant posts. A further 34 staff volunteered for redundancy or early retirement and we wish them well in their new ventures or hope they enjoy a long and happy retirement. Sadly a further 14 staff will be made redundant and will leave the Council between now and the end of next month. It is never easy to break the news of redundancy and even harder to receive it and we thank all those staff for their years of service and the contributions that each have made to the work and success of the Council.

I started this address by saying that it was one of a series of first... it is also a last. The last Council Meeting and the last State of the Area Address delivered in this Council Chamber and in this building.

Earlier this month we received the keys to the new Civic Centre and the New Selby War Memorial Hospital. Our health service partners are now in the process of occupying the new wards, consulting rooms and diagnostic facilities and the Council will move into its new offices in just over four weeks time.

And it is worth reflecting that after fifteen years of trying Selby now has it's much needed state of the art community hospital. Built by the Council, for the NHS, it is one of only two community projects funded by the Strategic Health Authority to actually get delivered. Our partnership has saved the NHS and the District Council around £2m in design, build and project costs. We will share key facilities and services which will go on saving both organisations for years to come.

I look forward to welcoming you all to the first Council meeting at our new Civic Centre in September.

For the year ahead the Council last year agreed to invest our resources, our time and effort into the following key areas:

- Reducing our expenditure by a series of balanced measures whilst maintaining essential services to our community
- Working with our partners to secure a sustainable and long term economic recovery of our community
- Increasing local choice in service provision beyond core service levels

The consultation process following my address confirmed that these issues were, indeed, priorities in the view of our community and provision has now been made in the 2011/12 budget for action to take these matters forward.

I will report on the success of these initiatives at this time next year.

Now I shall turn to our priorities for 2012 onward.

Following my presentation tonight my State of the Area Address and a draft Corporate Plan for the four year period to 2015 will be placed on the Council's website (with a hard copy made available on request to those who do not have access to the internet).

The Plan will be set out as a scrapbook showing in clear and simple terms what this Council wants to achieve over the next four years.

We've done away with the jargon and the slogans and instead we have set out five big things that we will work to deliver by 2015. We will also include a "to do" list of the actions we intend to take once the consultation period is over.

It's not going to be easy...

...tough times call for a stronger council fighting your corner and getting everyone working together

...it's all about changing places and helping others to see our district through new eyes

...we want to work with others to make this a great place with people living well and leading happy and healthy lives

...and we won't be afraid of tackling the tough stuff that might otherwise knock us off course

...which means being switched on to what's happening around us, knowing what's important and being fit for the job....

...all in all it's about **making a stronger Selby District.**

It is a realistic and achievable vision that recognises that Selby District Council cannot do everything and nor can we act alone. It puts us at the heart of helping our communities find solutions to the challenges which they face and focuses on delivering those services which we do best.

Over the next two months this draft Corporate Plan will be scrutinised by our new Policy Review Committee and debated and discussed at each of our CEF meetings and elsewhere [brief details of other consultation measures]. I look forward to that debate and will bring the results back to Council in September.

This Council has a strong track record of success,

of delivering results even in the most challenging of circumstances,

of looking forward and planning ahead

it's what won us the accolade of being an Excellent Council and I look forward to continuing to deserve that accolade for many years to come.

Mr Chairman I have pleasure in submitting this Address and the Draft Corporate Plan for consultation

And look forward to **a stronger Selby District**



Report Reference Number PR/11/3

Agenda Item No: 6

To: Policy Review Committee
Date: 27 July 2011
Author: Glenn Shelley, Democratic Services Manager
Lead Officer: Karen Iveson, Executive Director (S151)

Title: Choice Based Lettings (Tenancy Allocation)

Summary: This question and answer session will allow Policy Review Committee the opportunity to scrutinise the allocation of Council owned properties within the district.

Recommendation:

That councillors use the opportunity to scrutinise the allocation of Council owned properties within the District.

Reason for recommendation

The Committee ensures the contribution of Scrutiny is effective in supporting service improvement and delivery against district wide and Council priorities.

1. Introduction and background

- 1.1** At the first meeting of Policy Review Committee, councillors asked for the opportunity to scrutinise the allocation of Council owned properties with the district.

