



Meeting: **POLICY REVIEW COMMITTEE**
Date: **24 JANUARY 2012**
Time: **5.00PM**
Venue: **COMMITTEE ROOM**
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. Disclosures of Interest

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

3. Minutes

3.1 To confirm as a correct record the minutes of the proceedings of the meeting of the Policy Review Committee held on 1 November 2011. (Pages 3 to 8 attached).

3.2 To confirm as a correct record the minutes of the proceedings of the meeting of the Policy Review Committee held on 24 November 2011. (Pages 9 to 11 attached).

4. Chair's Address to the Policy Review Committee

5. PR/11/11 – Review of Policy Review Committee Recommendations to date

To receive the record of Committee recommendations and outcomes from the Executive and Council, pages 12 to 21 attached

6. PR/11/12 – Village Design Statements

Report of the Managing Director Access Selby, pages 22 to 86 attached

7. PR/11/13 – Community Engagement Forums

Report of the Communities Director, pages 87 to 94 attached

8. PR/11/14 – Draft Budget and Financial Plan

Report of the Executive Director (S151), pages 95 to 160 attached

9. Policy Review Committee Work programme 2011/12

To consider the Committee's Work Programme, pages 161 to 164 attached

Chief Executive

Dates of next meetings
12 April 2012

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

Venue: Committee Room

Date: 1 November 2011

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

Apologies for Absence: Councillor Davis and Councillor Spetch

Also Present: Councillor Mrs G Ivey

Officers Present: Martin Connor, Chief Executive; Glenn Shelley, Democratic Services Manager; Karen Iveson, Executive Director; Eileen Scothern, Business Manager; Jessica Morris, Policy Officer and Richard Besley, Democratic Services

14. Minutes 26 July 2011

RESOLVED:

To receive and approve the minutes of the Policy Review Committee held on 26 July 2011 and they are signed by the Chair.

15. Minutes 9 August 2011

Councillor Packham asked that the Committee receive feedback on how points raised at Policy Review were received and dealt with by the Executive.

RESOLVED:

To receive and approve the minutes of the Policy Review Committee held on 9 August 2011 and they are signed by the Chair.

16. Declarations of interest

There were no declarations of interest.

17. Chair's Address to the Policy Review Committee

The Chair welcomed Councillors and Officers.

The Chair referred councillors to a previous meeting and the scrutiny of 'Choice Based lettings' he welcomed comments made by councillors with regard to social housing supporting local needs. This would again be touched upon in the Affordable Housing item and he looked forward to a healthy debate on this subject.

18. Report PR/11/6 – Boundary Commission Proposal to create a Selby and Castleford Parliamentary Constituency, Work Programme Item

The Chair informed the Committee of the invitation from the Council to scrutinise the proposals from the Boundary Commission for England (BCE) to redraw the Parliamentary Constituencies affecting the electorate of Selby District Council and thanked the Chief Executive for attending to present the report.

The Chief Executive explained that the consultation timelines meant that the matter could not be discussed by full Council. At its meeting on 13th September 2011, Council had asked Policy Review to consider the proposals and submit a recommendation to the Executive for approval.

The Chief Executive outlined that the proposals split the district between three new Parliamentary seats;

- A redrawn York Outer
- A new Selby and Castleford seat
- A new Wakefield East and Pontefract seat

As a result of a change in legislation there is a requirement to reduce the number of Parliamentary seats which required a re-division of elector numbers across constituencies. There was a specific number or "quota" that had to be met. The BCE stated that the existing seats in North Yorkshire were within the parameters; however a reallocation was required to make an imbalance in West Yorkshire reach acceptable numbers.

As an objection had been raised by Councillor Packham relating to the notes circulated by the Chair of the Committee, Councillor Jordan, prior to the meeting, the Committee decided to consider the advantages and disadvantages of the proposal as a starting point for any response.

The following disadvantages of the proposals were raised:

- A major argument must be the proposal for three MPs to represent the small district of Selby creating uncertainty for our electorate as to the identity of their MP.
- Local district wide charities affiliate themselves toward an MP for support or as a patron, difficulties would arise working with three.
- Tadcaster would still be part of Selby District but come under a York MP. This would also apply to the outer Tadcaster communities on the fringe of the A64.
- The BCE's concentration on numbers at the expense of local connections to areas.
- A number of councillors had canvassed opinion and the public view is that there are no connection between the people of Selby and Castleford.
- The division of Selby could result in loss of identity for the Council and could ultimately lead to the end of Selby District Council.
- Councillors also discuss the view in Wakefield based press asserting that Castleford was part of "5 towns" and would have no identity with a rural community like Selby.
- On election management the existing seat borrows 9,000 voters from Harrogate Council and that causes administrative issues with the "borrowing" of voter information from Harrogate to manage Polling Stations for the electorate in Ainsty. Under the new proposals there would be considerable work with the transfer of elector information both ways between Selby and Wakefield and the passing of elector information to City of York.

The Chief Executive urged caution on putting emphasis on local ties and pointed out that 30% of the people of Selby district leave the area to work in York, Leeds and Wakefield.

Residents in the north of the district have strong travel ties to York for work, shopping and healthcare. In the south and south west it is to Pontefract and Wakefield for the same.

Councillor Packham reminded the Committee that North Yorkshire is a relatively new authority and that prior to Local Government reorganisation in the 1970's Selby and areas west of the Ouse were in the West Riding and areas were not as they are now.

He also stressed that Leeds is an electoral area divided into multi Parliamentary seats and the division for the electorate does not create any problems there.

The Committee felt that a report should be received by the Executive laying out the advantages and disadvantages and that the recommendation from Policy Review should be that the BCE leave North Yorkshire alone and that they re-look at West Yorkshire to resolve the issues with electorate quota. A potential solution would be to join West Yorkshire with South Yorkshire.

Councillor Sweeting felt that the view of the Committee was that the changes were unwarranted and that we should retain the Selby and Ainsty seat.

The Chair put the suggestion of the Chief Executive forward to the Committee and the matter was agreed with Councillor Packham opposed.

RESOLVED:

To submit a paper to the Executive laying out the advantages and disadvantages and recommend that the BCE leave North Yorkshire alone and that they re-look at West Yorkshire to resolve the issues with electorate quota.

19. Report PR/11/7 – Financial Strategy, Work Programme Item

The report was presented by the Executive Director, Karen Iveson, who referred Councillors to the papers on the Medium Term Financial Strategy received by the Executive on 6 October 2011.

The Executive Director recognised that the Council was facing a number of financial challenges given the cuts to public sector funding and the turmoil in the economy. This was at a time when the Government were conducting a review into local government funding and collection of business rates. The Executive Director stressed the importance of planning ahead and, although circumstances may improve, the Council needed to consider the worst.

With regard to the Government's freeze on Council Tax and the relevant grant award, the decision on future years was still to be made and the grant offer was received after preparation of the strategy.

On the reported inflation rate and the danger of inflation rising further, the Executive Director noted that inflation was expected to fall after December but there was scope in the strategy to cover fluctuation. At this point discussion on further financial matters moved in to Private Business and it was decided to defer further discussion to a Part 2 item.

The Executive Director confirmed that the Executive would discuss budget setting at the meeting on 1 December which would then be received by this Committee scrutiny at the 24 January 2012 meeting.

RESOLVED:

To receive and note the report.

20. Report PR/11/8 – Affordable Housing, Work Programme Item

Executive Member, Gillian Ivey, in presenting the report introduced Eileen Scothern (Business Manager) and Jessica Morris (Policy Officer) invited to offer background and respond to questions the Committee may consider.

The draft Affordable Housing Supplementary Planning Document (AHSPD) had been introduced as a consultation paper early this year with a report being received by the Executive in September 2011.

The Chair had asked in advance for an indication of Affordable Housing need across the district, this was identified as:

Selby	110
Sherburn in Elmet	43
Tadcaster	16

Councillor Packham was concerned that any action proposed may be countermanded by the Core Strategy which may make significant changes as in the case of the Site Allocation DPD (SADPD).

Councillor Packham urged that local connection be a prime consideration and that, in the first instance, need be identified for local people and that the plan should look at mechanisms to enforce this. Officers agreed and confirmed this was a strong stance of the Council's work with Housing and Communities Agency (HCA) and NYCC.

Councillors questioned the requirement level as they felt some authorities may be adjusting levels with a view that local economy will improve if they are building houses.

In terms of viability and achieving the adopted 40% level Councillor Packham also felt that individual areas need looking at carefully and it was important the SADPD reflect the AHSPD.

Councillor Musgrave was concerned that with a high Affordable Housing level, developers may not wish to work in the district and it was important to send a signal out that Selby is open for business.

At this point, 6:30pm, Councillor Mrs Metcalfe and Councillor Sweeting left the meeting.

Officers were asked to confirm at what level of build does Affordable Housing commence and it was confirmed that 10 properties was the minimum.

The Chair thanked Officers for their time and asked the Committee to support the report with an emphasis on local connection.

RESOLVED:

To receive and note the AHSPD and to recommend to the Executive that AHSPD should focus strongly on local connections and that it should also be realistically affordable.

21. Policy Review Committee Work Programme

The Chair informed the Committee that prior to their next planned meeting on 24 January there would be the need to arrange a further special meeting of Policy Review. Councillor Jordan detailed how the adjournment of Core Strategy has necessitated the need for additional Executive and Policy Review meetings.

Councillors were concerned at the need for a day time meeting with many needing to make absence from work arrangements. The Chief Executive appreciated the problem and explained the difficult and unique circumstances to allow the Executive to send a lead to full Council in December.

RESOLVED:

To hold a special meeting of Policy Review on 24 November.

22. Private Session

Resolved:

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

23. Report PR/11/7 – Financial Strategy, Work Programme Item

Discussion on Planning Fees continued and were noted by the Committee

RESOLVED:

To receive and endorse the report.

The meeting closed at 7:10pm

Minutes

Policy Review Committee

Venue:	Committee Room
Date:	24 November 2011
Present:	Councillor M Jordan (Chair), Councillor R Musgrave, Councillor R Packham, Councillor I Reynolds and Councillor Mrs A Spetch
Apologies for Absence:	Councillor Mrs E Metcalfe, Councillor R Sweeting, Councillor I Nutt and Councillor Davis
Also Present:	Councillor J Mackman and Councillor Mrs G Ivey (for part of the meeting)
Officers Present:	Jonathan Lund, Deputy Chief Executive; Michelle Sacks, Solicitor to the Council; Eileen Scothern, Business Manager; Helen Gregory, Policy Officer and Richard Besley, Democratic Services Officer

24. Declarations of interest

Following advice from the Deputy Chief Executive and in accordance with the Constitution and the Councillor Code of Conduct, Councillors Mackman and Mrs Ivey declared a prejudicial interest in item in 25 (The Core Strategy) by virtue of the fact that they were Executive members and had been present when the decision under scrutiny by the Policy Review Committee was made.

25. Report PR/11/9 – Core Strategy – Key Decision

The Chair presented report PR/11/9 which set out the Inspector's concerns in respect of the Selby District Core Strategy from the Examination in Public (EIP) and the implications for the Council.

The Chair asked the Business Manager to summarise the discussions from the Executive meeting which had taken place earlier in the morning.

The Business Manager informed the Committee that the Executive had discussed the three main topics that prompted the adjournment of the EIP, these were:

- The overall scale of housing development over the plan period;
- The scale of housing and employment development proposed for Tadcaster and the implications for the Green Belt;
- The strategic approach to Green Belt issues.

Executive Member Councillor Mackman detailed a minor amendment made by the Executive to the Green Belt Policy. He also advised Policy Review Committee of an amendment made by the Executive to clarify the emphasis to deliver housing in the Tadcaster area.

The Committee heard that the Executive discussed the quantum of housing development over the plan period. Discussion had focused on the 450 houses per annum planned housing growth as recommended in the detailed report submitted by the Council's consultants.

Policy Review supported the Executive's request that the consultants be asked to provide further evidence to substantiate the recommendations and advice on the sustainability of housing growth figures in a range between 450 and 465 per annum.

In compliance with the Code of Conduct, and there being no further questions for the Executive members, Councillors Mackman and Mrs Ivey left the meeting.

Councillor Packham raised a number of queries regarding the proposed housing increase for Tadcaster. He informed the Committee of the debate at a recent Sherburn Parish Council meeting regarding any potential increased housing numbers for the area. The Business Manager clarified the position of the Core Strategy in relation to the Localism Act which had recently received royal assent.

The Committee discussed the decisions made by the Executive. The Chair proposed that the changes to the Core Strategy, outlined at recommendation (iii) in the Executive minutes, should be approved by the Executive acting collectively rather than an individual Executive member. It was agreed to make this recommendation to the Executive.

Councillor Packham proposed that in respect of Executive recommendation (vi) the words "as the preferred option" be removed in favour of "to accommodate the shortfall in Tadcaster". It was agreed to make this recommendation to the Executive.

RESOLVED:

(i) The note the report;

(ii) To support the Executive in asking the Council's consultants to provide evidence of the sustainability of housing growth on a range of 450 to 465 dwellings;

(iii) To request that the Executive amend the recommendation to read:

More detailed policy proposals and Proposed Changes to the Core Strategy be developed for approval by the Executive, taking into account the Green Belt Policy as amended;

(iv) To request that the Executive amend the recommendation regarding housing at Tadcaster to read:

In respect of the shortfall of housing in Tadcaster, to approve Plan A to accommodate the shortfall in Tadcaster.

The meeting closed at 2.25pm

To: Policy Review Committee
Date: 9 August 2011
Author: Richard Besley, Democratic Services Officer
Lead Officer: Karen Iveson, Executive Director (S151)

Title: Review of Policy Review Committee Recommendations

Summary: This report looks at the summary of Policy Review Committee decisions and outcomes to date.

Recommendation:

To note the record of decisions and outcomes from Policy Review Committee to date

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 1 November 2011, the Committee considered the work of Policy Review Committee as part of the overview and scrutiny function and asked that a record of decisions and outcomes be provided for the next meeting. The Committee was interested in how its comments had affected the policy decisions taken by the Executive.

2. The Report

- 2.1** The report asks the Policy Review Committee to review the paper.

3. Legal/Financial Controls and other Policy matters

3.1 Legal Issues

None

3.2 Financial Issues

None

4. Conclusion

That Policy Review contributes to the ongoing scrutiny of Council policy.

5. Background Documents

None

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Appendix:

Appendix A – Review of Policy Review Committee Recommendations

Policy Review Committee Work Programme 2011/12

Review of Committee Recommendations

23 June 2011

Acceptance of the Draft Work Programme for 2011/12

26 July 2011

1. The State of Area Address and the draft Corporate Plan

The leader of the Council presented the State of the Area Address.

The Committee accepted the presentation.

2. Review of Car Park Fees

The Executive referred this item to Policy Review Committee.

The Committee agreed:

1. To offer free car parking in the 4 weeks leading up to Christmas.
2. To use the Central CEF to aid the consultation process.

Outcome:

1. The Executive agreed to offer free car parking for 2 weekends leading up to Christmas.
2. The item was not raised at CEF's as the next round of meetings fell outside the timescale to comment.

9 August 2011

(Special Meeting)

1. Site Allocations DPD

The Committee agreed:

The following proposals sent to Executive

Recommendation 1 was not carried.

The Executive considered each of the recommendations in turn and agreed the following:

Committee Recommendation(s):

2. To recommend the Executive to adopt the new housing distribution proposals set out on page 29 draft Preferred Options SADPD instead of the revised version which proposes additions and deletions in respect of South Milford, Monk Fryston, North Duffield, Brotherton, Byram and Cawood.

3. To ask the Executive to adopt a more proactive approach to identifying suitable development sites, particularly in areas like Appleton Roebuck.

Executive Decision:

The Executive agreed to reconsider the redistribution of housing arising from implementing SADPD methodology in Issue D. It was agreed that finding additional sites in each of the constrained villages is preferable to moving housing numbers between settlements. However it also noted that extensive work had already gone in to finding suitable sites. Given the current range of available land, the method presented in the Preferred Options to redistributing houses was the realistic solution.

The Executive felt that officers should work with the Ward and Parish Councillors in Brotherton & Byram and Cawood to find further potential development sites to remove the need to redistribute housing. As such, the Preferred Options would be redrafted to introduce a “housing pool” that acknowledges there are constraints on some villages; that temporarily accommodates those housing numbers and which emphasises the need for additional sites, but which clearly sets out where housing numbers will be redistributed if no further suitable sites are submitted in a “mini call for sites exercise”.

The Policy Review Committee requested this additional search for sites in Appleton Roebuck, but the Ward Member had already done such work and so it was considered that the search in Appleton Roebuck is no longer required. Councillor Mackman noted that an Appleton Roebuck chapter had been redrafted with minor consequential amendments to other text in the Preferred Options, clearly setting out the preferred and rejected sites in Appleton Roebuck.

Committee Recommendation(s):

4. To recommend the Executive to look again at the question of suitable sites for Gypsies and Travellers; and

5. To appoint a working group of Councillors and representatives of Gypsy and Traveller communities to identify suitable sites, looking first at the potential development of land adjacent to exiting sites.

Executive Decision:

The Executive acknowledged the debate on the Gypsy and Traveller sites, but also that a decision must be made. Councillor Mackman reiterated the need to continue with the Preferred site as the Council has already undertaken several attempts to find a suitable site. He stated that a fifth site (Land at the junction of A63/A1(M)) had been submitted and added to the list in the Preferred Options. He confirmed that the methodology used for finding a site had evolved from extensive consultation at the Issues and Options stage, and that with five sites, Brotherton remained the Preferred location.

Councillor Mackman highlighted that the proposed site at Brotherton is for the whole of the available land, not just part within development limits, although any allocation would seek to limit the extent of encroachment into the Green Belt. He also confirmed that there was no objection in principle to the site in national planning policy in terms of the pylon on the site.

The Executive agreed that Policy Review Committee should form a working group to readdress the range of potential Gypsy and Traveller sites, and presented draft terms of reference. The findings of the working group would be reported back through the normal Preferred Options consultation process.

Committee Recommendation(s):

6. To identify a suitable form of words which does not allocate the site at Burn Airfield but which indicates that the Council would welcome comprehensive proposals for a significant or specialist development at that location.

Executive Decision:

The Executive agreed that it was not necessary or desirable to single out Burn Airfield for a potential development. The employment land allocations meet the identified need as set out in the Core Strategy, so there was no need for further land at Burn Airfield. The existing text would not prejudice any windfall application, so no change was necessary.

Committee Recommendation(s):

7. To recommend the Executive to review and clarify the proposed definitions, industry sector classifications and criteria used to identify major sites in the Green Belt.

Executive Decision:

The Executive heard that there was need for greater clarity in what could qualify as a major developed site in the Green Belt as there was no explicit definition. Councillor Mackman explained that such designations were made possible through Annexe C of national Planning Policy Guidance 2 (PPG2). PPG2 contains no explicit definition, but the non-exhaustive schedule of potential uses is consistent with those identified in the

Preferred Options. It was agreed to insert references to PPG2 in to the Preferred Options to assist the identification of Major Developer Sites through the consultation.

Committee Recommendation(s):

8. To recommend the Executive to make highway impact a material consideration in allocating sites, particularly in urban areas and particularly in respect of the cumulative impact of development.

Executive Decision:

Councillor Mackman noted that highway issues would still be a material consideration in any planning application on the allocated sites. However, the criterion was removed from the methodology in Issue D due to there being no evidence of discernable differences between sites that could be used to compare them for the purpose of SADPD. However, the Executive agreed that the criterion could be reinserted in Issue D as new evidence may come forward through the consultation.

Committee Recommendation(s):

9. To recommend the Executive to allocate sites SELB002, SELB003, SELB005 and SELB031 as recreational open space.

Executive Decision:

The Executive noted that some of the sites are already designated Recreation Open Space (ROS), and that there is additional ROS adjacent and in the vicinity. It could not be argued that there was a shortage in that area to justify additional allocations. When future house building occurs, additional ROS would be sought on the site so there would be no additional pressure on those existing sites. The Council is working on a PPG17 compliant study of leisure, open space and recreation and although the report is not complete, early indications are that there is no deficiency to use as evidence. As such the Executive felt it could not defend such an allocation and therefore it would not make one.

Committee Recommendation(s):

10. To recommend the Executive to reconsider the proposed allocation of existing car parking for redevelopment and in particular to:

(a) safeguard existing car parking provision by requiring any development to take place above lower level car parking and/or

(b) ensure adequate provision for vans, including those used in connection with Selby Market.

Executive Decision:

The Executive agree to the principle of the recommendation as the Minutes of the Executive of 28th July show this issue was discussed and an agreement made to amend the text.

Committee Recommendation(s):

11. To recommend the Executive to reconsider the proposed allocation of site SHER015.

Executive Decision:

The Executive noted that the map numbering on SHER015 and SHER016 had changed due to a drafting error. Councillors resolved to make no change to the proposed allocation of site SHER015.

Committee Recommendation(s):

12. To recognise that proposals in respect of Sherburn had been amended within the previous 24 hours and to ask Councillor Jordan and Packham to consider and submit any views in relation to the revised proposals directly to the Executive, in advance of the Executive Briefing on 22 August 2011.

Executive Decision:

Councillor Mackman stated that Councillor Jordan had confirmed in an e-mail that he had no further comments to make, therefore, the Executive agreed to the revised Sherburn-in-Elmet chapter.

Committee Recommendation(s):

13. To recommend the Executive to remove all of the wording after “No Allocation” in respect of the response on the former Papyrus Works (Site X 010) set out in the “Other discounted Sites” table on page 110.

Executive Decision:

The executive agreed to delete existing text and add the words “*Site has Planning Permission (subject to S106 agreement)*”

Executive also agreed:

Councillor Mackman also noted that some minor typographical errors had also been attended to and that he would inform Officers of further minor amendments as required.

Councillor Mackman then set out the Council’s position regarding the supply of housing land in the District. He explained that it fell short of the 5 years supply required. The

Council was vulnerable to inappropriate windfall applications if the supply was not boosted through the release of Local Plan Phase 2 sites to meet the need until the SADPD was adopted.

Councillor Mackman considered it inappropriate to prevent the release of the Sherburn-in-Elmet site when there is a shortage of housing and housing land, but also considered that to prevent harm to the Core Strategy it should be released for 282 units in line with the SADPD. Similarly the other Phase 2 site yields should be amended to reflect the SADPD numbers.

The Executive agreed that the release was necessary to retain control over development and also agreed with Councillor Mackman's suggestion for amending the yield in line with the SADPD to protect the Core Strategy and SADPD.

Resolved:

SADPD

- (i) To submit to Full Council the Site Allocations DPD draft Preferred Options Document, as amended above, to proceed to the next stage;
- (ii) To recommend to Full Council that a 10-week Public Consultation process be undertaken to commence on 22 September 2011;
- (iii) To delegate authority to the Managing Director of Access Selby after consultation with the Lead Executive Member for Place Shaping to deal with any minor amendments to the document prior to consultation.

5 Year Supply

- (iv) To receive and note the Draft Technical Report at Appendix 4;
- (v) To recommend Full Council to release the Phase 2 residential Allocations in line with the SADPD;
- (vi) To approve appropriate publicity and notification of Landowners.

Legal Representation at Core Strategy Examination in Public

- (vii) To approve the appointment of Counsel on the behalf of the Council.

1 November 2011

1. Boundary Commission proposal to create a Selby and Castleford Parliamentary Constituency

The Committee agreed:

Policy Review Committee discussed the topic at length. Officers were asked to compile a response for the Executive to agree.

Outcome:

The Executive accepted the response put forward by Policy Review Committee.

2. Financial Strategy

Policy Review Committee agreed to note the report.

3. Affordable Housing SPD

The Committee agreed:

To recommend to the Executive that the AHSPD focuses strongly on local connections and that it should also be realistically affordable.

Outcome:

The Affordable Housing SPD returns to the Executive on 1 March.

24 November 2011 (Special Meeting)

1. Core Strategy.

The Committee agreed:

To support the Executive in asking the Council's consultants to provide evidence of the sustainability of housing growth on a range of 450 to 465 dwellings;

To request that the Executive amend the recommendation to read:

"More detailed policy proposals and Proposed Changes to the Core Strategy be developed for approval by the Executive, taking into account the Green Belt Policy as amended";

To request that the Executive amend the recommendation regarding housing at Tadcaster to read:

"In respect of the shortfall of housing in Tadcaster, to approve Plan A to accommodate the shortfall in Tadcaster"

The Executive agreed:

The Executive also discussed the recommendations made by Policy Review Committee at its meeting on the 24 November 2011. The Executive noted the view of Policy Review

Committee that changes should be approved by the Executive rather than an individual councillor but resolved to amend their recommendation to read:

‘To authorise the Lead Executive Councillor for Place Shaping, after consultation with the Managing Director, Access Selby, to agree any minor or consequential amendments to the Core Strategy necessary to reflect the principle issues determined by the Executive in relation to overall housing numbers, deliverability of development in Tadcaster and Green Belt Policy.’

The Executive discussed the recommendation from Policy Review Committee regarding the shortfall of housing at Tadcaster. The Executive reaffirmed their view that indicating Plan A as their preferred option for delivering the Core Strategy in Tadcaster was the most appropriate course of action and it was agreed that the recommendation would remain as originally approved by the Executive.

Meetings of Gypsy & Traveller Working Group

21 November 2011

The Working Group agreed:

To note the work undertaken previously by the Executive and more recently by the Working Group to identify suitable sites for the provision of traveller accommodation.

To recognise, with regret, that reliance on the promotion of sites by landowners can leave the District Council vulnerable to manipulation and prompt the focus to fall on sites which might meet the agreed methodology but which are demonstrably inappropriate.

To pursue with the Homes and Communities Agency the possibility of providing a further site for traveller accommodation on land owned by the Agency at Burn Airfield and if those discussions are positive, to allocate an appropriate site at the location for such development.

To recognise the paucity of suitable alternative sites and acknowledge that there may be a need to consider land in the green belt if proposals at Burn Airfield do not progress.

To recommend that the Executive consider gathering further evidence to support the Council’s identified current and future need for traveller accommodation.

Outcome:

The recommendations as part of the SADPD are held due to the suspension of the Core Strategy and are due to go to the Executive in June.

In the meantime the Policy team are continuing with discussions with HCA in relation to Burn Airfield.



Report Reference Number PR/11/12

Agenda Item No: 6

To: Policy Review Committee
Date: 24 January 2012
Author: Andrew McMillan, Policy Officer
Lead Officer: Mark Steward, Managing Director

Title: Village Design Statements Adoption

Summary: Following a six-week period of consultation, a range of comments on the Village Design Statements (VDS) has been received. Officers have responded to those comments and where appropriate have made changes to the VDS documents.

Recommendations:

To consider the schedule of responses to the consultation and add any comments for the Executive to consider

Reasons for recommendation

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

1. Introduction and background

- 1.1 Following the successful Adoption of nine Village Design Statements in 2009, work began on a further round of production. The villages under consideration are: Appleton Roebuck, Barlow, Bilbrough, Brotherton, Byram, Carlton, Church Fenton, Hensall, Monk Fryston, Newton Kyme, North Duffield, Riccall, Stutton, Ulleskelf, and Womersley. Copies of the draft VDS are available upon request.

- 1.2 The VDS documents have been prepared in partnership between Parish Councils, local people and Officers from Selby District Council to present architectural and design guidance to anyone proposing new development within the villages. The documents set out the existing character to ensure that new development respects the unique aesthetic attributes of the villages in the District and to promote high quality design, but does not require new development to slavishly copy old designs.
- 1.3 This round of Village Design Statements is the last in the current programme while Access Selby concentrates on the core LDF documents. In the uncertainty surrounding the Localism Bill, changes to the planning system, and potential Neighbourhood Plans, VDS may return, perhaps in an alternative format.

2. The Report

- 2.1 Consultation on the draft VDS documents took place between 1 August and 12 September 2011 (six weeks). A schedule of comments received during this time is included in the Consultation Statement (Appendix 1), together with the Council's response to those issues raised. Where appropriate, changes have been made to the VDS documents themselves.
- 2.2 On 3 November 2011 The Executive considered the draft VDS documents and approved them. Officers then typeset and formatted the VDS documents in their final form ready for Policy Review Committee to consider and approve. Those revised documents are available upon request from Officers.
- 2.3 Upon future approval by Full Council (scheduled for 28 February 2012), the VDS documents may be used in making planning decisions as part of the Local Development Framework

3. Legal/Financial Controls and other Policy matters

3.1 Legal Issues

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

3.1.3 The Solicitor to the Council is in agreement with the above.

3.2 Financial Issues

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

4. Conclusion

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

5. Background Documents

Minutes of Policy & Resources Committee 24 March 2011

Minutes of Executive 21 July 2011

Minutes of Executive 3 November 2011

Contact Details

Andrew McMillan
Policy Officer
Selby District Council
amcmillan@selby.gov.uk
01757 29 2092

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

Appendix B: Minutes of Executive Report E/11/34

Selby District Local Development Framework

Consultation Draft Village Design Statements Supplementary Planning Document

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

Introduction

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

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

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

Purpose of the VDS SPD

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

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

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

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

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

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

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

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

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

SA/SEA and HRA

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

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

Consultation with Members

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

Formal Consultation of the SPD

The formal consultation involved the following:

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

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

All documents were also available to view online at www.selby.gov.uk.

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

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

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

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

Adopting the VDS

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

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

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

Appendix 1: List of Consultees

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

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

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

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

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

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

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

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

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

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

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

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

Appendix 2: Schedule of consultation responses and Council's response

General comments: All VDS documents:

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

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

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

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

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

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

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

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

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

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

Bilbrough – schedule of comments

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

Appleton Roebuck – schedule of comments

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

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

Brotherton – schedule of comments

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

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

Byram – schedule of comments

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

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

Hensall: Schedule of responses

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

North Duffield: Schedule of responses

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Monk Fryston – schedule of comments

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

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

Ricall– schedule of comments

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

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

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

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

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

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

Womersley: Schedule of responses

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

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

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

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

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

	<p>5091 – stepped wall constructed inbetween the grounds of Womersley Park and the new houses constructed in Womersley Park Gardens.</p> <p>5092 – the wall that was already in situ in the grounds of Womersley Park on the opposite side of the stepped wall – that this wall should have been made to match exactly.</p> <p>5093 – picture shows roof and size in construction of Orchard House (newly built) – in relation to the plot size and also the surrounding buildings.</p> <p>5095 – formal entrance onto carriageway drive leading to Womersley Park</p> <p>5096 – stolen copings from wall replaced with mixture of sand and cement</p> <p>5097 – agricultural building constructed in position and materials which are unsympathetic to the immediate residential dwellings.</p> <p>5099 – listed pigeon loft</p> <p>5100 – Womersley Park Gardens – shows one of the houses on the estate next to the stepped wall which does not match the wall within the grounds of Womersley Park itself.</p> <p>5102 – Orchard House again on Park Lane - notice dark latticed windows, the colour of the stone used in construction and the size of the building within the plot.</p> <p>5103 – shows flat roof at Garden Cottage</p> <p>5104 – shows pantile roof and stone slates in roof construction</p> <p>5107 – shows the same at the Village Hall</p> <p>5105 – this shows copings in place on one of the walls</p> <p>5106 – this shows the old wheel wash at Womersley Beck –w hich could be restored and is an interesting feature of the village</p> <p>5109 – this shows copings on a wall and some which have been stolen and never replaced. If the water is allowed to penetrate for long, it will eventually degrade over time and break down.</p> <p>5110 – the Yorkshire Water building at the Bank Wood Road entrance into the village – as you can see there is no screening and it does not follow any of the characteristic of the village in its design</p> <p>5111 – Pontefract Gate Lodge on Bank Wood Road – a building of interest which used to be one of the entrances to Womersley Park – but is no longer.</p>	
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	<p>5112 – Cow Lane – picture shows the rendered adjoining cottages, and plastic windows in one of them. It also shows the new build house, which is too large for the plot and dwarfs the cottages either side of it which are rendered</p> <p>5114 – Low Farm – this shows the blue paving stones which have been used which are totally out of character in the village. Also on the same development there are brown and white windows of differing arrangements</p> <p>5117 – picture of wood gates. There are many types of gates in the village but suggest iron or wood is suitable all painted the owners colour choice. Also this image shows Went Farm.</p> <p>5118 – main st, park lane – with ivy cut back form wall tops. Note the copings that have been stolen in the foreground.</p> <p>5119 – verge – shown fully bedded up with planting</p> <p>5120 – another verge – grass with large stones to prevent cars pulling up onto the verge itself</p> <p>5121 – rear of Womersley Park</p> <p>5122 – alternative shot of Church</p> <p>5124 – close up of memorial at the front and the clock</p> <p>Womersley Park – picture of the front elevation of Womersley Park with the Church spire in the background.</p>	
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Minutes of Executive Meeting 3 November 2011

49. Village Design Statements

Councillor Mackman presented report E/11/34 that gave details of the finalised Village Design Statements. The Village Design Statements would also be submitted for scrutiny by the Policy Review Committee prior to adoption into the Local Development Framework by Council.

Councillor Mackman suggested a minor amendment to the second recommendation in the report. The recommendation should read as below.

'To approve the amended content of the Village Design Statements with a view to their adoption in to the Local Development Framework for use as appropriate guidance in planning decision making.'

This was accepted by the Executive.

Resolved:

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

Reasons for decisions:

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



Report Reference Number PR/11/13

Agenda Item No: 7

To: Policy Review Committee
Date: 9 August 2011
Author: Richard Besley, Democratic Services Officer
Lead Officer: Rose Norris, Executive Director Communities Selby

Title: Community Engagement Forums

Summary: This report allows Policy Review Committee to consider the operation of CEFs and to comment on a Scoping paper on Community Engagement Forums from the Executive Director, Communities Selby.

Recommendation:

To discuss the paper distributed to Councillors and to comment on the proposed recommendations and next steps identified in the paper

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 26 July 2011, reference was made to the current operation of CEFs and their effectiveness in actively engaging the public. The Committee agreed to consider the issue of CEFs at a later meeting.
- 1.2 The Scoping paper from the Executive Director to the Leader of Council which was circulated to Councillors at the end of 2011. The paper reviews the operation of CEFs to date and looks at their future, with outlined recommendations and next steps.

2. The Report

- 2.1 The report asks the Policy Review Committee to review the Scoping paper and its recommendations and forward any comments as appropriate.

2.2 To aid Policy Review Committee, the Scoping paper is attached as appendix.

3. Legal/Financial Controls and other Policy matters

3.1 Legal Issues

None

3.2 Financial Issues

None

4. Conclusion

That Policy Review contributes to the effective interaction between the Council and the people of Selby district.

5. Background Documents

None

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Appendix:

Appendix A – Community Engagement Forums: Scoping Paper

Community Engagement Forums: Scoping paper

For the meeting with the Leader on 6 October 2011

1.0 Purpose of this paper

- 1.1 Since May 2011, the Lead Executive member and the Executive Director – Communities Selby have undertaken a review of how the Community Engagement Forums (CEFs) are currently operating and how they can evolve in the future to meet the challenges around localism and empowerment.
- 1.2 This purpose of this paper is to present the findings of the review and to set out a range of proposals for how the forums can develop in the coming months and years to meet the emerging local and national agenda around localism, empowerment, people being better placed to help themselves, and the shift towards the ‘Big Society’. This report seeks authority from the Leader to make progress on a number of recommendations

2.0 Recommendations

- 2.1 Many of the key findings are already being tackled by the partnership boards and the Communities Selby team. There are a number of areas, however, where changes will need to be agreed in order for the forums to deliver on the new vision around localism and empowerment. This report seeks authority from the Leader to make progress on the following recommendations:

1. **To update the Council’s Constitution to reflect the shift towards empowerment and to be less directive on how the forums operate. This can be undertaken as part of the current review of Executive arrangements and the Constitution and will require a reworking of the following sections:**
 - **Part 1 – Summary and Explanation – on the purpose of the forums;**
 - **Article 10 – Community Engagement Forums – Composition – on their role and function and the appointment of the Chair; and**
 - **Part 4 – Rules of Procedure - Community Engagement Forum Procedure Rules – on how forum meetings are structured, the appointment of the Chair, and Council approving meeting dates.**

2. **To recognise the forums as the ‘hub’ for all local-level planning and engagement including providing the mechanism for allocating the new Homes Bonus and other local funding; in this role, the hubs would support and enable a range of engagement and empowerment initiatives at a variety of levels, whether this is village-led planning or area-wide projects.**
3. **To lift any requirements around Partnership Board meetings needing to be held on the same night as the main forum meeting; this will enable individual partnership boards to decide how best they conduct their business. (Support to meetings is now coming from a range of sources, thus lifting the resource requirements for the Council.)**
4. **To set up a pilot with a non-councillor forum chair in one of the forum areas, possibly in Tadcaster and Villages, the most ‘mature’ forum and the subject matter of one of the ‘tough stuff’ actions in the council’s new corporate plan.**

3.0 The new context

- 3.1 Since early 2011 the Council has had a new vision and a new corporate plan was consulted upon during the summer of 2011. A key part of the agenda going forward is around helping people to help themselves. In the spirit of the ‘Big Society’ ethos, the council is on a journey from community engagement to empowerment. The *Communities Selby* project has been set up to help deliver on the shift towards more of an ‘enabling’ role, with increased emphasis on social enterprise.
- 3.2 In the Council’s Constitution and in the Terms of Reference for each forum, there has very much been a focus on those delivering public services engaging with the public primarily to gather views, opinions and information.

4.0 Review of Community Engagement Forums – key findings

- 4.1 Given the initial challenge which the forums were set, they have, to varying degrees, been delivering on much of what was intended. The key findings of the review are as follows:
 1. The forums have been extremely effective as a means for public services to work with representatives from communities to solve problems together. Moving towards building empowered communities who are confident and capable of ‘helping themselves’ will be the next challenge and will require a new approach and a more sophisticated skill set for all involved. This will need to be a key part of the full Communities Selby project plan as it is developed in the coming weeks.