2. The Report

- 2.1** Following the request by the Committee, Executive Member Christopher Metcalfe – Lead Member for Communities, and Julia Jennison Policy Officer are in attendance to answer questions and hear views.

3. Legal/Financial Controls and other Policy matters

3.1 Legal Issues

None

3.2 Financial Issues

The attendance of Access Selby officers at meetings places a financial cost on the Council, it is essential that effective use is made of officer time.

4. Conclusion

That Policy Review Committee scrutinise the allocation of Council owned properties across Selby District.

5. Background Documents

None.

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Appendices:

To: Policy Review Committee
Date: 27 July 2011
Author: Glenn Shelley, Democratic Services Manager
Lead Officer: Karen Iveson, Executive Director (S151)

Title: Review of Car Park Fees

Summary: This report allows Policy Review Committee the opportunity to comment on the increases in car park fees as proposed by the Executive.

Recommendation:

That councillors use the opportunity to scrutinise the proposed increases in Car Park Fees.

Reason for recommendation

The Committee ensures the contribution of Scrutiny is effective in supporting service improvement and delivery against district wide and Council priorities.

1. Introduction and background

- 1.1 At its meeting on 7 July 2011, the Executive agreed proposals to increase Car Park Fees in line with option A1 in the report (attached at appendix a).
- 1.2 The proposal made by the Executive is subject to a statutory six week consultation period before returning to the Executive to be formally adopted. The Executive also asked that Policy Review Committee be given the opportunity review the proposals.

2. The Report

- 2.1 The report identified the options for fee increases and considered the financial impact of the options and the strategic fit to corporate objectives.

2.2 To aid Policy Review Committee, the minutes of the Executive meeting are attached at appendix b and Councillor Christopher Metcalfe – Executive Member for Communities will also be in attendance.

3. Legal/Financial Controls and other Policy matters

3.1 Legal Issues

These were identified in the report received by the Executive on 7th July 2011.

3.2 Financial Issues

These were identified in the report received by the Executive on 7th July 2011.

4. Conclusion

That Policy Review contribute to the on going consultation on Car Park Fees and feedback any comments to the Executive.

5. Background Documents

None.

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Appendices:

Appendix A – Review of Car Park Fees Report
Appendix B – Extract from Executive minutes 7/7/11

Selby District Council

REPORT

Reference: E/11/10

Item 6 - Public



To: The Executive
Date: 7 July 2011
Status: Non Key Decision
Report Published: 29 June 2011
Author: Business Manager – Eileen Scothern
Executive Member: Councillor C. Metcalfe
Lead Officer: Director – Rose Norris

Title: Car Park Fees and Charging Review.

Summary:

The report identifies options for fee increases and considers the financial impact of the options and the strategic fit to corporate objectives.

Recommendations:

- i. Fees are increased as outlined in Option A1
- ii. That the proposed fees are the subject to a statutory minimum 6 weeks consultation period.

Reasons for recommendation

- i. To review fees and charges in line with the Car Park Strategy whilst minimising increases in charges for short stay to optimise turnover of cars and meet the needs of shoppers visiting the Town.
- ii. To comply with the Local Authorities Traffic Orders (Procedure) Regulations 1996.

1. Introduction and background

1.1 A review of fees in respect to the District Council's off street pay and display was presented to Environment Board on 15th April 2010 in line with the Councils previous commitment to review car park fees every two years. Policy and Resources Committee resolved to accept the Environment Board recommendation that fees be frozen for 12 months and a further review to take place in 2011.

2. The Report

2.1 This report considers an assessment of the current tariffs and whether there is a case to change the tariffs.

2.2 The tariff structure was introduced in September 2006, creating a greater differential between short and long stay prices in order to encourage the appropriate use of car parks with a view of providing adequate long stay car park facilities, whilst ensuring short stay car parking facilities are available close to the town centre to encourage visitors to Selby and supports the use of town centre shops. Appendix A provides a list of off street pay and display short and long stay car parks in Selby Town.

2.3 Fees were last increased in October 2008 by approximately 5%. Expenditure on maintaining and managing the car park service from 2007/08 to 2009/10 has increased by 15%, however and prices were frozen for an additional 12 months in 2010.