2. The forum meetings are seen by many as being a meeting between Selby District Council and parish councils; very few local people attend. The key aspect where forums need to improve is engaging with the community, whether that is by getting more people along to the main forum meeting or by outreach work or holding more inclusive and perhaps ‘fun’ events in localities (such as the Inter-CEF Olympics planned for 2012).
3. The Council’s Constitution is rather ‘directive’ on what forums should do and how they operate; this is clearly at odds with genuine localism. The constitution also needs to recognise the new corporate plan priority around empowerment and people being able to help themselves.
4. The forums are seen by many outside Selby District Council as being an extension of the Council; indeed the Council’s Constitution shows that this is, in fact, the case.
5. Forums are starting to make the shift from problem solving towards planning for the future of the area. Whilst listening to people’s problems was important in the early days in order to establish credibility, the forums now need to turn their attention to planning and using the Community Development Plan (CDP) as the vehicle for this.
6. The CDPs have had varying degrees of success in providing either a coherent set of priorities to take their area forward (i.e. place shaping) or a realistic set of actions which can be delivered. This may be as a result of the lower level of emphasis they have received in some areas. Forums now need to use CDPs as the vehicle for community leadership and ensure that the delivery of the CDP is actively monitored to ensure that community outcomes are achieved.
7. The forums are yet to take on a wider role as a ‘hub’ from which to co-ordinate a number of different local initiatives. A number of different related ‘localism’ developments are taking place and the forums could be where it is all pulled together. The forums therefore could be, and arguably should be, the place where all aspects of engagement are co-ordinated, from merely providing information, up through the various levels of engagement, to empowerment. The forums could take on the ‘hub’ role, bringing together the following:
 - Information and communication - informative presentations, guides, etc
 - Engagement and consultation – e.g. on council and public sector priorities, Core Strategy planning consultations, etc
 - Local decision making – local priorities, planning for the wellbeing of the area, and allocating funding, by actively using the CDPs:
 - New Homes Bonus – forums could even bid for this and be allocated funding on the basis of the quality of their proposals (tied into CDPs)

- Community Budgets
 - Community Infrastructure Levy
 - Participatory budgeting
 - Neighbourhood Plans
 - Community assets – Localism Bill
- Volunteering - the Volunteer Centre and the Employer Sponsored Volunteering (ESV) Scheme
- Empowerment and the Big Society – creating the environment where people can help themselves, e.g. ‘In Bloom’, ‘In my Neighbourhood’, through mutuals, co-ops, local exchange trading schemes, etc.
8. Forum meeting agendas are structured as if they are a committee of the Council, rather than a community meeting; this makes it more difficult to engage local people.
9. At the public part of the meetings it has been observed that some councillors do not behave as if they are part of the partnership board, but ask questions to the Chair as if they are members of the public and tend to dominate the meeting, instead of listening to the community and providing answers themselves. Further training is planned for councillors on empowerment, the forums, and the role of councillors as community leaders.
10. Partnership Board meetings are not as effective as they could be, being held late at night, largely a re-run of the public meeting, not providing an opportunity for any leadership, planning or place shaping through robust CDPs, and, in some cases, having an unwieldy number of members. Tadcaster and Villages benefits from holding its partnership board meeting on a separate evening; during this review, one of its partnership board members said that he would resign if Selby District Council insisted on it being held immediately after the public meeting. Partnership boards should be allowed local discretion on how they run their meetings.
11. Chairs are currently drawn from the members of Selby District Council. If genuine empowerment is to be achieved, the council needs to consider ‘letting go’ and facilitating leaders to emerge from within communities. Early steps towards this could be made via a pilot in one of the forum areas, possibly in Tadcaster and Villages, the most ‘mature’ forum and the subject matter of one of the ‘tough stuff’ actions in the council’s new corporate plan.
12. Partner organisations are involved in supporting the forums in a number of different ways, from undertaking consultation, to supporting task and finish groups and providing training to partnership boards. For example, the Association of Voluntary Services, together with the Council’s in-house Communities Selby team are working as a wider ‘virtual team’ supporting the

CEFs. It is important that partners are involved in the plans for the future of the forums and how the environment can be created for an empowered community to grow.

13. The role of senior officers needs to be considered and how best their time and expertise can be used. Corporate Management Team is currently looking at proposals for how to take this forward.
14. The forums are currently heavily dependent on the council's co-ordination/support officers. In order to grow the idea of people helping themselves, there is scope to start bringing in more support from within the partnership boards themselves, through the volunteer centre and from the community.
15. The process around community grants needs to be reviewed, so that the applications are tied closely to CDP priorities and bring about enhanced community access and empowerment, e.g. if a tennis club receives community funding, they should be asked to offer a free taster session to the community.
16. Communications and marketing need to be improved. Work is underway to review all communications channels and a new www.your-community.org.uk website is being built, which will be more user-friendly from a community perspective. The dates and times of meetings are also being reviewed to make them easier for members of the public to remember and attend.
17. Social networking provides an opportunity for all of the forums and work is also underway to look at how people in the community can start to drive this agenda themselves, using Facebook and Twitter.

5.0 Conclusion

- 5.1 The forums have been extremely effective as a means for public services to work with representatives from communities to solve problems together. Moving towards building empowered communities who are confident and capable of 'helping themselves' will be the next challenge and will require a new approach and a more sophisticated skill set for all involved. In order to deliver on localism, the current structure of the forums and their way of working is not fit for purpose, and they will therefore need to change.

6.0 Next Steps

- 6.1 In order to take forward the findings and recommendations in this report, it is proposed that:

1. The report is taken to a meeting of the Chairs of the Community Engagement Forums;
2. Following on from this, the forums are re-launched, to link in with the new website going live and a number of other positive developments, e.g. young people events, the work around the Olympics, evidence of the impact of forum-led winter gritting schemes, etc; and
3. Progress reports on the forums and the implementation of the recommendations will be brought to the Executive Briefing session on a regular basis.

Paper prepared by:
Rose Norris
Executive Director
30 September 2011

To: Policy Review Committee
Date: 24 January 2012
Author: Richard Besley, Democratic Services Officer
Lead Officer: Karen Iveson, Executive Director (S151)

Title: Draft Budget and Financial Plan

Summary: This report allows Policy Review Committee the opportunity to comment on Executive Report E/11/44 on the Draft Revenue Budget and Capital Programme 2012/13 and the Medium term Financial Plan

Recommendation:

- i. To comment on the Executive's decision on the recommendations in E/11/44 that:**
 - a. Endorsed the planned actions of the Access Selby Board to address their savings requirements;**
 - b. Looked to identify savings to meet the required savings targets from 2013/14;**
- ii. To offer comments on the Draft Budget and Financial Plan and consider the Executive's recommendation to Council to approve, the draft budgets and bids; and to vary the Medium Term Financial Strategy and approve a draw down of revenue balances to support a Council Tax freeze and defer the need for further savings in 2012/13.**

Reason for recommendations

- i. To ensure the budget proposals are fully funded for 2012/13**
- ii. 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 1 December 2011, the Executive discussed E/11/44 and submitted, subject to Policy Review Committee comments, recommendations to full Council.

2. The Report

- 2.1** The report asks the Policy Review Committee to review the Executive report and their decisions and forward any comments to Council.
- 2.2** To aid Policy Review Committee, the Executive report and supporting documents are attached as appendices.

3. Legal/Financial Controls and other Policy matters

3.1 Legal Issues

As shown in the Executive report E/11/44 attached at Appendix 1.

3.2 Financial Issues

As shown in the Executive report E/11/44 attached at Appendix 1.

4. Conclusion

That Policy Review contributes to the on going examination of the Budget and Policy Framework on behalf of the Council.

5. Background Documents

None

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Appendices:

Appendix 1 – Executive Report E/11/44

Appendix 2 – Minutes of Executive 1 December 2011

Selby District Council

REPORT

Reference: E/11/44

Public - Item 5



To:	The Executive
Date:	1 December 2011
Status:	Key Decision
Report Published:	23 November
Author:	Karen Iveson, Executive Director (and s151)
Executive Member:	Councillor Cliff Lunn
Lead Officer:	Karen Iveson

Title: Draft Revenue Budget and Capital Programme 2012/13 and Medium Term Financial Plan

Summary: This report presents the Executive's draft revenue budget and capital programme for 2012/13 to 2014/15. The budget has been established against a back drop of significant financial constraints and future volatility arising from the continuing economy uncertainty, the Government's 'Resource Review', and the reform of the Housing Subsidy system (self-financing).

Subject to confirmation of the Formula Grant settlement, the 2012/13 budgets show a forecasted deficit of £583k on the General Fund. £318k of this deficit relates to Access Selby and an outline plan has been developed to cover this saving in 2012/13 as well as their future savings requirements.

The Council's support Core also forecasts a deficit on General Fund activities, allowing for some proposed budget growth and a Council Tax freeze. At this stage there are no proposals for savings and it is intended that General Fund balances will be used to bridge the gap between resources and spending (expected to be £348k in 2012/13). However the Executive will bring forward savings proposals during the coming year.

The HRA budget forecasts the impact of self financing although the final announcement on debt levels will not be known in advance of budget setting. HRA savings targets have been met although resources are expected to be tight in the early years of self financing. Subject to formula rent increases (again which will not be known in advance of budget setting), our forecasts suggest that there will be £2.967m available for the Housing Investment Programme in 2012/13 whilst drawing down £77k to support the revenue account.

There remains much uncertainty within the budget and therefore the proposals in this report may have to be revisited once Formula Grant, HRA self-financing debt and formula rent levels are known.

Recommendations:

It is recommended that:

- i. Subject to comments from the Policy Review Committee, the draft budgets and bids be submitted to Council for approval;**
- ii. The Executive endorse the planned actions of the Access Selby Board to address their savings requirements;**
- iii. Council be asked to vary the Medium Term Financial Strategy by approving draw down of revenue balances to support a Council Tax freeze and defer the need for further savings in 2012/13;**
- iv. The Executive identify savings to meet the required savings targets from 2013/14.**

Reasons for recommendation: To ensure the Executive's budget proposals are fully funded for 2012/13.

1. Introduction and background

- 1.1 The Executive considered its proposed Medium Term Financial Strategy (MTFS) on 6 October and is due to submit this to full Council for approval on 13 December 2011. The MTFS covers General Fund activities and provides the strategic financial framework for medium term financial planning and annual budget setting.
- 1.2 The Housing Revenue Account (HRA) and Housing Investment Programme (HIP) are covered by the Housing Business Plan (HBP), which will be subject to a full review following the introduction of HRA self financing. The move to self financing will see removal of housing subsidy, with the Council keeping all of its rent income in return for taking on approximately £60m Central Government housing debt. The final details of this change are expected in December/January and therefore the budget has been established around a number of assumptions (such as the level of debt, interest rates and rent increases). Once final details of the changes are known, the HBP will be updated.
- 1.3 The MTFS assumes continuing cuts to Central Government grant funding in line with the last Comprehensive Spending Review and identifies inflation, low interest rates and the uncertainty surrounding the Government's 'Resource Review' as the key financial issues facing us over the next 3 years.
- 1.4 The budget has been prepared on a current policy basis and includes provision for inflation where considered necessary. There is no provision for a pay award in 2012/13. The General Fund revenue budget includes contingencies totalling £275k - £205k in the Core and £70k in Access Selby.

2. The Report

- 2.1 Details of the draft revenue budgets are presented at **Appendix A** and the proposed capital programmes are shown at **Appendix B**. The detailed revenue budgets are presented for the Core and Communities Selby. Access Selby is working within agreed 'cost envelopes' and their budgets are presented in summary only.
- 2.2 Full Central Establishment Charges (CECs) are not allocated to individual services at this stage (although due to the ring fencing requirements of the HRA estimates of charges to the HRA have been included). Access Selby are undergoing a full cost review and these charges will be subject to change.

General Fund Revenue Budget

- 2.3 The MTFS set a target net revenue budget of £9.654m for 2012/13 with anticipated savings of £378k needed to achieve the target. The target was derived from assumptions about Council Tax levels and Government grant:

<u>MTFS</u>	£000's
Council Tax	4,977
Government grant	<u>4,677</u>
Total	<u>9,654</u>

- 2.4 Taking the 3 elements of the Council's service delivery model together, the estimated position for 2012/13 is as follows:

	Target Budget £000's	2012/13 Budget £000's	Savings Needed £000's
Core	3,724	3,989	265
Access Selby	5,668	5,986	318
Communities Selby	262	262	0
Total	9,654	10,237	583

- 2.5 The savings requirement is around £205k higher than that forecasted in the MTFS largely due to the 'leakage' of savings into the HRA through CEC recharges. The budgets also reflect a proposed increase in Access Selby's 'cost envelope' of £136k, to cover legacy budget pressures outside of their control (e.g. higher than budgeted inflation on the street scene contract). A breakdown of these pressures is shown at **Appendix C(i)**.
- 2.6 Access Selby have developed an outline savings plan to meet their savings requirement for 2012/13 as well as the savings expected from the continuing cuts to Government grant in 2013/14 and 2014/15 – the plan is attached at **Appendix C(ii)**.
- 2.7 A number of savings have already been identified as part of the budget

process and the current savings action plan is attached at **Appendix D**. At this stage no further savings are proposed from the Core although the Executive have requested officers to consider the Council's future management structure, and proposals for this and other savings opportunities (including further opportunities identified by Access Selby) will be brought forward during 2012/13, potentially to provide in-year savings as well as on-going savings in advance of the budget round for 2013/14.

- 2.8 **Appendix E(i)** identifies the growth proposals for consideration with the draft budget (both revenue and capital).
- 2.9 Taking into account the savings shortfall and growth proposals, it is estimated that there will be a funding gap of £300k (£265k plus £35k growth) for 2012/13 and it is proposed that this be met from General Fund balances with further savings bridging the gap from 2013/14 onwards.
- 2.10 In addition, proposals for Council Tax levels will impact on the need to draw down balances – the MTFS assumed a Council tax increase of 3.5% for 2012/13 (the equivalent of £168k p.a.). However since the strategy was written the Government have announced a second award of Council Tax Freeze Grant for those Councils who do not increase charges next year.
- 2.11 The Government have committed a one year grant, equivalent to 2.5% of Council Tax, to compensate Councils (£120k for Selby). As this award is limited to one year this will cost the Council £48k in 2012/13 (£168k lost income, less £120k grant). Thereafter the £168k lost income would need to be covered by savings, as it is unlikely that this will be recouped through future Council Tax increases.
- 2.12 The Executive recommend Council to take up the offer of Council Tax Freeze Grant for 2012/13 and in doing so are mindful of the longer term impact that freezing Council Tax will have on the Council's financial position.
- 2.13 Taking the proposals for Council Tax, growth, savings and the draft budgets it is estimated that, subject to the Formula Grant settlement, £348k will be needed from General Fund Balances in 2012/13, taking the balance to £1.497m by 31 March 2013 – just short of the £1.5m minimum working balance.
- 2.14 The MTFS allocated £445k from General Fund balances to support the revenue budget in 2012/13 leaving £1.8m available to mitigate the increased financial risk arising from the Government's 'Resource Review' as well as the continuing turmoil in the wider economy. The proposals in this report do deviate from the strategy but the Executive are satisfied that the proposals are robust and sustainable.
- 2.15 Beyond 2012/13 further grant cuts are expected and there is much uncertainty surrounding the impact of top-slicing grant for the New Homes Bonus scheme and the Government's 'Resource Review'. Current projections suggest a funding gap of over £700k (assuming Access Selby achieve their challenging savings targets).
- 2.16 There is also the potential to reappraise the Council's existing debt and transfer a proportion of historic housing debt to the HRA. Such a transfer may form part of the self financing arrangements and could save the General

Fund around £600k p.a. However, even if this can be achieved, with the funding pressures we are facing it is unlikely that this will provide any headroom for future stability or growth and further savings can not be ruled out.

Housing Revenue Account

- 2.17 The HRA budgets have been prepared using assumptions on rent rises based on the Government's formula. Under self financing it is expected that the Government will continue to determine rent increases.
- 2.18 Again, taking the 3 elements of the Council's service delivery model together, the estimated position for 2012/13 is shown below. Progress against the HRA savings action plan is ahead of target and therefore no further savings are expected for 2012/13, although opportunities for efficiencies will continue to be sought wherever possible. The corresponding budgets for the Core and Access Selby reflect the ring fencing of the HRA, and show the rent income the Core needs to cover debt charges and the Housing Investment Programme.

	Target Budget £000's	2012/13 Budget £000's	Savings Needed £000's
Core	6,985	6,985	0
Access Selby	(6,985)	(6,985)	0
Communities Selby	0	0	0
Total	0	0	0

- 2.19 As outlined in paragraph 1.2 the HRA will be affected by the move to self financing. The budgets assume debt of £60m to be repaid over 50 years at an average rate of 4.57% p.a. and clearly these figures are subject to change. Because of the capital financing rules all of the Council's debt is classed as General Fund debt but a large proportion of this debt can be attributed to former housing schemes. Reallocating debt to the HRA in this way will not only rectify this anomaly but also have an on-going benefit to the General Fund of around £600k p.a. and still leave funds for the Housing Investment Programme.
- 2.20 Assuming the Council meets its minimum requirements concerning monies set aside to reinvest in the housing stock or repay debt, then £77k will be needed from HRA balances in 2012/13. Thereafter some headroom is expected, which can be used to top up debt repayments or spend on housing improvements. However it should be stressed that we are still awaiting final details of rent rises and the debt allocation and will not be in a position to fix our financing costs until late March 2012, therefore budgets should be treated with caution.
- 2.21 A contribution of £77k from HRA balances would take them to £1.450m - £50k short of the revised minimum working balance.

General Fund Capital Programme

- 2.22 The General Fund capital programme includes previously approved projects

and new growth – a summary of growth proposals are shown at **Appendix E(i)** and the updated capital programme is attached at **Appendix B(i)**.

2.23 There is no room for additional revenue contributions to support the capital programme and therefore it is restricted to available capital receipts, external grants and earmarked reserves.

2.24 The following table presents a summary of the programme:

Programme	2011/12 £000's	2012/13 £000's	2013/14 £000's	2014/15 £000's
Projects	2,588	219	0	579
Grants & loans	383	380	380	350
ICT	155	357	125	219
Total Programme	3,126	956	505	1,148
Funding				
Capital Receipts	2,334	322	240	210
Grants	176	140	140	140
Revenue	10	0	0	0
Reserves	606	494	125	798
Total Funding	3,126	956	505	1,148

2.25 Projects include the remaining work to the new Civic Centre, relocation of the communications mast at Portholme Road and leisure centre improvements – the latter are funded from the Building Repairs Reserve. Grants mainly relate to mandatory Disabled Facilities Grants and ICT projects cover a range of replacement and new systems, hardware and infrastructure – funding for ICT projects is covered by the ICT Replacement Reserve.

Housing Investment Programme

2.26 The Housing Investment Programme includes a number of growth proposals to ensure our homes continue to meet the decency standard – a summary of these proposals are shown at **Appendix E(ii)** and the updated HIP is attached at **Appendix B(ii)**.

2.27 The following table presents a summary of the programme:

Programme	2011/12 £000's	2012/13 £000's	2013/14 £000's	2014/15 £000's
Central heating	1,031	1,185	1,405	1,305
Electrical works	360	300	310	322
Roof replacements	560	560	560	0
Doors and windows	42	197	63	63
Kitchens	318	342	342	342
Airey properties	1,009	0	320	1,376
Damp works	127	190	197	204
Other	143	193	199	205
Total Programme	3,590	2,967	3,396	3,817

Funding	2011/12 £000's	2012/13 £000's	2013/14 £000's	2014/15 £000's
Revenue	1,487	0	0	0
Major repairs allowance	1,989	0	0	0
Major repairs reserve	0	2,967	3,396	3,817
Grants	114	0	0	0
Total Funding	3,590	2,967	3,396	3,817

- 2.28 The impact of self financing is also reflected in funding the capital programme – Major Repairs Allowance will no longer be received as part of the old subsidy system and instead the Council will make equivalent transfers to the Major Repairs Reserve. This reserve is then available for investment in the housing stock or repayment of debt.

Budget Risk Assessment

- 2.29 **Appendix F** provides a risk assessment of the Council's major budgets covering the Core, Access Selby and Communities Selby. The continuing turmoil in the wider economy and cuts to public sector funding, mean greater financial risk for the Council - areas that are particularly high risk are income generation (for example planning fees) and savings and the impact of inflation on our contractual commitments.
- 2.30 Services such as Housing benefits continue to come under pressure with claims and changes in circumstances continuing to rise.
- 2.31 Changes to legislation also have the potential to bring further financial risk – for example proposals for the localisation of Council Tax benefit on the back of the Government's intended 10% cut; changes to planning policy; and open public services.
- 2.32 The Council's contingency budgets and general balances provide a buffer for these risks but as balances are used to support the suppression of Council Tax there is less opportunity for the mitigation of budget pressures – balances are expected to fall slightly short of the approved minimum level of £1.5m on both the General Fund and HRA (by £3k and £50k respectively).

3. Legal/Financial Controls and other Policy matters

3.1 Legal Issues

- 3.1.1 None as a result of this report.

3.2 Financial Issues

- 3.2.1 As set out in the report

4. Conclusion

- 4.1 This report presents the Executive's draft revenue budget and capital programme for 2012/13 to 2014/15. The budget has been established against a backdrop of significant financial constraints and future volatility arising from the continuing economy uncertainty, the Government's 'Resource Review', and the reform of the Housing Subsidy system (self financing).
- 4.2 There remains an on-going challenge to balance the General Fund budget. The MTFS identifies this challenge and aims to provide stability through reasonable Council Tax rises and measured use of reserves. The Government's offer of a one year Council Tax freeze grant presents the opportunity to protect the public, but increases the strain on the General Fund. However, there may be an opportunity to allocate existing housing debt to the HRA under proposals for self financing but final regulations are awaited.
- 4.3 It is clear that there remains much uncertainty within the budget and therefore the proposals in this report and the assumptions in the MTFS may have to be revisited once Formula Grant, HRA self-financing debt and formula rent levels are known.

5. Background Documents

Medium Term Financial Strategy
Budget Working Papers
Intelligence sheet – Localisation of Business Rates
Intelligence sheet – Localisation of Council Tax Benefit

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Appendices:

A – Revenue estimates
B – Capital programmes
C – Access Selby budget pressures and outline savings plan
D – Savings action plans
E – Growth bids
F – Budget risk assessment

GENERAL FUND SUMMARY

Committee	Budget As per Spreadsheets 3 Nov 2011			Access Selby Budget			Core Budget			Communities Selby Budget		
	2012/13	2013/14	2014/15	2012/13	2013/14	2014/15	2012/13	2013/14	2014/15	2012/13	2013/14	2014/15
	Original	Original	Original	Original	Original	Original	Original	Original	Original	Original	Original	Original
	£	£	£	£	£	£	£	£	£	£	£	£
Net Budget Access Selby	8,286,350	8,458,670	8,648,010	8,286,350	8,458,670	8,648,010	3,149,210	3,225,235	3,304,005	262,450	266,210	270,070
Core	3,149,210	3,225,235	3,304,005									
Communities Selby	262,450	266,210	270,070									
Sub-total Gross Budgets	11,698,010	11,950,115	12,222,085	8,286,350	8,458,670	8,648,010	3,149,210	3,225,235	3,304,005	262,450	266,210	270,070
CEC Charged to HRA	(2,619,930)	(2,662,480)	(2,712,630)	(2,358,220)	(2,397,170)	(2,442,530)	(261,710)	(265,310)	(270,100)			
Net Budget after CEC Adjustments	9,078,080	9,287,635	9,509,455	5,928,130	6,061,500	6,205,480	2,887,500	2,959,925	3,033,905	262,450	266,210	270,070
ICT Plan Projects	264,750	124,660	219,000				264,750	124,660	219,000			
Drainage Boards Additional Costs	75,000	75,000	75,000				75,000	75,000	75,000			
Capital Growth		0	0					0	0			
Procurement Savings to be Identified	(12,590)	(37,590)	(65,540)	(12,590)	(37,590)	(65,540)						
Net Service Budget	9,405,240	9,449,705	9,737,915	5,915,540	6,023,910	6,139,940	3,227,250	3,159,585	3,327,905	262,450	266,210	270,070
Investment Income	(225,000)	(285,000)	(410,000)				(225,000)	(285,000)	(410,000)			
External Interest	773,500	775,600	778,130				773,500	775,600	778,130			
Capital A/c Adjustment MRP Charge	196,685	193,430	190,305				196,685	193,430	190,305			
Capital A/c Adjustment DFG & Conservation Grants	10,000						10,000					
Contingencies	275,000	275,000	275,000	70,000	70,000	70,000	205,000	205,000	205,000			
Net Budget before contribution to/(from) Reserves	10,435,425	10,408,735	10,571,350	5,985,540	6,093,910	6,209,940	4,187,435	4,048,615	4,091,340	262,450	266,210	270,070
Contribution To Reserves												
Building Repairs	130,000	130,000	130,000				130,000	130,000	130,000			
Comp Development Cont	150,000	150,000	150,000				150,000	150,000	150,000			
Transport Contrib	3,000	3,000	3,000				3,000	3,000	3,000			
PFI	362,950	376,540	396,180				362,950	376,540	396,180			
Pension Equalisation Reserve	200,000	200,000	200,000				200,000	200,000	200,000			
District Election	30,000	30,000	30,000				30,000	30,000	30,000			
Contribution From Reserves												
Computer Development	(264,750)	(124,660)	(219,000)				(264,750)	(124,660)	(219,000)			
PFI	(363,680)	(374,590)	(385,830)				(363,680)	(374,590)	(385,830)			
GF Unallocated Balances	(445,480)		110,000				(445,480)		110,000			
NET REVENUE BUDGET	10,237,465	10,799,025	10,985,700	5,985,540	6,093,910	6,209,940	3,989,475	4,438,905	4,505,690	262,450	266,210	270,070
Payment to Access Selby & Communities Selby				(5,667,520)	(5,488,520)	(5,488,520)	5,929,970	5,754,730	5,758,590	(262,450)	(266,210)	(270,070)
Shortfall / (surplus)	582,975	985,945	1,223,900	318,020	605,390	721,420	264,945	380,555	502,480	0	0	0

S.D.C.- ACCESS SELBY ESTIMATE WORKING PAPER
SUBJECTIVE ANALYSIS

2010/2011 ACTUAL	NARRATIVE		2011/2012 REVISED ESTIMATE	2012/2013 BUDGET	2013/2014 BUDGET	2014/2015 BUDGET
£			£	£	£	£
	ACCESS SELBY - OBJECTIVE SUMMARY					
271,549	ABBAY LEISURE CENTRE (DISCRETIONARY)	AS1	233,370	217,820	224,070	230,470
-548	TADCASTER LEISURE CENTRE (DISCRETIONARY)	AS2	-7,640	-7,760	-8,050	-8,320
21,995	BUILDING CONTROL (STATUTORY)	AS3	36,050	36,050	36,050	36,050
5,730	BUS STATION (DISCRETIONARY)	AS4	-660	-2,220	-2,430	-2,650
31,389	CAR PARKS (DISCRETIONARY)	AS5	21,980	24,700	25,520	26,380
-230,981	CAR PARKS PAY & DISPLAY (DISCRETIONARY)	AS6	-248,070	-298,200	-296,620	-294,980
98,267	CIVIC AMENITIES (STATUTORY/DISCRETIONARY)	AS7	57,280	60,030	62,030	64,110
50,379	CLOSED BURIAL GROUNDS (STATUTORY)	AS8	16,030	15,260	15,690	16,130
2,974	COMMERCIAL HEALTH (STATUTORY)	AS9	5,800	5,810	5,830	5,850
442,359	CONCESSIONARY FARES (STATUTORY)	AS10	-1,570	-1,570	-1,570	-1,570
71,339	COUNTRYSIDE RECREATION & MGMNT (DISCRETIONARY)	AS11	55,700	17,790	17,810	17,830
544,661	DEVELOPMENT MANAGEMENT (STATUTORY)	AS12	-37,620	-569,720	-593,710	-618,600
42,109	DOG WARDEN (STATUTORY)	AS13	30,070	20,070	20,220	20,370
-9,355	ECONOMIC DEVELOPMENT (DISCRETIONARY)	AS14	0	0	0	0
13,256	ENVIRONMENTAL - OTHER (STATUTORY/DISCRETIONARY)	AS15	18,000	18,000	18,000	18,000
44,976	GF HOUSING (STATUTORY)	AS16	193,310	115,020	126,900	138,110
1,196,865	HOUSE & TRADE REFUSE COLLECTION (STATUTORY)	AS17	1,050,610	1,152,070	1,192,790	1,234,930
-137,626	HOUSING BENEFITS (STATUTORY)	AS18	-118,740	-286,030	-294,730	-303,620
-61,597	INDUSTRIAL UNITS (DISCRETIONARY)	AS19	-66,220	-93,120	-92,380	-91,620
78,801	LOCAL TAXATION COLLECTION (STATUTORY)	AS20	-78,130	-116,110	-119,030	-122,020
-16,849	MARKETS (DISCRETIONARY)	AS21	0	0	0	0
485	NAMING/NUMBERING OF STREETS (STATUTORY)	AS22	4,470	4,580	4,670	4,760
562,241	COMMUNITY SUPPORT TEAMS	AS23	955,280	1,154,580	1,181,600	1,209,300
144,124	CUSTOMER CONTACT CENTRE	AS24	104,080	103,320	104,780	106,300
41,589	DEPOTS - PORTHOLME ROAD	AS25	0	0	0	0
6,285	DEPOTS - PROSPECT WAY	AS26	2,470	1,360	1,410	1,460
16,367	EMERGENCY PLANNING (STATUTORY)	AS27	20,660	20,660	20,660	20,660
-50,763	LAND CHARGES (STATUTORY)	AS28	-79,920	-90,200	-94,400	-98,750
-39,174	LICENSING (STATUTORY)	AS29	-90,800	-120,250	-120,250	-120,250
-32,620	PROPERTY MANAGEMENT (DISCRETIONARY)	AS30	-57,040	-35,100	-34,930	-34,760
266,020	FINANCE	AS31	260,450	232,570	237,890	243,340

S.D.C.- ACCESS SELBY ESTIMATE WORKING PAPER
SUBJECTIVE ANALYSIS

2010/2011 ACTUAL	NARRATIVE		2011/2012 REVISED ESTIMATE	2012/2013 BUDGET	2013/2014 BUDGET	2014/2015 BUDGET
£			£	£	£	£
	ACCESS SELBY - OBJECTIVE SUMMARY					
218,917	BENEFITS & TAXATION	AS32	369,140	412,780	423,100	433,680
300,243	BUSINESS SUPPORT	AS33	560,930	566,010	579,110	592,530
13,234	DATA & SYSTEM	AS34	151,630	519,180	533,370	547,980
252,242	LEGAL	AS35	208,630	199,310	203,290	207,360
241,670	DEBT CONTROL	AS36	206,620	192,390	196,960	201,640
159,394	VIDEO CAMERAS (DISCRETIONARY)	AS37	-10,540	67,700	67,700	67,700
298,088	CIVIC CENTRE	AS38	246,010	255,320	267,220	275,400
24,829	TADCASTER COMMUNITY OFFICE	AS39	0	0	0	0
88,467	ACCESS SELBY MANAGEMENT TEAM	AS40	389,660	492,430	504,320	516,500
706,486	CONTRACTS	AS41	580,210	314,390	302,140	310,110
69,039	MARKETING & COMMUNICATIONS	AS42	69,120	68,630	70,070	71,540
164,414	HUMAN RESOURCES	AS43	220,740	184,190	185,910	187,680
348,513	POLICY STRATEGY	AS44	828,810	433,880	390,070	341,410
102,069	PARKS & OPEN SPACES (DISCRETIONARY)	AS45	105,850	111,590	115,500	119,540
639,662	ENVIRONMENTAL HEALTH & HOUSING	AS46	450,640	359,970	368,010	376,250
12,631	PEST CONTROL (STATUTORY)	AS47	13,890	13,890	13,890	13,890
-8,722	POLLUTION MONITORING & CONTAMINATED LAND (STATUTORAS48	AS48	14,490	11,440	11,620	11,800
63,868	PUBLIC CONVENIENCES (DISCRETIONARY)	AS49	70,050	68,180	68,410	68,650
16,022	RECREATION GROUNDS - SPORTS (DISCRETIONARY)	AS50	12,150	12,470	12,710	12,960
639,529	RECYCLING (STATUTORY)	AS51	592,370	659,730	694,830	731,250
2,715	SHERBURN COMMUNITY OFFICE	AS52	3,980	3,980	3,980	3,980
72,544	SPORT DEVELOPMENT & GROUNDWORK (DISCRETIONARY)	AS53	61,510	64,480	66,980	69,560
489,010	STREET CLEANSING (STATUTORY)	AS54	513,670	538,960	557,000	575,670
88,719	TRANSFORMATION	AS55	100,440	158,330	162,310	166,380
14,585	UNUSED BUILDINGS	AS56	5,310	6,270	7,220	8,230
0	ASSETS	AS57	577,590	782,100	801,030	820,440
0	ENFORCEMENT	AS58	141,850	209,340	214,100	218,970
	ALLOCATION OF COSTS TO HRA		-2,131,820	-2,358,220	-2,397,170	-2,442,530
8,392,415	Total Net Expenditure		6,632,130	5,928,130	6,061,500	6,205,480

S.D.C.- ACCESS SELBY ESTIMATE WORKING PAPER SUBJECTIVE ANALYSIS					
2010/2011 ACTUAL	NARRATIVE	2011/2012 REVISED ESTIMATE	2012/2013 BUDGET	2013/2014 BUDGET	2014/2015 BUDGET
£		£	£	£	£
ACCESS SELBY - SUBJECTIVE SUMMARY					
Income					
-21,171,111	Government Grants	-21,997,170	-22,661,180	-23,426,630	-24,218,630
-159,277	Industrial Units	-183,630	-195,590	-195,590	-195,590
-110,185	Court Fees/Cost/Summons Income	-150,100	-120,320	-120,320	-120,320
-36,978	Internal Recharges	-171,460	-51,500	-51,500	-51,500
-121,931	Licences	-123,090	-129,750	-129,750	-129,750
-40,462	Property Management Rent	-60,740	-39,000	-39,000	-39,000
-1,631	Water Sampling Fees	-11,710	-5,360	-5,360	-5,360
-20,499	Local Air Pollution	-18,000	-18,000	-18,000	-18,000
-105,202	Land Charges	-127,980	-122,460	-126,740	-131,170
-816,931	Recycling	-771,000	-772,800	-787,560	-802,750
-11,756	Refuse Collection General	-25,460	-16,450	-16,450	-16,450
-9,527	Clinical Waste	-10,450	-10,450	-10,450	-10,450
-512,096	Commercial Waste	-562,290	-481,790	-498,550	-515,900
-396,671	Planning Fees	-579,580	-890,020	-920,010	-951,050
-156,234	Groundwork Income	-109,710	-109,710	-109,710	-109,710
-307,178	Car Parks	-317,500	-357,530	-357,530	-357,530
-11,279	Legal Services	-16,730	-17,660	-18,270	-18,900
-169,587	Sundry Income	-97,660	-100,790	-91,200	-92,660
-40,593	Other Rent Income				
	Car Parks-Other				
-15,026	Urban Renaissance				
-24,214,153	Total Income	-25,334,260	-26,100,360	-26,922,620	-27,784,720
Expenditure					
5,383,083	Staff Costs	5,557,470	5,641,400	5,777,660	5,917,290
19,486,588	Housing & Ctax Benefit	20,779,840	21,505,290	22,256,120	23,033,240

S.D.C.- ACCESS SELBY ESTIMATE WORKING PAPER SUBJECTIVE ANALYSIS					
2010/2011 ACTUAL	NARRATIVE	2011/2012 REVISED ESTIMATE	2012/2013 BUDGET	2013/2014 BUDGET	2014/2015 BUDGET
£		£	£	£	£
ACCESS SELBY - SUBJECTIVE SUMMARY					
517,121	Premises Running Costs	461,150	431,500	442,370	453,700
89,748	Consultants Fees	527,750	82,000	62,000	62,000
411,942	Supporting People	432,000	371,560	374,560	377,560
2,708	Legal Fees	15,300	15,300	15,300	15,300
100,291	Transport Costs	119,850	113,800	113,840	113,880
320,311	ICT	374,060	333,920	343,560	353,500
332,751	PFI Scheme	343,030	362,490	373,360	384,560
24,503	Homeless Strategy	123,310	60,000	60,000	60,000
91,553	General Insurances	77,420	84,640	87,620	90,690
352,080	Office Running Costs	392,520	381,290	381,290	381,290
961,548	Other Sundry Costs	469,330	421,980	362,950	308,950
3,804,450	Street Scene Contract	3,668,520	3,791,990	3,928,240	4,065,100
343,833	Leisure Trust	298,260	288,740	297,450	306,420
276,514	Other Contracts	206,980	243,290	243,290	243,290
107,543	Partnership Arrangements	251,420	257,520	261,680	265,960
32,606,568	Total Expenditure	34,098,210	34,386,710	35,381,290	36,432,730
	Allocation of Costs to HRA	-2,131,820	-2,358,220	-2,397,170	-2,442,530
8,392,415	Net Expenditure	6,632,130	5,928,130	6,061,500	6,205,480

S.D.C.- CORE ESTIMATE WORKING PAPER

OBJECTIVE ANALYSIS OF EXPENDITURE

2010/2011 ACTUAL	NARRATIVE		2011/2012 REVISED ESTIMATE	2012/2013 BUDGET	2013/2014 BUDGET	2014/2015 BUDGET
£			£	£	£	£
97,608	CORE MISCELLANEOUS	CORE 1	679,350	527,114	540,055	548,515
179,793	COST OF AUDIT	CORE 2	185,640	169,580	164,610	164,640
461,978	DEMOCRATIC SERVICES	CORE 3	441,930	424,530	428,280	432,120
86,671	ELECTIONS	CORE 4	158,600	30,550	30,720	30,890
487,640	SMT & CORE SUPPORT	CORE 5	439,760	505,190	517,090	529,300
1,431,675	EXTERNAL PRECEPTS	CORE 6	1,441,790	1,492,250	1,544,480	1,598,540
2,745,365			3,347,070	3,149,214	3,225,235	3,304,005
	Allocation of Costs to HRA		-242,530	-261,710	-265,310	-270,100
	Net Cost		3,104,540	2,887,504	2,959,925	3,033,905