2.4 Fuel Prices in October 2008 were £1.18 (Diesel) and £1.06 (Petrol) this had increased to £1.39 and £1.35 in June 2011. The average price in June 2011 per mile is £0.17¹.

Long Stay

2.5 Council owned and managed car parks are covered by CCTV and have obtained the Park Mark secure parking award, the Railway Station car park is covered by CCTV but none of the private sector car parks have achieved the Park Mark standard. The private sector tariff for long stay is between 20 – 36% higher than Council run car parks, if tariffs are increased to reflect charges by the private sector the impact would be:-

¹ Using average mileage and fuel consumption from Department for Transport statistics.

Charges in Long Stay Car Parks.	Current Charge	Option A 20% increase	Option B 36% increase
Short stay			
Over 2 hours	£4.50	£5.40	£6.10
Permits – 3 months	£215	£258	£292
Permits – 6 months	£429	£515	£583
Permits – 12 months	£780	£936	£1,061
Long stay			
Over 3 hours	£2.50	£3.00	£3.40
Permits – 3 months	£108	£130	£147
Permits – 6 months	£215	£258	£292
Permits – 12 months	£390	£468	£530
Traders per space	£8.80	£10.60	£12.00

2.6 There are no private sector comparisons for short term parking tariffs, apart from the Supermarkets allowing free car parking for customers. The Council could consider the following options

- 1) Increasing the short term car park tariffs by 20%
- 2) Increasing the short term car park tariffs by 36%
- 3) Freeze tariffs for another 12 months (Current Charge)

Charges in Short Stay Car Parks	Current Charge (Option 3)	Option 1 20% rounded up to 10p increase	Option 2 36% rounded up to 10p increase
Up to 1 hour	0.40 p	(0.48) 0.50p	(0.54) 0.60p
Up to 2 hours	0.80 p	(0.96) £1.00	(1.09) £1.10
Up to 3 hours	£1.00	(1.20) £1.20	(1.36) £1.40

Note: As the ticket machines only takes coins of 10p or higher denominations the charges have been rounded up to the nearest 10p.

3. Legal/Financial Controls and other Policy matters

3.1 Legal Issues

3.1.1 Before any changes to the car park tariffs, the Council needs to consider and agree a proposal, consultation includes the North Yorkshire County Council, placing a notice in a local newspaper and ensuring all the car parks to be affected by the proposals have notices put on public display. The proposals have to be placed on deposit for a period of six weeks.

3.2 Financial Issues

3.2.1 Total pay and display in 2010/11 (provisional figure) was £145,000 (Net) and £300,000 (Gross); the majority of the income is received from short

stay tickets. The impact of gross income of the various options is shown below.

3.2.2 The majority of income generated from off-street parking charges is from short stay tickets, the rest is from long stay tickets/permits and enforcement. For the purpose of this exercise an assumption that 80% of the income is received via short stay tickets and there is no reduction in car park usage.

Option	Additional income (to nearest `000)
No increase in tariffs	Nil
Option A1 20% increase on long stay and 20% increase in short stay tariffs	+£60,000
Option A3 20% increase on long stay and no increase in short stay tariffs	+ 12,000
Option B1 36% increase on long stay and 20% increase in short stay tariffs	+ £70,000
Option B2 36% increase on long stay and 36% increase in short stay tariffs	+ £108,000
Option B3 36% increase on long stay and no increase in short stay tariffs	+ £22,000

3.2.3 Any proposals to change the fees and charging schedule will require a consultation exercise to test out the sensitivity of increasing charges and impact on car park usage.

3.2.4 Any changes to the fee tariff will have one-off costs for revisions to the software and signage amendments. It is estimated this will be in the region of £6,000.

4. Conclusion

A review of fees in respect to of street pay and display has been undertaken in accordance with the Car Park Strategy. The aim of the Car Park Strategy is to encourage short stay car parking and increase the turnover of vehicles and patrons in the town centre thus contributing to the local economy, whilst optimising income from a Council asset. The officer's recommendations is Option A1 to increase tariffs by 20% (25% for up to 1 hour and 2 hour stays,) in line with the private sector as the best fit to the Council's Budget and Policy Framework whilst encouraging potential customers to the town centre.