S.D.C.- CORE ESTIMATE WORKING PAPER

SUBJECTIVE ANALYSIS OF EXPENDITURE

2010/2011 ACTUAL	NARRATIVE	2011/2012 REVISED ESTIMATE	2012/2013 BUDGET	2013/2014 BUDGET	2014/2015 BUDGET
£		£	£	£	£
-6,530	Sundry Income	-14,780	-6,650	-6,760	-6,870
-312,141	Internal Recharge Inc	-293,830	-277,700	-260,630	-261,070
-318,671	Total Income	-308,610	-284,350	-267,390	-267,940
95,101	Audit Partnership	105,820	100,820	95,820	95,820
36,058	Consultants Fees	45,630	35,000	0	0
1,431,675	Drainage Board Levy	1,441,790	1,492,250	1,544,480	1,598,540
174	Election Costs	112,170	0	0	0
110,727	External Audit Fees	112,460	91,050	91,080	91,110
232,414	General Insurances	209,130	199,060	206,030	213,250
24,218	ICT	12,680	0	0	0
9,376	Legal Fees	8,000	8,000	8,000	8,000
224,028	Members Allowances	228,370	228,370	228,370	228,370
7,264	Members Seminars & Training	16,710	3,000	3,000	3,000
103,928	Other Sundry Costs	127,870	104,270	104,270	104,270
-75,131	Pension Costs	447,830	469,124	491,405	491,405
706	Premises Running Costs	2,320	2,320	2,340	2,360
845,565	Staff Costs	763,670	681,930	699,460	717,450
17,933	Transport Costs	21,230	18,370	18,370	18,370
3,064,036	Total Expenditure	3,655,680	3,433,564	3,492,625	3,571,945
	Allocation of Costs to HRA	-242,530	-261,710	-265,310	-270,100
2,745,365	Net Expenditure	3,104,540	2,887,504	2,959,925	3,033,905

S.D.C.- CORE ESTIMATE WORKING PAPER

2010/2011 ACTUAL	NARRATIVE		2011/2012 REVISED ESTIMATE	2012/2013 BUDGET	2013/2014 BUDGET	2014/2015 BUDGET	
£			£	£	£	£	<u>Comments</u>
CORE MISCELLANEOUS							
Income							
-284,706	Internal Recharge Inc	(1)	-260,690	-254,910	-237,840	-238,280	(1) This is the allocation of the corporate insurance premiums, bank charges and Superannuation.
-325	Sundry Income						
-285,032	Total Income		-260,690	-254,910	-237,840	-238,280	(2) These are pension charges as a result of early retirement. The reduction relates to former officers that no longer carry a charge.
Expenditure							
158,198	Staff Costs	(2)	184,380	48,650	50,350	52,110	(3) This is the backfunding element of pensions payable to the NYCC pension fund. 2010/11 included and accounting adjustments as part of the pension final accounts.
-75,131	Pension Costs	(3)	447,830	469,124	491,405	491,405	
36,058	Consultants Fees	(4)	45,630	35,000			
230,568	General Insurances	(5)	207,510	196,990	203,880	211,020	
32,947	Other Sundry Costs	(6)	54,690	32,260	32,260	32,260	(4) These are consultancy bids for Shared Procurement and Tadcaster Regeneration.
382,639	Total Expenditure		940,040	782,024	777,895	786,795	
97,608	Net Expenditure		679,350	527,114	540,055	548,515	(5) The reduction reflects savings on the premiums plus inflation. (6) This include an approved carry forward request for depot relocation.

S.D.C.- CORE ESTIMATE WORKING PAPER

2010/2011 ACTUAL	NARRATIVE		2011/2012 REVISED ESTIMATE	2012/2013 BUDGET	2013/2014 BUDGET	2014/2015 BUDGET	
£			£	£	£	£	<u>Comments</u>
	COST OF AUDIT						This page covers the cost of Internal and External Audit.
	Income						
-27,435	Internal Recharge Inc	(1)	-33,140	-22,790	-22,790	-22,790	(1) This is the recharge to the HRA for their proportion of External Audit Fees, savings have been achieved and recharge income has been adjusted accordingly.
-27,435	Total Income		-33,140	-22,790	-22,790	-22,790	
	Expenditure						
95,101	Audit Partnership	(2)	105,820	100,820	95,820	95,820	(2) The budget reflects savings expected to be achieved from the provision of the Internal Audit Service.
110,727	External Audit Fees	(3)	112,460	91,050	91,080	91,110	
1,399	Other Sundry Costs		500	500	500	500	
207,227	Total Expenditure		218,780	192,370	187,400	187,430	(3) The reduction in budget reflects reduced charges to be levied by the Audit Commission.
179,793	Net Expenditure		185,640	169,580	164,610	164,640	

S.D.C.- CORE ESTIMATE WORKING PAPER

2010/2011 ACTUAL	NARRATIVE	2011/2012 REVISED ESTIMATE	2012/2013 BUDGET	2013/2014 BUDGET	2014/2015 BUDGET	Comments
£		£	£	£	£	
	DEMOCRATIC SERVICES					This page covers the cost of the Democratic Services function.
	Income					
-4,217	Sundry Income	-6,010	-4,150	-4,260	-4,370	
-4,217	Total Income	-6,010	-4,150	-4,260	-4,370	
	Expenditure					
185,579	Staff Costs	158,350	152,680	156,500	160,410	
224,028	Members Allowances	228,370	228,370	228,370	228,370	
7,264	Members Seminars & Training (1)	16,710	3,000	3,000	3,000	(1) 2011/12 includes an approved carry forward request as part of the Councillor Development Strategy.
9,376	Legal Fees	8,000	8,000	8,000	8,000	
12,173	Transport Costs	15,190	15,180	15,180	15,180	
5,000	ICT (2)					(2) Costs were incurred during 2010/11 for E-petitions.
960	General Insurances	900	1,030	1,070	1,110	
21,815	Other Sundry Costs	20,420	20,420	20,420	20,420	
466,196	Total Expenditure	447,940	428,680	432,540	436,490	
461,978	Net Expenditure	441,930	424,530	428,280	432,120	

S.D.C.- CORE ESTIMATE WORKING PAPER

2010/2011 ACTUAL	NARRATIVE		2011/2012 REVISED ESTIMATE	2012/2013 BUDGET	2013/2014 BUDGET	2014/2015 BUDGET	Comments
£			£	£	£	£	
	ELECTIONS						This page covers the cost of the Election Service.
	Income						
-1,988	Sundry Income	(1)	-8,770	-2,500	-2,500	-2,500	(1) There is an expected income contribution for 2010/11 to cover the cost of the District Election.
-1,988	Total Income		-8,770	-2,500	-2,500	-2,500	
	Expenditure						
40,200	Staff Costs	(2)	13,780	5,950	6,100	6,250	(2) 2011/12 onwards has the costs of canvassing for the Registor of Electors. There are no longer any direct salary costs to Elections as part of the restructure.
706	Premises Running Costs		2,320	2,320	2,340	2,360	
592	Transport Costs		1,560				
19,218	ICT	(3)	12,680				(3) IT costs are now held as part of Data & Systems.
89	General Insurances		80				
174	Election Costs	(4)	112,170				(4) This is the bid for the costs of the District Election.
27,679	Other Sundry Costs		24,780	24,780	24,780	24,780	
88,659	Total Expenditure		167,370	33,050	33,220	33,390	
86,671	Net Expenditure		158,600	30,550	30,720	30,890	

S.D.C.- CORE ESTIMATE WORKING PAPER

2010/2011 ACTUAL	NARRATIVE		2011/2012 REVISED ESTIMATE	2012/2013 BUDGET	2013/2014 BUDGET	2014/2015 BUDGET	
£			£	£	£	£	<u>Comments</u>
	SMT & CORE SUPPORT						
	Income						
	Total Income						
	Expenditure						
461,587	Staff Costs	(1)	407,160	474,650	486,510	498,680	(1) 2012/13 includes the salaries for the Executive Director currently seconded to Communities Selby.
5,167	Transport Costs		4,480	3,190	3,190	3,190	
798	General Insurances		640	1,040	1,080	1,120	
20,088	Other Sundry Costs	(2)	27,480	26,310	26,310	26,310	(2) 2011/12 includes subscription costs that are part of the core.
487,640	Total Expenditure		439,760	505,190	517,090	529,300	
487,640	Net Expenditure		439,760	505,190	517,090	529,300	

S.D.C.- CORE ESTIMATE WORKING PAPER

2010/2011 ACTUAL	NARRATIVE		2011/2012 REVISED ESTIMATE	2012/2013 BUDGET	2013/2014 BUDGET	2014/2015 BUDGET	
£			£	£	£	£	<u>Comments</u>
	EXTERNAL PRECEPTS						This is the cost of paying Drainage Board Precepts.
	Income						
	Total Income						
	Expenditure						
1,431,675	Drainage Board Levy	(1)	1,441,790	1,492,250	1,544,480	1,598,540	(1) Inflation has been included based around current costs.
1,431,675	Total Expenditure		1,441,790	1,492,250	1,544,480	1,598,540	
1,431,675	Net Expenditure		1,441,790	1,492,250	1,544,480	1,598,540	

S.D.C.- COMMUNITIES SELBY ESTIMATE WORKING PAPER

OBJECTIVE ANALYSIS OF EXPENDITURE

2010/2011 ACTUAL	NARRATIVE		2011/2012 REVISED ESTIMATE	2012/2013 BUDGET	2013/2014 BUDGET	2014/2015 BUDGET
£			£	£	£	£
0	COMMUNITIES SELBY	CS1	116,810	100,920	86,850	88,720
45,777	COMMUNITY ENGAGEMENT FORUMS	CS2	204,680	120,000	35,320	35,320
51,241	COMMUNITY SAFETY	CS3	134,450	0	-134,820	-135,190
-14,315	LOCAL STRATEGIC PARTNERSHIP	CS4	35,760	880	-34,000	-34,000
50,880	GRANTS	CS5	39,220	40,650	43,510	44,990
133,583	Total Net Expenditure		530,920	262,450	-3,140	-160

S.D.C.- COMMUNITIES SELBY ESTIMATE WORKING PAPER

SUBJECTIVE ANALYSIS OF EXPENDITURE

2010/2011 ACTUAL	NARRATIVE	2011/2012 REVISED ESTIMATE	2012/2013 BUDGET	2013/2014 BUDGET	2014/2015 BUDGET
£		£	£	£	£
	Income				
-16,975	LSP Contributions (inc)	-10,000	-10,000	-10,000	-10,000
-16,975	Total Income	-10,000	-10,000	-10,000	-10,000
	Expenditure				
45,777	CEF Costs	204,680	120,000	120,000	120,000
71,827	Community Safety	145,300			
-78,402	Community Safety Contributions	-26,430			
	General Insurances		340	350	360
2,034	Local Strategic Partnership	45,760	10,880	10,880	10,880
50,030	Miscellaneous Grants	39,220	40,650	42,030	43,460
	Office Running Costs				
57,816	Staff Costs	132,390	94,330	96,700	99,120
1,476	Sundry Costs				
	Transport Costs		6,250	6,250	6,250
150,558	Total Expenditure	540,920	272,450	276,210	280,070
133,583	Net Expenditure	530,920	262,450	266,210	270,070

S.D.C.- COMMUNITIES SELBY ESTIMATE WORKING PAPER

2010/2011 ACTUAL	NARRATIVE	2011/2012 REVISED ESTIMATE	2012/2013 BUDGET	2013/2014 BUDGET	2014/2015 BUDGET	Comments
£		£	£	£	£	
	COMMUNITIES SELBY					
	Income					
	Total Income					
	Expenditure					
	Staff Costs	(1) 116,810	94,330	73,650	75,500	(1) 2011/12 includes the salary costs of an Executive Director, the secondment ends April 2012. 2011/12 only includes 9 months salary from the commencement on the TSO.
	Transport Costs		6,250	12,500	12,500	
	General Insurances		340	700	720	
	Total Expenditure	116,810	100,920	86,850	88,720	
	Net Expenditure	116,810	100,920	86,850	88,720	

S.D.C.- COMMUNITIES SELBY ESTIMATE WORKING PAPER

2010/2011 ACTUAL	NARRATIVE		2011/2012 REVISED ESTIMATE	2012/2013 BUDGET	2013/2014 BUDGET	2014/2015 BUDGET	<u>Comments</u>
£			£	£	£	£	
	COMMUNITY ENGAGEMENT FORUMS						
	Income						
	Total Income						
	Expenditure						
45,777	CEF Costs	(1)	204,680	120,000	35,320	35,320	(1) This page covers the costs of projects from the 5 CEFs covering the District.
45,777	Total Expenditure		204,680	120,000	35,320	35,320	
45,777	Net Expenditure		204,680	120,000	35,320	35,320	

S.D.C.- COMMUNITIES SELBY ESTIMATE WORKING PAPER

2010/2011 ACTUAL	NARRATIVE	2011/2012 REVISED ESTIMATE	2012/2013 BUDGET	2013/2014 BUDGET	2014/2015 BUDGET	Comments
£		£	£	£	£	
COMMUNITY SAFETY						
Income						
-78,402	Community Safety Contributions	-26,430		26,430	26,430	This page covers the costs of Community Safety. Responsibility for the running of schemes has transferred to City of York Council from July 2011.
-78,402	Total Income	-26,430		26,430	26,430	
Expenditure						
57,816	Staff Costs	15,580		-15,950	-16,320	(1) 2011/12 includes approved carry forward budget requests for projects not yet committed. This budget has now been transferred to City of York Council.
71,827	Community Safety	(1) 145,300		-145,300	-145,300	
129,643	Total Expenditure	160,880		-161,250	-161,620	
51,241	Net Expenditure	134,450		-134,820	-135,190	

S.D.C.- COMMUNITIES SELBY ESTIMATE WORKING PAPER

2010/2011 ACTUAL	NARRATIVE		2011/2012 REVISED ESTIMATE	2012/2013 BUDGET	2013/2014 BUDGET	2014/2015 BUDGET	
£			£	£	£	£	<u>Comments</u>
LOCAL STRATEGIC PARTNERSHIP							
Income							
-16,975	LSP Contributions (inc)		-10,000	-10,000	-10,000	-10,000	
-16,975	Total Income		-10,000	-10,000	-10,000	-10,000	
Expenditure							
2,034	Local Strategic Partnership	(1)	45,760	10,880	-24,000	-24,000	(1) 2011/12 includes an approved carry forward budget request for ongoing projects.
626	Sundry Costs						
2,660	Total Expenditure		45,760	10,880	-24,000	-24,000	
-14,315	Net Expenditure		35,760	880	-34,000	-34,000	

S.D.C.- COMMUNITIES SELBY ESTIMATE WORKING PAPER

2010/2011 ACTUAL	NARRATIVE	2011/2012 REVISED ESTIMATE	2012/2013 BUDGET	2013/2014 BUDGET	2014/2015 BUDGET	Comments
£		£	£	£	£	
	GRANTS					
	Income					
	Total Income					
	Expenditure					
	Local Strategic Partnership					
50,030	Miscellaneous Grants	(1) 39,220	40,650	43,510	44,990	(1) 2011/12 shows a reduction to meet savings targets. The grant to the Citizens Advice Bureau includes inflation.
850	Sundry Costs					
50,880	Total Expenditure	39,220	40,650	43,510	44,990	
50,880	Net Expenditure	39,220	40,650	43,510	44,990	
133,583	Total Net Expenditure	530,920	262,450	-3,140	-160	

HOUSING REVENUE ACCOUNT SUMMARY

	Total Budget			Access Selby Budget			Core Budget		
	2012/13	2013/14	2014/15	2012/13	2013/14	2014/15	2012/13	2013/14	2014/15
	Original	Original	Original	Original	Original	Original	Original	Original	Original
	£	£	£	£	£	£	£	£	£
Net Service Costs	1,758,040	1,770,390	1,754,890	1,746,080	1,758,430	1,742,930	11,960	11,960	11,960
Dwelling Rents	-11,226,392	-11,780,031	-12,469,517	(11,226,392)	(11,780,031)	(12,469,517)			
Non-Dwelling Rents	-124,608	-128,969	-133,483	(124,608)	(128,969)	(133,483)			
Capital Charges	1,465,540	1,479,540	1,509,910				1,465,540	1,479,540	1,509,910
Sub-total Gross Budgets	-8,127,420	-8,659,070	-9,338,200	(9,604,920)	(10,150,570)	(10,860,070)	1,477,500	1,491,500	1,521,870
CEC Recharges from GF	2,619,930	2,662,480	2,712,630	2,619,930	2,662,480	2,712,630	-	-	-
Net Budget after CEC Adjustments	-5,507,490	-5,996,590	-6,625,570	(6,984,990)	(7,488,090)	(8,147,440)	1,477,500	1,491,500	1,521,870
Net Service Budget	(5,507,490)	(5,996,590)	(6,625,570)	(6,984,990)	(7,488,090)	(8,147,440)	1,477,500	1,491,500	1,521,870
Investment Income	(20,000)	(30,000)	(40,000)				(20,000)	(30,000)	(40,000)
HRA Debt - Payment of Interest	2,727,220	2,727,220	2,727,220				2,727,220	2,727,220	2,727,220
Pension - Past Service Costs	177,830	181,190	188,060				177,830	181,190	188,060
Net Budget before contribution to/(from) Reserves	(2,622,440)	(3,118,180)	(3,750,290)	(6,984,990)	(7,488,090)	(8,147,440)	4,362,550	4,369,910	4,397,150
Contribution To Reserves									
Comp Development Cont	20,000	20,000	20,000				20,000	20,000	20,000
Major Repairs Reserve	1,504,460	1,484,460	1,447,090				1,504,460	1,484,460	1,447,090
HRA Debt - MRR Principal	1,175,000	1,175,000	1,175,000				1,175,000	1,175,000	1,175,000
Additional Contribution to MRR	-	389,028	1,108,200					389,028	1,108,200
NET REVENUE BUDGET	77,020	(49,692)	-	(6,984,990)	(7,488,090)	(8,147,440)	7,062,010	7,438,398	8,147,440
Payable to / (from) Core	-	-	-	6,984,990	7,488,090	8,147,440	(6,984,990)	(7,488,090)	(8,147,440)
Shortfall / (surplus)	77,020	(49,692)	-	-	-	-	77,020	(49,692)	-
Contribution To/ (From) HRA Reserves	(77,020)	49,692	-				77,020	(49,692)	-
Opening HRA Balance	1,527,328	1,450,308	1,500,000				1,527,328	1,450,308	1,500,000
Contribution To / (From) HRA	(77,020)	49,692	0				(77,020)	49,692	-
Closing Balance	1,450,308	1,500,000	1,500,000				1,450,308	1,500,000	1,500,000