5. Background Documents

Car Park Strategy (July 2006)
Local Authorities Traffic Orders (Procedure) Regulations 1996.

Contact Details

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Appendix 1 – Off Street Pay and Display Car Parks.

Appendix 1. Off-Street Pay and Display Car Parks.

Short Stay Car Parks

- Micklegate
- Church Hill
- Selby Park
- Market Cross
- South Parade
- Audus Street
- Abbey Leisure

Long Stay Car Parks

- Portholme Road
- Back Micklegate

Executive Minutes 7 July 2011

15. Review of Car Parking Fees

Councillor C Metcalfe presented **Report E/11/10** which outlined the options for fee increases and considered the financial impact and the strategic fit to corporate objectives.

Councillor C Metcalfe felt that the decision taken in 2010 to defer the Review of Car Park fees for a year had been correct. July 2011 was a more appropriate time to consider the matter.

Councillor C Metcalfe outlined that the strategy behind the increases was based on making more effective use of the Car Parks. To encourage the consumers to make effective use of both the Short and Long Stay Car Parks available.

Councillors felt that Car Parks in Selby still offered very good value for money in comparison with similar sized towns outside of the district. The Executive asked that the appropriate Overview and Scrutiny Committee be offered the opportunity to consider the report as part of the consultation.

Resolved:

(i) To increase Car Park Fees in line with Option 1A in the report, subject to a statutory minimum 6 weeks consultation period.

Reasons for decisions:

- i) To review fees and charges in line with the Car Park Strategy whilst minimising increases in charges to short stay car parks to optimise turnover of cars and meet the needs of shoppers visiting the Town;
- ii) To comply with the Local Authorities Traffic (Procedures)

Policy Review Committee Work Programme 2011/12

Date of Meeting	Topic	Action Required
23 June 2011	Time of Meetings	Agreed to start at 5:00pm
	Work Programme	Agreed
26 July 2011	<u>Budget and Policy Framework</u> The State of Area Address and the draft Corporate Plan	To consider the Draft Corporate Plan as proposed by the Executive
	<u>Committee Requested Item</u> Choice Based Lettings (Tenancy Allocation)	To discuss policy and procedures.
	<u>Budget and Policy Framework</u> Review of Car Park Fees	To allow Policy Review Committee the opportunity to comment on the report before the Executive sets the policy.
9 August 2011 (Special Meeting)	<u>Budget and Policy Framework</u> Site Allocations DPD	To review the Executive's proposals following consideration of the public responses received and in light of the officers recommendations for sites for development.

1 November 2011	<u>Budget and Policy Framework</u> Financial Strategy	To consider the Executive's proposals for the Council's long term (10 year), resource and spending framework in which the budget strategy and three year financial plan will be developed.
	<u>Budget and Policy Framework</u> Village Design Statements	To review the latest Village Design Statements and contribute to the consultation process.
	<u>Budget and Policy Framework</u> Affordable Housing SPD	To discuss recommendations on changes before the Core Strategy is adopted.
	<u>Budget and Policy Framework</u> Enforcement Policy	To discuss recommendations on changes before the Core Strategy is adopted.
	<u>Budget and Policy Framework</u> North Yorkshire Investment Bid 2011 – 2014	To review the proposed housing investment agreement between the North Yorkshire Local Authorities and the Homes and Communities Agency.
24 January 2012	<u>Budget and Policy Framework</u> Draft Budget and Financial Plan	To consider the Executive's proposals for revenue budgets and the capital programme for 2012/2013.

12 April 2012	<u>Budget and Policy Framework</u> Community Safety Partnership Plan	To consider the Community Safety Partnership Plan and feedback to the Executive.
	<u>Budget and Policy Framework</u> Sustainable Communities Strategy (SCS) Refresh	To review progress against SCS objectives and seek opinion on priorities.
	<u>Budget and Policy Framework</u> Street Scene Contracts	To discuss recommendations with Officers of Street Scene on matters relating to the awarding of contracts.
	Policy Review Annual Report 2011/12 and Work Programme 2012/13	To review the Policy Review Annual Report and approve the Draft Work Programme for 2012/13