HOUSING REVENUE ACCOUNT

ACTUAL OUTTURN 2010/2011 £	2011/2012 LATEST APPROVED £	2012/2013 BUDGET £	2013/2014 BUDGET £	2014/2015 BUDGET £
NET SERVICE COSTS				
209,386 Warden Schemes	4,880	-25,880	-22,570	-19,040
2,377,683 Housing Repairs	1,803,920	1,365,360	1,383,740	1,356,230
-907 Sale of Council Houses - Admin	2,500	2,500	2,500	2,500
743,623 Housing General Management	496,745	272,620	258,220	261,410
26,386 Hostels	-14,390	690	1,300	1,980
85,658 Special Management	119,670	130,790	135,240	139,850
-677,715 HRA Curtailment / Gain	18,730	0	0	0
50,671,277 Capital Charges	2,117,580	1,465,540	1,479,540	1,509,910
-44,479 Core Costs	-42,690	330	330	330
804,166 CEC Recharge from General Fund	2,164,190	2,619,930	2,662,480	2,712,630
54,195,077 Total Service Costs	6,671,135	5,831,880	5,900,780	5,965,800
INCOME				
9,765,971 Dwelling Rents	10,382,000	11,226,392	11,780,031	12,469,517
109,916 Non-Dwelling Rents	118,000	124,608	128,969	133,483
2,016,016 HRA Subsidy Receivable	1,988,780			
11,891,903 Total Income	12,488,780	11,351,000	11,909,000	12,603,000
EXPENDITURE				
6,058,594 Negative Housing Revenue Account Subsidy Payable	5,389,360			
14,135 Debt Management Costs	19,630	11,630	11,630	11,630
-6,270 Increased Provision for Bad Debts	0	0	0	0
6,066,459 Total Expenditure	5,408,990	11,630	11,630	11,630
48,369,633 Net Cost of HRA Services	-408,655	-5,507,490	-5,996,590	-6,625,570
123,984 Gain or Loss on Sale of HRA Fixed Assets	0	0	0	0
1,572 Interest Payable and Similar Charges	0	0	0	0
-7,652 Amortisation of Premiums & Discounts	-3,880	0	0	0
0 Pension - Past Service Costs	171,820	177,830	181,190	188,060
-57,539 Interest and Investment Income	-33,370	-20,000	-30,000	-40,000
724,990 Pension Reserve Adjustments	-18,740	0	0	0
49,154,987 (Surplus) / Deficit for the Year on HRA Services	-292,825	-5,349,660	-5,845,400	-6,477,510
-48,674,491 Impairments & Deferred charges	0	0	0	0
1,085,219 Capital Expenditure Funded by the Housing Revenue Account	708,415	0	0	0
-1,208,519 Transfer to / (from) Major Repairs Reserve	-157,080	1,504,460	1,484,460	1,447,090
-589,994 Transfer to / (from) Housing Special Projects Reserve	0	0	0	0
0 Transfer to ICT Reserve	20,000	20,000	20,000	20,000
1,120,945 Transfer to / (from) Housing Carry Forward Budget Reserve	-48,500	0	0	0
HRA Debt - Payment of Interest		2,727,220	2,727,220	2,727,220
HRA Debt - Transfer To Major Repairs Reserve re Principal		1,175,000	1,175,000	1,175,000
Additional Contribution to Major Repairs Reserve			389,028	1,108,200
0 Base Budget Savings (Unidentified Savings)	-86,420	0	0	0
888,147 (Increase) / Decrease in the Housing Revenue Account	143,590	77,020	-49,692	0
-2,559,065 Housing Revenue Account Balance Brought Forward	-1,670,918	-1,527,328	-1,450,308	-1,500,000
-1,670,918 Housing Revenue Account Carried Forward	-1,527,328	-1,450,308	-1,500,000	-1,500,000

ACCESS SELBY - HOUSING REVENUE ACCOUNT

SUBJECTIVE ANALYSIS OF EXPENDITURE

2010/2011 ACTUAL OUTTURN £		2011/2012 LATEST APPROVED £	2012/2013 BUDGET £	2013/2014 BUDGET £	2014/2015 BUDGET £
	Income				
-414,649	Internal Recharges	-432,000	-371,560	-374,560	-377,560
-67,658	Other Rent Income	-94,600	-77,250	-79,920	-82,670
-119,878	Property Repairs	-38,000	-28,000	-28,000	-28,000
-52,241	Other Income	-42,130	-37,130	-36,440	-35,770
<u>-654,424</u>	Total Income	<u>-606,730</u>	<u>-513,940</u>	<u>-518,920</u>	<u>-524,000</u>
	Expenditure				
1,953,572	Staffing Costs	2,065,800	37,510	38,400	39,310
198,816	Transport Costs	172,780	129,200	129,680	130,180
665,087	Dwellings Repairs & Maintenance	933,380	816,450	843,120	824,260
102,316	Dwellings Adaptation Work	130,000	130,000	130,000	130,000
257,969	Contract Payments	263,500	264,500	264,500	264,500
272,793	Equipment & Materials	276,400	269,310	269,310	269,310
129,480	Equipment Leases	162,185	140,690	142,950	145,290
125,355	General Insurances	101,290	119,650	123,840	128,180
390,865	Other Sundry Costs	398,770	352,710	335,550	335,900
803,597	Net CEC Charges from the General Fund	757,340	2,619,930	2,662,480	2,712,630
<u>4,899,849</u>	Total Expenditure	<u>5,261,445</u>	<u>4,879,950</u>	<u>4,939,830</u>	<u>4,979,560</u>
<u>4,245,425</u>	Net Expenditure	<u>4,654,715</u>	<u>4,366,010</u>	<u>4,420,910</u>	<u>4,455,560</u>

ACCESS SELBY - HOUSING REVENUE ACCOUNT

OBJECTIVE ANALYSIS OF EXPENDITURE

2010/2011 ACTUAL OUTTURN £			2011/2012 LATEST APPROVED £	2012/2013 BUDGET £	2013/2014 BUDGET £	2014/2015 BUDGET £
209,386	Warden Schemes	HRA 3	4,880	-25,880	-22,570	-19,040
2,377,683	Housing Repairs	HRA 4	1,803,920	1,365,360	1,383,740	1,356,230
-907	Sale of Council Houses - Admin.	HRA 5	2,500	2,500	2,500	2,500
743,623	Housing General Management	HRA 6	496,745	272,620	258,220	261,410
26,386	Hostels	HRA 7	-14,390	690	1,300	1,980
85,658	Special Management	HRA 8	119,670	130,790	135,240	139,850
	Salary & CEC Adjustments (Restructure)		1,484,050			
803,597	Net CEC Charges from the General Fund		757,340	2,619,930	2,662,480	2,712,630
4,245,425			4,654,715	4,366,010	4,420,910	4,455,560

2012/13 – 2014/15 GENERAL FUND CAPITAL PROGRAMME

	Current Programme 2011/12 £	Forecasted Programme 2012/13 £	Estimated Programme 2013/14 £	Estimated Programme 2014/15 £
<u>PROJECTS</u>				
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	0	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 & 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
TOTAL	3,126,345	955,975	504,657	1,148,000
<u>SUMMARY OF FUNDING</u>				
Capital Receipts	2,334,710	322,000	240,000	210,000
Grants & Contributions	175,770	140,000	140,000	140,000
Revenue	10,000			0
Reserves	605,865	493,975	124,657	798,000
Borrowing	0	0	0	0
TOTAL	3,126,345	955,975	504,657	1,148,000

2012/13 – 2014/15 HOUSING REVENUE ACCOUNT CAPITAL PROGRAMME

	2011/12 Current Programme	2012/13 Forecasted Programme	2013/14 Estimated Programme	2014/15 Estimated Programme
<u>PROJECTS</u>	£	£	£	£
<u>Current Projects</u>				
Electrical Rewires	360,000	300,000	310,500	321,500
Central Heating - Gas	675,580	575,480	575,480	575,480
Central Heating - Solid Fuel to Gas	198,000	99,000	99,000	0
Central Heating - Solid Fuel	157,500	157,500	157,500	157,500
Roof Replacements	560,000	560,000	560,000	0
Damp Surveys & Works	127,000	190,000	196,500	203,500
Door Replacements	42,000	42,000	48,000	48,000
Kitchen Replacements	318,000	237,000	237,000	237,000
Disabled Adaptation - Tenant Street	30,000	0	0	0
Pre Paint & Cyclical Repairs	113,000	113,000	113,000	113,000
<u>New Projects</u>				
Window Replacements	0	140,000	0	0
Void Property Repairs	0	50,000	51,750	53,500
Additional External Door Replacements	0	15,500	15,500	15,500
Additional Pre Paint & Cyclical Repairs	0	29,000	34,000	39,000
Central Heating - Economy 7 to Gas	0	353,400	573,000	572,000
Additional Kitchen Replacements	0	105,000	105,000	105,000
Airey Properties	1,008,520	0	320,000	1,376,000
TOTAL	3,589,600	2,966,880	3,396,230	3,816,980

SUMMARY OF FUNDING

Revenue Contributions	1,486,620	0	0	0
Major Repairs Allowance	1,988,780	0	0	0
Major Repairs Reserve	0	2,966,880	3,396,230	3,816,980
Grants	114,200	0	0	0
TOTAL	3,589,600	2,966,880	3,396,230	3,816,980

ACCESS SELBY BUDGET PRESSURES

Budget adjustments included in estimates

General Fund

Items beyond Access Selby's Control

Income

Land Charges Income	12,000	
Property Management rent	21,740	
Water Sampling Fees	2,000	
	<hr/>	35,740

Expenditure

Streetscene inflation re-base	63,000	
NNDR re-base	19,980	
Insurance Rebase	7,800	
PFI	9,000	
	<hr/>	99,780

Total non-controllable items 135,520

Other growth to be managed within budgets

Income

Court Fees / Summons Costs	29,780	
Commercial Waste	70,000	
	<hr/>	99,780

Expenditure

Grant Audit - inc costs	11,000	
Customer Contact Centre - Security	4,000	
Net additional Civic centre costs	7,000	
	<hr/>	22,000

Total growth 121,780

Savings passed onto HRA through CEC's

Plus: - savings taken from 11/12 base passed on to HRA through CEC recharges	130,000	
CEC allocation to HRA - new savings allocated to HRA through recharges	70,000	
	<hr/>	200,000

Total savings passed to HRA

TOTAL BUDGET PRESSURES 457,300

Potential savings options

Option	Issues	Potential savings £000's	Risks	Impact on performance
Cost savings	Access Selby's cost base has the potential for further rationalisation with evidence of a number of smaller contingencies held within individual service budgets.	100	Relatively low risk – an operational contingency of £70k on General Fund activities means that budget officers should have no need to retain contingencies.	No
	Merging of responsibilities has identified duplication or some redundancy of ICT systems.	25	Low risk – although some up front investment in officer resource will be required to implement the rationalisation of systems – this could be a Spend to Save bid.	No
	Hold frozen/vacant posts – cost pressures are being mitigated by salary savings in 2011/12 there may be potential for this to continue. This could be a shorter term measure whilst other savings are generated.	50	Medium risk – the performance specification is more challenging in year 2.	Yes

	<p>Nearly £4m of Access Selby's annual spend is with Enterprise (street scene contract) – there may be potential to renegotiate the contract (e.g. RPI increase) or work with our partners to reduce their costs for mutual benefit.</p> <p>Consider the potential for more shared working – particularly in 'back office' services (finance/legal/HR/admin).</p>	<p>40</p> <p>50</p>	<p>High risk – there may be resistance to vary the contract in such a way – would require 'open book accounting' between partners.</p> <p>Medium/high risk – there is limited interest from other Councils in North Yorkshire based on services being delivered through our SDV. There may be potential for other Councils to host shared arrangements but this may limit the future trading potential of Access Selby. There may be other opportunities but these could require a change in the legal status of Access Selby, which in turn could risk a procurement exercise by SDC.</p>	<p>Possibly</p> <p>No</p>
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	<p>Reprioritise resources – are there things we can reduce or stop doing altogether.</p>	25	Low/medium risk – will require transformation team input.	No
	<p>What opportunities are there for ‘capital’ or other up front investment to provide cost savings or an income stream. A 5% ROI could generate £5k p.a. for every £100k invested.</p>	25	Medium/high risk – would require capital resources from the Core.	Possibly – challenge would be to prioritise resources without adverse impact on performance
Income generation	<p>A number of income streams are contributing to the financial pressures for Access Selby. Review our approach to these business areas to maximise profit/minimise losses – commercial waste, land charges, property management rentals.</p>	100	Medium/high risk – turning a business area around will require active and sustained management and resource input, however we must tackle this.	No
	<p>Redeploy resources from higher performing areas to income generating activities – are we maximising income to Access Selby and the Council – are there grant funding streams that may be available; do capital projects reflect the full cost of delivery through Access</p>	50	Low/medium risk – will require resource input	Yes – aim to even out performance against approved specification

	<p>Selby; do we have skills that other organisations would pay for (even on a short term basis).</p> <p>Council policy changes could provide income generation opportunities for Access Selby – charging for green waste, car park charges in Tadcaster – to cover inflationary increases on contractual commitments and say minimum 10% benefit to Access Selby.</p>	150	<p>High risk – policy changes will require political buy-in and Council is likely to want to realise the additional income to fund its priorities, however with rising contractual commitments there is a need to cover costs plus there may be an opportunity for Access Selby to spread some of its overheads to reflect the additional work to administer the changes.</p>	No
Renegotiation of cost envelope	<p>Calculation of the cost envelope was based upon the Council's approved Medium Term Financial Plan – have there been any cost/income pressures beyond Access Selby's control that should result in an increase to the envelope.</p>	136	<p>Medium/high risk – there may be some items within the budget that have ultimately been overstated (mast income for example) or issues beyond Access Selby's control (higher than budgeted inflation on street scene contract) –</p>	No

	<p>Some cost or income pressures being experienced by Access Selby may be to the benefit of the Council – for example court costs recovered arising from effective debt collection is estimated to cost Access Selby £30k p.a. in lost income. Should this improved debt collection result in Collection Fund surpluses then Access Selby could negotiate a share.</p>	25	<p>these could provide negotiating points.</p> <p>High risk – ‘payment’ collection fund surpluses lag 2 years although improved collection rates should allow a case to be made.</p>	No
Renegotiation of performance specification	<p>Are there business areas where the original performance specification was unrealistic?</p> <p>Are there areas which are no longer a priority for the Council and where resources redeployed to other business areas could have a greater impact and lead to cost savings?</p>	<p>Links to holding of frozen posts/vacancies/redeployment.</p> <p>Links to holding of frozen posts/vacancies/redeployment.</p>	<p>Low/medium risk – Core may want a reduction in price for a reduction in performance – will need to demonstrate additional added value elsewhere.</p> <p>Low/medium risk – Core may want a reduction in price for a reduction in performance – will need to demonstrate additional added value elsewhere.</p>	<p>Yes</p> <p>Yes – look to agree reduced performance in lower priority areas</p>

Redistribution of costs/resources between the General Fund and HRA and/or Access Selby and the Core	Review and redefine overhead apportionments – for example office accommodation is for mutual benefit is it appropriate for say the General Fund to bear the full cost less the cost of HRA usage – would a more equitable split be appropriate and justified. This could redress the balance of cost swing from the HRA to the General Fund.	150	Medium/high risk – requires full review of overhead charges. There is continuing pressure to fund improvements to the Council's housing stock, with insufficient funds to cover all identified work – there will be pressure to spend any perceived additional resources.	No
Carry forward 2011/12 'profits' to help offset future losses	The Q2 financial results and budget review have identified further in-year savings which could be used to off-set losses pending delivery of the required savings.	£140k (One-off) (or £70k on-going)	High risk – this would provide at best a brief respite but would leave Access Selby vulnerable to further cost pressures with no fall back reserves. Would require Executive approval. Alternatively could remove £70k contingency from the budget and the 11/12 surplus could provide a contingency reserve.	No
TOTAL		£1.066m		

**GENERAL FUND BASE BUDGET
SAVINGS/EFFICIENCIES ACTION PLAN
2011/12 - 2013/14 (V55)
Updated November 8 2011**

Key:

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

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

Business Manager	Proposed Savings	Status	2012/13 £	2013/14 £	2014/15 £	Progress
Assets & Contracts	Citizen Link Printing	Green	800	800	800	Completed
			367,000	397,000	422,000	
Transformation Workstream						
Assets & Contracts	WTT - Review of remaining cash collection	Green	4,500	4,500	4,500	Completed
SDV Management Core	WTT - Transformation (SDV)	Green	1,380,890	1,380,890	1,380,890	Completed
Core	WTT - Transformation (Core)	Green	50,000	50,000	50,000	Completed
Access	WTT - Transformation HRA Impact		-200,000	-200,000	-200,000	Completed - Impact of savings generated through staff reduction which are transferred to HRA via CEC
Total Transformation			1,235,390	1,235,390	1,235,390	
Asset Management Workstream						
Assets & Contracts	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
Assets & Contracts	Running costs of new Civic Centre	Amber	40,000	40,000	40,000	Staff occupied new building from 1 August, running costs are currently being monitored.
Assets & Contracts	Closure of Tadcaster office	Green	30,000	30,000	30,000	Completed
Assets & Contracts	Barlby Depot	Red	20,000	20,000	20,000	Option appraisals for the long and short term usage are to be carried out. Potential for income generation or a reduction in costs in the short term
Total Asset Management			103,497	103,497	103,497	
Value for Money Workstream						
Assets & Contracts	Telecommunications Mast	Red	13,000	13,000	13,000	Budget bid approved as part of 2011/12 budget round. The Executive have approved the engagement of a partner to deliver the project. A procurement exercise will follow.
Core	Internal Drainage Boards	Green	40,000	40,000	40,000	Completed
TSO	Community Safety	Green	15,000	15,000	15,000	Completed
Community Specialist	Decentralisation of Planning Fees	Red	250,000	250,000	250,000	Devolved Planning fees – Regulations awaited.

Business Manager	Proposed Savings	Status	2012/13 £	2013/14 £	2014/15 £	Progress
Business Support	Car Park Income	Amber	60,000	60,000	60,000	Review of fees agreed at Executive early July 2011 & implementation October 2011. Expectation from January 2011 Budget Away day of £50,000 increase against current budget. An increase of 20% for both long and short stay parks has been approved and potentially will be implemented by Nov/Dec 2011 after ticket machines and signage is updated.

Total Value for Money **378,000 378,000 378,000**

Base Budget Review Workstream

Core	External Audit Fee	Green	31,840	31,840	31,840	Completed
Core	Early Retirements - Strain on Pension Fund	Green	75,000	75,000	75,000	Completed
Core	Corporate and Democratic Core	Green	7,000	7,000	7,000	Completed
Access	Car Allowances	Green	41,150	41,150	41,150	Completed
Core	Car Allowances	Green	2,850	2,850	2,850	Completed
Access	Rationalisation IT Support Costs	Green	50,000	50,000	50,000	Completed
Access	LGA Subscriptions	Green	1,000	1,000	1,000	Completed
Access	Additional Licensing Income	Green	5,660	5,660	5,660	Completed

Total Base Budget Review **214,500 214,500 214,500**

Discretionary Service Review Workstream

Business Support	HR - Budget review	Green	5,000	5,000	5,000	Completed
Community Specialist	New charge for planning advice	Green	30,000	30,000	30,000	Completed - But currently running behind income expectations du to the economic climate.
Community Support	Reduce opening hours at Access Selby	Green	35,000	35,000	35,000	Completed - approved at P&R on 1 February to continue with the reduced opening hours
Assets & Contracts	Barlow Nature Reserve	Amber	53,000	53,000	53,000	An initial review has undertaken and revised service delivery model has been approved - a revised countryside management strategy is due in the Autumn of 2011.
	WTT priorities	Red	0	0	0	Review of corporate priorities
Core	External Grants	Green	12,000	12,000	12,000	Completed

Total Discretionary Service Review **135,000 135,000 135,000**

Inflation adjustment **48,668 99,521 152,309**

Business Manager	Proposed Savings	Status	2012/13 £	2013/14 £	2014/15 £	Progress
Total General Fund Savings			2,482,055	2,562,908	2,640,696	
Target (Per 2011/12 - 2013/14 MTFP)			2,594,000	3,006,000	3,006,000	
New savings per MTFS						
New Target			2,594,000	3,006,000	3,006,000	
Headroom/Deficit (+/-)			** - 111,945	- 443,092	- 365,304	
Green Savings			2,180,553	2,229,366	2,270,823	
Amber Savings			198,900	202,878	206,936	
Red Savings**			306,602	338,744	375,179	
Still to identify**			111,945	443,092	365,304	
Total			2,798,000	3,214,080	3,218,242	
Summary by Workstream						
Procurement			374,340	413,039	447,830	
Transformation			1,464,098	1,493,380	1,523,247	
Asset Management			105,567	107,678	109,832	
Value for Money			385,560	393,271	401,137	
Base Budget Review			39,617	40,409	41,217	
Discretionary Service Review			137,700	140,454	143,263	
Total			2,506,882	2,588,231	2,666,526	
Achievable Savings						
Best Case (All savings achieved)			2,798,000	3,214,080	3,218,242	
Worst Case (Only Green savings achieved)			2,180,553	2,229,366	2,270,823	
Mid Case (Calculation using sliding scale)						
Green Savings - 100%			2,180,553	2,229,366	2,270,823	
Amber Savings - 90%			179,010	182,590	186,242	
Red Savings - 75%			229,951	254,058	281,385	
			2,589,514	2,666,014	2,738,449	

**Business
Manager**

Proposed Savings

Status **2012/13** **2013/14** **2014/15** **Progress**
 £ £ £

**Shortfall/Surplus (-/+) assuming mid
case level of savings**

- 4,486 - 339,986 - 267,551

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

Updated Nov 8 2011 (v6)

Key:

Green
Amber
Red

Savings likely to be achieved/low risk

Tentative savings - further work required/medium risk

Savings require a change in Council policy or significant change in service delivery/high risk

	Status	2012/13 £	2013/14 £	2013/14	Progress
Inflation factor		0.020	0.020		
Proposed Savings					
Review of Property Services unfilled posts	Green	50,000	50,000	50,000	Completed
Gas Servicing Contract	Green	20,000	20,000	20,000	Reduced servicing costs from replacement boilers.
Grassed Areas & Open Spaces base budget review	Green	29,000	29,000	29,000	Completed
Various Suppliers	Green	22,000	22,000	22,000	Completed - Improvement in supplier terms and conditions.
WTT - Savings	Green	129,591	129,591	129,591	Completed
2011/12 Pay Award	Green	27,000	27,000	27,000	Completed
Car Allowances	Green	5,600	5,600	5,600	Identified as part of budget 2012/13 - input to spreadsheets
Savings on Audit Fees and early Retirement Charges	Green	24,800	24,800	24,800	Completed
Consolidation of IT Budgets	Green	23,685	23,685	23,685	Completed
WTT - Savings from recharges from GF	Green	200,000	200,000	200,000	
Total Housing Revenue Account Savings		531,676	531,676	531,676	
Target Savings		360,000	360,000	360,000	
Headroom/Deficit (+/-)		171,676	171,676	171,676	
	Green Savings	531,676	531,676	531,676	
	Amber Savings				
	Red Savings**				
Still to identify**		-171,676	-171,676	-171,676	
Total		360,000	360,000	360,000	

General Fund Bids 2012/13 - 2014/15

Bid No.	Description	Strategic Theme / Priority	Revenue			Capital			Comments	Board	Term	Category
			12/13	13/14	14/15	12/13	13/14	14/15				
1	To support current excess demand for mandatory Disabled Facilities Grant service to ensure all those identified as in need receive the necessary support in a timely manner.	The bid aims to ensure full delivery of a mandatory housing function whilst significantly supporting the Council's commitment to vulnerable people. DFG provides the necessary funds to provide disabled adaptations to residents to help maintain their independence at home.				50,000	50,000	350,000	Selby Contribution to bid approved 2012/13 and 2013/14 at £160,000. Bid requesting additional £50k. Ongoing bid 2014/15.	Core	Fixed	A
	Net Cost of Bid		0	0	0	50,000	50,000	210,000	-140,000 Government Funding - estimate based on current level of grant funding			
2	To provide a Repair Assistance Loan service to enable urgent house repairs to vulnerable households in the private sector.	Supports one of the key priorities in the Access Selby Business Plan - Supporting Vulnerable People.				30,000	30,000		This funding was previously provided via regional Housing Board Grant which has ceased.	Core	Fixed	B
	Net Cost of Bid		0	0	0	30,000	30,000	0				
3	To continue to fund the Home Improvement Agency at a much reduced level for a further 2 years to ensure that statutory private housing assistance functions are delivered in line with legislation.	Supports one of the key priorities in the Access Selby Business Plan – Supporting Vulnerable People	10,000	5,000					The bid will ensure the continued availability of the Selby Home Improvement Agency (HIA) as a key partner in the delivery of housing services across the district. The HIA administers the mandatory DFG service on behalf of Access Selby. There is currently no provision within the Access Selby structure to provide this work internally	Core	Fixed	A
	Net Cost of Bid		10,000	5,000	0	0	0	0				
4	Upgrade the Financial Management System to the latest version.	Impacts on all aims and priorities.				10,000			The financial management system is a shared system with both Hambleton and Richmondshire District Councils and went live on 1 April 2010 as part of a shared service procurement (making better use of resources). All 3 Councils will need to implement the upgrade. Note that on the 23 November we will be able to Confirm the exact amount and any future up grade payment requirements	Core	One -Off	B
	Net Cost of Bid		0	0	0	10,000	0	0	To be funded from ICT reserve			

Bid No.	Description	Strategic Theme / Priority	Revenue			Capital			Comments	Board	Term	Category
			12/13	13/14	14/15	12/13	13/14	14/15				
5	To provide an initial investment of £62,500 to allow us to integrate our ICT systems to allow for automated information exchange between systems with the aim of reducing the number of systems we currently administer and allowing users to have all the information they require. The same software also allows us to develop our mobile working solutions which would aid the new Community Team.	Tackling the tough stuff and being switched on and fit for the job		14,250	14,250	62,500			To be funded from ICT reserve	Core	One-Off Permanent	B
Net Cost of Bid			0	14,250	14,250	62,500	0	0				
6	The Purchase of Datango Procedure Manual software, which builds up procedure notes in real time, complete with screen dumps and instructions. Procedure manuals take a long time to write, this software builds manuals in the time it takes to do a task. The software is also compatible with any of the ICT systems used within Access Selby.	Working Towards Tomorrow model to maintain the provision of priority services through working in innovative and cost effective ways to meet the terms of the performance specification.		4,000	4,000	20,000			To be funded from ICT reserve	Core	One-Off Permanent	C
Net Cost of Bid			0	4,000	4,000	20,000	0	0				
7	Planned rolling programme of PC replacements (Desk Tops & Lap Tops)	Being switched on and fit for the job				25,000	25,000	25,000	To be funded from ICT reserve	Core	Permanent	B
Net Cost of Bid			0	0	0	25,000	25,000	25,000				
8	To provide additional budget for the purchase of expert planning advice in relation to contaminated land, district valuer reports, occupational workers dwellings, rural business enterprise case analysis, arboricultural and other advice, legal/counsel/barrister advice (for complex appeals) which is not available in-house.	This bid links to all the council's strategic themes and priorities - stronger council, changing places, living well and leading happy and healthy lives, tackling the tough stuff and being switched on and fit for the job.	25,000	25,000	25,000				The existing base budget is £15,000 in the last 3 years an average of £35,000 has been spent on this specialist advice, and the base budget has been increased by a bid of £25,000 in each of these years.	Access	Fixed-Term	C
Net Cost of Bid			25,000	25,000	25,000	0	0	0				
Net Cost of GF Bids			35,000	48,250	43,250	197,500	105,000	235,000				

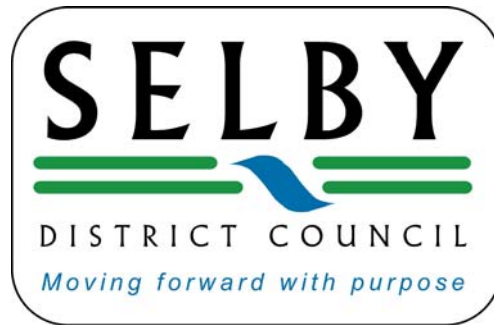
Key to Bid Categories

- A - Statutory
- B - Essential to maintain the existing level of service.
- C - Corporate Plan Improvement
- D - State of the Area Address Initiative
- E - Section Improvement Plan Initiative
- F - New Service

Housing Revenue Account Bids 2012/13 - 2014/15

Bid No.	Description	Strategic Theme / Priority	Revenue			Capital			Comments	Board	Term	Category
			12/13	13/14	14/15	12/13	13/14	14/15				
1	To cover costs of electrical rewires to SDC housing stock. Bid covers for properties identified as requiring a full electrical rewire following periodic electrical testing. Once a property is identified as having defective wiring there is a legal requirement to take remedial action within a very short timescale. Bid ensures SDC complies. Year 2 & 3 include a saving by bringing Testing in house for better Targeting of work. Net Cost of Bid	Effectively maintain the condition of SDC housing stock				-60,000	-49,500	-38,500	Amendment to programme approved as part of 11/12 budget process. Current budget £360k reassessment of programme has indicated that this level of funding is not required. Adjustment to allow for inflation at 3.5% applied to 2013/14 & 2014/15.	Core	Perm	B
			0	0	0	-60,000	-49,500	-38,500				
2	To cover costs of damp surveys and consequential remedial works to SDC housing stock. Net Cost of Bid	Effectively maintain the condition of SDC housing stock				63,000	69,500	76,500	Additional cost to existing programme - £127K approved as part of 11/12 budget process. Current expenditure is indicating that this level of funding is not sufficient. Inflation of 3.5% added to 2013/14 & 2014/15.	Core	Perm	B
			0	0	0	63,000	69,500	76,500				
3	Funding to cover costs of replacing windows across the district where the existing windows are beyond repair. Net Cost of Bid	More energy efficient Council housing stock therefore reducing SDC carbon footprint. Reducing fuel costs for tenants, therefore reducing fuel poverty Ensuring SDC housing stock is wind and water tight Effectively maintain the condition of SDC housing stock				140,000				Core	Temp	B
			0	0	0	140,000	0	0				
4	Funding to cover costs of Capital works in void properties throughout year and to ensure Lettability Standard is achieved. Bid will cover the cost of renewing kitchens and bathrooms in properties that achieved the Decent Homes Standard because only one element was failing. However now property is void the failed element has to be replaced. Net Cost of Bid	Compliance with SDC Lettability Standard Effectively maintain the condition of SDC housing stock				50,000	51,750	53,500	Higher refusal rate on lettings. If the kitchen and electrical rewire bids are approved some of this work could be funded from there but it would reduce those budgets for the planned works 3.5% inflation applied to 13/14 & 14/15	Core	Perm	B
			0	0	0	50,000	51,750	53,500				
5	Funding to cover costs of external door replacements across the district where the existing doors are beyond repair. These replacement doors are in areas not covered by the Pre-paint repairs bid. Estimated 62 doors in Selby area due to fail in next 3 years. Average cost of replacement is £500 per door. The amount in excess of the 62 doors at £500 is to create a contingency for other incidental door replacements that may arise during the course of the programme. Net Cost of Bid	More energy efficient Council housing stock therefore reducing SDC carbon footprint. Improved security for tenants Reducing fuel costs for tenants, therefore reducing fuel poverty Ensuring SDC housing stock is wind and water tight Effectively maintain the condition of SDC housing stock				15,500	15,500	15,000	if no bid approved this would have major impact on cyclical repairs budget meaning less homes would be prepared	Core	Fixed	B
			0	0	0	15,500	15,500	15,000				
6	Funding to cover costs of Pre-paint and cyclical repairs to the housing stock. If approved bid will enable a 6 year rolling programme with around 500 properties progressed each year. Typical works undertaken will be ridge/verge re-pointing, footpath repairs and flat roof repairs/replacements to outhouses/porches. Yr1 - Tadcaster area and southern area of district Yr2 - Villages north east of district Yr3 - Sherburn and surrounding villages Net Cost of Bid	Effectively maintain the condition of SDC housing stock				29,000	34,000	39,000	if no bid approved then a smaller sum for reactive replacement would be required, this sum would increase yr on yr. there would also be no need for the painting revenue budget of £55k. This would also mean that the condition would deteriorate the longer properties were left. 3.5% inflation applied to 13/14 & 14/15	Core	Perm	B
			0	0	0	29,000	34,000	39,000				

Bid No.	Description	Strategic Theme / Priority	Revenue			Capital			Comments	Board	Term	Category
			12/13	13/14	14/15	12/13	13/14	14/15				
7	Replacing E7 storage systems across the district where the existing heating systems have come to the end of their serviceable life and the properties are on the gas network. Bid to provide a 3yr planned programme of replacement based on. Yr1 114 3 bed props at £3,100 Yr2 191 2 bed props at £3,000 Yr3 220 1 bed props at £2,600 Net Cost of Bid	Effectively maintain the condition of SDC housing stock	-6,610	10,830 -11,080	28,980 -12,760	353,400	573,000	572,000	Set Up Capital Cost Maintenance Costs/Savings Repairs Savings (Other Costs/Gas Servicing)	Core	Fixed	B
			-6,610	-250	16,220	353,400	573,000	572,000				
8	Funding to cover costs of replacement Kitchens in SDC housing stock. To maintain decency plus a further 107 kitchens require replacement over next 3 years Programme: Yr1 35 kitchens Yr2 35 kitchens Yr3 37 kitchens Average cost of kitchens £3,000 Net Cost of Bid	Effectively maintain the condition of SDC housing stock				105,000	105,000	111,000	This bid is to maintain where we are now with decency. If not successful there is likely to be considerable pressure from tenants as many of these kitchens will be beyond repair. the impact on the repairs budget would also be great	Core	Perm	B
			0	0	0	105,000	105,000	111,000				
9	Bid to carry out works to remaining 53 Airey properties to bring them up to Decent homes standard Net Cost of Bid	Effectively maintain the condition of SDC housing stock					320,000	1,376,000	this would allow for the remaining 53 properties to be completed over a 2 yr period and is on top of the £1.024m already approved for the initial 31 properties	Core	Fixed	B
			0	0	0	0	320,000	1,376,000				
10	To supplement the budget to cover a programme of improvement works identified through the Community Centre Review Net Cost of Bid	Healthier communities Improving the look of the district by ensuring buildings kept in good state of repair	5,000	5,000	5,000					Core	Fixed	B
			5,000	5,000	5,000	0	0	0				
	Net Cost of HRA Bids		-1,610	4,750	21,220	695,900	1,119,250	2,204,500				



MAJOR BUDGETS RISK ASSESSMENT 2012/13

1.0 BACKGROUND:

- 1.1 This paper provides a risk assessment for material items of revenue income and expenditure. It identifies those significant budgets where the risk of over or underachievement is greatest, including budgets which are particularly volatile or susceptible to fluctuation as a result of external factors, and attempts to quantify the financial risk to Access Selby, Communities Selby and the Core of the Council.
- 1.2 Inflation is an important factor for the Council's budgets, and can have an impact when rates are high relative to income growth. The Council is also locked into some large contracts (e.g. Streetscene - £3.7m) which use the RPI for the rate of uplift, and these alone can add considerable risk to the relevant expenditure budgets.

CORE

2.0 INVESTMENT INTEREST

- 2.1 The low bank base rate continues to challenge our investment returns. Investment rates are currently base rate or above, generally in the 0.50% - 2.00% range dependent on the length and counterparty involved and the Council's investment advisor, Sector, expects the base rate not to increase until the 2nd quarter of 2013. With this in mind 1.25% has been used for budget calculations.

Sensitivity Analysis

2012/13 Budget	0.25% Variance	0.5% Variance	1.0% Variance
225,000	45,000	90,000	180,000

Sensitivity: Medium

Impact: Medium

Risk: Medium

ACCESS SELBY, CORE and COMMUNITIES SELBY

3.0 SALARIES AND WAGES

- 3.1 Salaries and Wages forms a major expenditure for Access Selby, the Core and Communities Selby with total budgets for 2012/13 nearing £6.42m. This figure represents a significant decrease due to the introduction of the new Service Delivery Vehicle from 1 July 2011.
- 3.2 Variances to the budgets can come from the following pressures:
- Vacancies (downward pressure).
 - Service pressures – unexpected requirement for overtime eg, backlogs in work or cover for sickness absence (upward pressure).
 - Maternity leave (upward or downward pressure – depending on how the leave is covered and the period of the leave).

- Sickness absence – short term sickness generally has no financial implications. Long term sickness absence may require the post to be covered, for example by overtime or temporary staff (upward pressure).

3.3 Although the new delivery arrangements have seen a reduction in employee numbers, this is seen to increase the risk on the budget, as there are less staff available to meet any subsequent pressures. Also, the size of the budget means that a minor change can result in a significant variance.

Sensitivity Analysis

2012/13 Budget		0.5% Variance	1.0% Variance	2.0% Variance
Salaries	Access Selby	28,200	56,400	112,800
	Communities Selby	472	943	1,886
	Core	3,410	6,819	13,638

Sensitivity: Low

Impact: High

Risk: Medium

3.4 The Local Government Pension Scheme and its funding have been and continue to be the subject of change. Cost pressures arise from increases in pension fund membership, and whilst these have not been significant in the past, changes introduced in 2011/12 mean that employees who have previously opted out of the scheme will be automatically re-entered every 3 years, bringing a potential increase in cost if those employees do not choose to opt out again. In 2012/13 the Employer's contribution is based on a future service rate of 11.4% together with a lump sum of £690,600

Sensitivity Analysis

2012/13 Budget		1% Variance	5% Variance	10% variance
'Ers Superannation	Access Selby	4,762	23,808	47,615
	Communities Selby	90	451	902
	Core	575	2,876	5,752
Back Funding	Lump Sum Contb'n	6,906	34,530	69,060

Sensitivity: Low

Impact: Medium

Risk: Low

ACCESS SELBY

4.0 HOUSING AND COUNCIL TAX BENEFITS:

4.1 The single highest item of expenditure for the Council is Housing and Council Tax Benefit payments and is estimated to be £21.46m in 2012/13. The estimate has been based upon the latest information (mid year subsidy return) and has been updated for assumptions of the overall increase in Council Tax bills and private sector rents. It has also taken into account a continued increase in claimants due to the current economic climate.

4.2 With such large figures, a small variance can have a significant effect - a 1% deviation on £21.46m is £214,600. Broadly speaking, Housing and Council Tax Benefit payments are fully funded by Central Government (subsidy budget is £21.42m). Although overpayments can have a significant impact on subsidy received, accuracy rates remain constant at around 99%.

Sensitivity Analysis

2012/13 Budget	1% Variance	5% Variance	10% Variance
Benefits Paid	214,600	1,073,000	2,146,000
Subsidy Received	214,200	1,071,000	2,142,000
Net	400	2,000	4,000

Sensitivity: High

Impact: Medium

Risk: Medium

5.0 ENERGY COSTS (various budgets):

5.1 Energy costs are difficult to predict with precision as they are affected by both volume of consumption and price. The Council procures energy through a framework contract although transfer of responsibilities for the leisure centres to WLCT and the joint arrangements with the NHS for the new Civic Centre mean that our direct procurement of energy has reduced.

Sensitivity Analysis

2012/13 Budget	10% Variance	20% Variance	30% variance
Gas 41,230	4,123	8,246	12,369
Electricity 130,210	13,021	26,042	39,063
Total 171,440	17,144	34,288	51,432

Sensitivity: High

Impact: Medium

Risk: Medium

6.0 LEISURE SERVICES CONTRACT:

6.1 At the beginning of September 2009, the responsibility for the management of the Council's leisure facilities transferred to Wigan Leisure and Culture Trust. The financial performance of the contract is monitored to ensure that the arrangements are sustainable.

6.2 The Council, as landlord of the properties used by WLCT, retains a responsibility for maintaining them. A 10 year maintenance programme is supported by an earmarked revenue reserve.

Sensitivity Analysis

2012/13 Budget	1% Variance	5% Variance	10% variance
311,250	3,112	15,563	31,125

Sensitivity: Low

Impact: Low

Risk: Low

7.0 WASTE COLLECTION:

7.1 With effect from October 2009, the Council introduced an alternate weekly bin collection system as part of a new Streetscene contract with Enterprise Managed Services Ltd. A sum of £1,648,150 is included in the 2012/13 budgets for contractor payments and waste disposal charges made by the County Council.

- 7.2 Contained within the contract is an annual price review, to be effective on the anniversary of the commencement of the agreement. To allow RPI to be used as an inflation factor, an additional 1% was added to the tender price at the start of the contract, with RPI as at September being used to inflate this adjusted base price each subsequent year. The contract also absorbs any additional cost pressure from increased properties, unless such additions require a fundamental change (i.e. an additional round / refuse vehicle). Given the forecast growth in property numbers over the next five years, this is unlikely to impact in 2012/13, but is something that will need to be closely monitored in future years.
- 7.3 The County Council charges relate to Land Fill Tax (£56) and Trade Waste Disposal Charges (£22.47). Both items of expenditure are multiplied by the tonnage disposed of. With regard to tonnage the estimates are based upon the latest information and projections. However, to the extent that tonnage is not certain, there is the risk that there may be some variance to the original budget.
- 7.4 With regard to price, the land fill price per tonne for 2012/13 will increase by £8 (14.3% increase), and disposal charges will increase by £0.53 (2.4% increase).

Sensitivity Analysis

2012/13 Budget	1% Variance	5% Variance	10% variance
Contractor Costs	14,882	74,408	148,815
County Council Charges	1,540	7,700	15,400

Sensitivity: Medium

Impact: Medium

Risk: Medium

- 7.5 Income from refuse collection charges is now in the region of £509k per annum (£479k of which relates to trade refuse income). This is a decrease of £27,342 over the 2012/13 latest estimate. Like any other business, income from this source is subject to increasing competition from other providers, and from the tough economic conditions currently being encountered.

Sensitivity Analysis

2012/13 Budget	1% Variance	5% Variance	10% variance
Commercial Waste Income	4,818	24,089	48,179
Domestic Waste Income	164	822	1,645

Sensitivity: Low

Impact: Low

Risk: Low

8.0 **RECYCLING:**

- 8.1 A sum of £1,424,630 is included in the 2012/13 budgets for contractor charges. These relate to the fees that the Council pays to the various companies that take away commodities for recycling. The main items for recycling are green waste, paper, glass, plastic containers/bottles and cans. As with the waste collection costs the expenditure is subject to both price and tonnage which makes estimating difficult as the figures in Table 2 below demonstrate. In 2011/12 a change has been agreed relating to the sale of recyclable materials, and this is covered in detail in paragraph 14.

Table 2

Year	Original Estimate £	Actual Outturn £	Variance	
			£	%
2008/09	1,445,250	1,300,154	-145,096	-10.04
2009/10	1,458,800	1,490,731	31,931	2.19
2010/11	1,505,280	1,448,922	-56,538	-3.76
2011/12	1,514,470			
2012/13	1,424,630			

- 8.2 On average the estimates have been under by 3.9%. There is a high risk that this could occur again – if so the cost would be £1,369,069. However, linked to the cost of recycling is the income received from the County Council as recycling credits. The pattern over recent years is shown in Table 3:

Table 3

Year	Original Estimate £	Actual Outturn £	Variance	
			£	%
2008/09	-396,630	-352,891	43,739	11.03
2009/10	-412,500	-507,107	-94,607	-22.94
2010/11	-429,000	-491,333	-62,333	-14.53
2011/12	-491,000			
2012/13	-492,800			

- 8.3 As the cost per tonne charged and the recycling credit per tonne are not directly related, the correlation between expenditure and income is not direct. The County Council have decided that the amount for the 2012/13 recycling credit, will be £43.15 per tonne, increasing from £41.89 per tonne in 2011/12. Future annual increases of 3% will be added until further notice.
- 8.4 Taking the External Fees and Recycling Credits together the risk is assessed as follows:

Sensitivity Analysis

2012/13 Budget	1% Variance	5% Variance	10% variance
Contractor Costs	14,246	71,232	142,463
Recycling Credits	-4,928	-24,640	-49,280

Sensitivity: Medium

Impact: Medium

Risk: Medium

9.0 PLANNING APPLICATION FEES:

- 9.1 Income from planning application fees is budgeted at £857,020 for 2012/13. The pattern over recent years is shown in Table 4:

Table 4

Year	Original Estimate £	Actual Outturn £	Variance	
			£	%
2008/09	536,580	383,665	-152,915	-28.50
2009/10	461,580	572,075	110,495	23.94
2010/11	561,580	373,330	-188,250	-33.50
2011/12	561,580			
2012/13	857,020			

9.2 The housing market continues to be depressed due to the economic recession and this is impacting on planning applications for the current financial year. This unpredictability means that this area has a high degree of sensitivity and therefore should be monitored closely.

9.3 The budget for 2012/13 has been increased to £857,020 to reflect the possible decentralisation of planning fees, which it is believed could be introduced by April 2012. This would allow the authority to set it's own level of fees.

Sensitivity Analysis

2012/13 Budget	10% Variance	20% Variance	30% variance
857,020	85,702	171,404	257,106

Sensitivity: High

Impact: High

Risk: High

10.0 COUNCIL TAX COURT COSTS (income)

10.1 Owing to a more effective and embedded recovery procedure, fewer cases have reached the summons stage and subsequent court action. This has meant a reduction in the level of court cost income. This area is still particularly volatile and therefore should be monitored closely.

Sensitivity Analysis

2012/13 Budget	10% Variance	20% Variance	30% variance
120,320	12,032	24,064	36,096

Sensitivity: High

Impact: Low

Risk: Medium

11.0 INDUSTRIAL UNIT RENTS

11.1 The industrial units are managed by Selby DC on behalf of itself and partners. The ground rent was revised in 2010/11 as a result of an independent rent review. The maintenance rent has been adjusted in line with the anticipated change in maintenance costs.

11.2 Industrial Unit rents are at risk as they vary depending on the occupancy rate of each unit, the rental is calculated at between 80% and 90% of full occupancy as all the units are rarely 100% occupied although the rent review has made a positive impact. Due mainly to the economic downturn, the units are experiencing varying levels of occupancy and after a certain period of time being

unoccupied will also become liable for NNDR. The rent review has led to increased usage, as rent levels are now set lower. This has made longer void periods less likely, but due to economic conditions it is difficult to forecast future income levels.

Sensitivity Analysis

2012/13	5% Variance	10% Variance	15% Variance
195,590	9,780	19,559	29,339

Sensitivity: High

Impact: Medium

Risk: Medium

12.0 CAR PARK PAY AND DISPLAY INCOME

12.1 Car parking income has a separate policy for increasing fees which is reviewed bi-annually Board in accordance with the policy agreed in July 2006.

12.2 A review of car parking charges was agreed by the Executive in July 2011. An increase of 20% on long and short stay charges was agreed, with implementation in December 2011, after changes to the machines and signage. It is envisaged that the increases will generate an additional £60k in 2012/13, if usage levels are maintained.

Sensitivity Analysis

2012/13 Budget	1% Variance	5% Variance	10% variance
357,530	3,575	17,876	35,753

Sensitivity: Low

Impact: Medium

Risk: Medium

13.0 INCOME FROM DOMESTIC AND TRADE WASTE COLLECTION

13.1 Income is derived from two main sources, the collection and disposal of commercial waste from non-domestic properties, and the collection of bulky household waste from domestic premises. The commercial waste budgets for 2012/13 have been set to take into account the increased disposal costs from the County Council, and an inflationary increase in line with the Council's fees and charges policy. The bulky waste budgets have also been increased by 5.6% as per the policy.

13.2 There should be little risk to the commercial waste budgets as the contract prices are set to recover the expected charges, and although the SORTED scheme is popular, the current economic climate may threaten the maintenance of the current customer base.

Sensitivity Analysis

2012/13 Budget	1% Variance	5% Variance	10% variance
498,240	4,982	24,912	49,824

Sensitivity: Low

Impact: Medium

Risk: Medium

14.0 SALE OF RECYCLABLES

14.1 The Council's contractors, Enterprise are now responsible for the management and sale of material sold for recycling. An income share mechanism has been agreed between the Council and Enterprise whereby the Council achieves a guaranteed income from the sale of recyclates and Enterprise can recoup some additional costs through the income generated. A profit share is then applied whereby Enterprise receive 30% of the remaining income generated and the Council receives 70%. The budget in the table below has been adjusted to take into account a guaranteed income to Selby DC of £70,000.

Sensitivity Analysis

2012/13 Budget	1% Variance	5% Variance	10% variance
210,000	2,100	10,500	21,000

Sensitivity: High

Impact: Low

Risk: Low

15.0 LAND CHARGES INCOME

15.1 Land charges fees are set by central government and increases are governed by direction from them. In addition Land Charges income is particularly susceptible to external factors such as the movement in the property market, and the option for house buyers to facilitate gathering of information in the most economical way by undertaking elements of the searches themselves.

15.2 The housing market continues to show little sign of recovery after the slow down experienced during the 'credit crunch'. The budget for 2012/13 has been set at a level to reflect this, although the unpredictability of this area means it has a high degree of sensitivity and therefore should be monitored closely.

Sensitivity Analysis

2012/13 Budget	10% Variance	20% Variance	30% variance
122,440	12,244	24,488	36,732

Sensitivity: High

Impact: Low

Risk: High

16.0 LICENSING ACT 2003 INCOME

16.1 Licensing charges fees are set by central government and increases are governed by direction from them.

16.2 Licensing Act 2003 income which forms the largest element has the potential to be volatile as it depends on the number of applications for variables such as temporary events notices.

Sensitivity Analysis

2012/13 Budget	1% Variance	5% Variance	10% variance
60,000	600	3,000	6,000

Sensitivity: Low

Impact: Low

Risk: Low

17.0 HOUSING RENTS

17.1 Housing rents form the main source of funding for the Housing Revenue Account. Rents are calculated based on complex rent restructuring formulas provided by CLG. The aim of this is to get council rents to converge with those of Registered Social Landlords. These calculations, combined with capping of increases have seen significant fluctuations in rents.

Table 5

Year	Original Estimate £	Actual / Projected Outturn £	Variance	
			£	%
2007/08	8,714,200	8,816,658	(102,458)	(1.18%)
2008/09	9,241,850	9,410,335	(168,485)	(1.82%)
2009/10	9,495,000	9,680,904	(185,904)	(1.96%)
2010/11	9,530,000	9,700,000	(170,000)	(1.78%)
2011/12	10,500,000	10,540,000	(40,000)	(0.38%)
2012/13	11,351,000			

17.2 Rent income levels are difficult to project year on year, due to the number of void dwellings. In addition any sales of dwellings under Right to Buy will also have an impact. A large number of sales or a number of dwellings unavailable as void can have a significant impact on the income generated. It should be noted that as at November 2011, there has only been two Right to Buy sales during 2011/12, and three sales have been forecast for 2012/13.

17.3 When calculating the budget, given the complex nature, a conservative estimate is used. It is possible that actual rent income received could exceed the budget estimate.

Sensitivity Analysis

2012/13 Budget	0.5% Variance	1% Variance	2% Variance
11,351,000	56,755	113,510	227,020

Sensitivity: Low

Impact: High

Risk: Medium

18.0 MAINTENANCE OF HOUSING STOCK

18.1 As part of HRA Reform is the removal of the Housing Subsidy System. Although the HRA was a negative subsidy payer, it received a Major Repairs Allowance Grant which was to be utilised to support capital works to the housing stock. Under the new regime, the HRA is now self financing, it still has the requirement to fund repairs to its stock.

18.2 Selby has an ageing stock; as a result costs to maintain stock to an appropriate level of decency are likely to increase in the future as the dwelling condition deteriorates. There is a high risk that this scenario will occur. There is a capital programme in place to meet specific programmed demands, but revenue repairs are responsive and can vary daily in the nature and requirements of the property.

The HRA attained the decent homes standard by the December 2010 deadline, but further work will be needed to maintain and improve this standard.

- 18.3 Funding will be limited to maintain the stock and work required will be prioritised. The HRA as part of the reform arrangements will have a significant debt to service (£59m approx) spread over a period up to 30 years. Treasury Management decisions will be made to establish an appropriate payment plan which could conflict with the funding available to maintain the stock, especially in the shorter term. As rents increase, headroom for the continued maintenance of the stock will be created.
- 18.4 Recently, issues have arisen due to unforeseen circumstances. During 2010 there was an issue with unsafe boilers being condemned and needing urgent replacement, this year an increase in damp in properties has been identified that will need to be rectified, if not managed within existing budgets, alternative funding will need to be sought, including savings elsewhere within the HRA.
- 18.5 Stock surveys are continually carried out. The feedback received will help inform a programme of works, the most critical work prioritised accordingly. This work will need to run in parallel with the debt repayment profile to ensure that funds are allocated correctly and affordability in the HRA is maintained whilst delivering front line services.
- 18.6 Void properties continue to be an issue and can be a drain on resources to get them in to lettable standard. While the property is empty, no rent is earned and each dwelling varies in terms of the work that is required.

Table 6 – Revenue Costs (Equipment & Materials, Sub-Contractors (Responsive) and Change of Tenancy)

Year	Original Estimate £	Actual / Projected Outturn £	Variance	
			£	%
2007/08	383,590	487,093	103,503	26.98
2008/09	447,910	451,808	3,898	0.87
2009/10	474,230	480,185	5,955	1.25
2010/11	424,230	566,514	142,284	33.53
2011/12	475,000	475,000	0	0
2012/13	480,000			

- 18.7 Generally, the revenue budget is more sensitive to risk in the fact that the work is responsive, Capital works are programmed and tendered to a fixed price.

Sensitivity Analysis

2012/13 Budget	1% Variance	5% Variance	10% variance
480,000	4,800	24,000	48,000

Sensitivity: Medium

Impact: Medium

Risk: Low

19.0 **BUILDING CONTROL**

- 19.1 Selby District Council is one of five partners forming the North Yorkshire Building Control Partnership. The Building Control Partnership is experiencing reduced levels of business due to the economic slowdown, with income levels down. It is anticipated that the financial position will improve for 2012/13 onwards as confidence rises in the building sector and a new partner is expected to join. The partnership has had to make significant changes and savings to streamline the service to reduce costs to offset the shortfall in income.
- 19.2 It is anticipated that the Partnership will run at a deficit for 2011/12 and as part of the legal agreement each partner would be expected to make additional contributions to maintain a minimum reserve balance if there was a deficit. Each partner may have to make an additional contribution of up to £20k in 2011/12 to maintain a break even position.
- 19.3 It is anticipated there will be an additional contribution by Selby District Council during 2011/12.

Table 7

Year	Original Estimate £	Actual / Projected Outturn £	Variance	
			£	%
2007/08	48,610	64,706	16,096	33.11
2008/09	38,000	53,215	15,215	40.03
2009/10	39,650	69,650	30,000	75.66
2010/11	40,090	21,995	(18,095)	(45.13)
2011/12	36,050	56,050	20,000	55.47
2012/13	41,050			

Sensitivity Analysis

2012/13 Budget	50% Variance	125% Variance	200% variance
36,050	18,025	45,063	72,100

Sensitivity: Medium

Impact: Medium

Risk: Medium

Minutes of Executive Meeting of 1 December 2011**66. Draft Budget and Medium Term Financial Plan – Key Decision**

Councillor Cliff Lunn presented report E/11/44 which gave the Executive detailed information on the draft revenue budget and capital programme for 2012/13 to 2014/15. The budget had been established against a back drop of significant financial constraints and future volatility arising from the continuing economic uncertainty, the Government's 'Resource Review', and the reform of the Housing Subsidy System (self-financing).

The Executive discussed the financial impact of the Council Tax freeze and the Government grant which would be available to offset the resulting shortfall in funding. Councillor Lunn explained that it was likely that the grant would only be available for one year.

The Executive Director S151 responded to questions regarding the future budgets of both Access Selby and The Core, details were also provided of the Council's partnership arrangements.

Resolved:

- (i) To endorse the planned actions of the Access Selby Board to address their savings requirements;**
- (ii) To identify savings to meet the required savings targets from 2013/14;**

Recommended to Council:

- (iii) To approve, subject to comments from the Policy Review Committee, the draft budgets and bids;**
- (iv) To vary the Medium Term Financial Strategy and approve a draw down of revenue balances to support a Council Tax freeze and defer the need for further savings in 2012/13.**

Reasons for decision:

To ensure the Executive's budget proposals are fully funded for 2012/13.

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	Agreed
	<u>Committee Requested Item</u> Choice Based Lettings (Tenancy Allocation)	Agreed
	<u>Budget and Policy Framework</u> Review of Car Park Fees	Agreed with the inclusion of two suggestions: 1. To offer free car parking in the 4 weeks leading up to Christmas. 2. To use the Central CEF to aid the consultation process.
9 August 2011 (Special Meeting)	<u>Budget and Policy Framework</u> Site Allocations DPD	Agreed and Proposals sent to Executive.

1 November 2011	<u>Executive Requested Item</u> Boundary Commission proposal to create a Selby and Castleford Parliamentary Constituency	Agreed to object to BCE proposals on the grounds that changes to North Yorkshire are not necessary and recommends to the Executive that the BCE re-look at West Yorkshire to resolve electorate quota issues.
	<u>Budget and Policy Framework</u> Financial Strategy	Noted.
	<u>Budget and Policy Framework</u> Affordable Housing SPD	Agreed and recommends to the Executive that the AHSPD focuses strongly on local connections and that it should also be realistically affordable.
24 November 2011	<u>Executive Requested Item</u> Suspension of the Core Strategy's Examination in Public for six months	<p>Noted.</p> <p>To support the Executive in asking the Council's consultants to provide evidence of the sustainability of housing growth on a range of 450 to 465 dwellings;</p> <p>To request that the Executive amend the recommendation to read: More detailed policy proposals and Proposed Changes to the Core Strategy be developed for approval by the Executive, taking into account the Green Belt Policy as amended;</p> <p>To request that the Executive amend the recommendation regarding housing at Tadcaster to read: In respect of the shortfall of housing in Tadcaster, to approve Plan A to accommodate the shortfall in Tadcaster.</p>

24 January 2012	<u>Budget and Policy Framework</u> Village Design Statements	To review the latest Village Design Statements and contribute to the consultation process.
	<u>Committee Requested Item</u> Community Engagement Forums	To discuss effectiveness and level of engagement of CEFs
	<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>Committee Requested Item</u> Street Scene Contracts	To discuss recommendations with Officers of Street Scene on matters relating to the awarding of contracts.
	<u>Committee Requested Item</u> Enforcement Policy	To discuss recommendations on changes before the Core Strategy is adopted.

	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
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