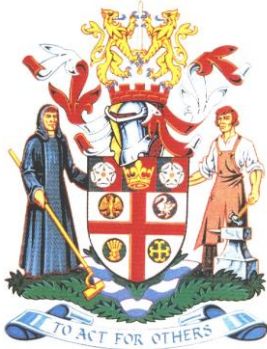


# Selby District Council



## Agenda

Meeting: **Executive**  
Date: **Thursday, 6 September 2018**  
Time: **4.00 pm**  
Venue: **Committee Room - Civic Centre, Doncaster Road, Selby, YO8 9FT**  
To: **Councillors M Crane (Chair), J Mackman (Vice-Chair), C Lunn, C Metcalfe and C Pearson**

**1. Apologies for Absence**

**2. Minutes** (Pages 1 - 4)

The Executive is asked to approve the minutes of the meeting held on 2 August 2018.

**3. Disclosures of Interest**

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

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

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

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

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

**4. Programme for Growth - Update on Existing Programme (Pages 5 - 14)**

Report E/18/14 outlines the quarterly progress on delivering the Programme for Growth, in accordance with the approach agreed at Executive on 3 May 2018.

**5. 2018-2023 Five Year Housing Land Supply Report (Pages 15 - 42)**

Report E/18/15 updates the Executive on the housing land supply in the District, at the beginning of the 2018-19 financial year.

**6. Corporate Performance Report - Quarter 1 - 2018/19 (April to June) (Pages 43 - 60)**

Report E/18/16 provides a progress update on delivery of the Council's Corporate Plan 2015-20 as measured by a combination of: progress against priority projects/high level actions; and performance against key performance indicators.

**7. Air Quality Action Plan (Pages 61 - 192)**

Report E/18/17 outlines a draft report and Air Quality Action Plan as required by the Environment Act 1995 and statutory guidance.

**8. Medium Term Financial Strategy (Pages 193 - 240)**

Report E/18/18 presents an update to the Medium Term Financial Strategy (MTFS) covering both the General Fund and Housing Revenue Account (HRA) prior to consideration by Council later this month.

**9. Financial Results and Budget Exceptions Report to 30th June 2018 (Pages 241 - 258)**

E/18/19 outlines the financial results and budget exceptions report to 30 June 2018.

**10. Treasury Management - Quarterly Update Q1 2018/19 (Pages 259 - 268)**

E/18/20 reviews the Council's borrowing and investment activity (Treasury Management) for the period 1<sup>st</sup> April to 30<sup>th</sup> June 2018 (Q1) and presents performance against the Prudential Indicators.

*Janet Waggott*

**Janet Waggott**

## Chief Executive

<b>Date of next meeting</b>
Thursday, 4 October 2018 at 4.00 pm

For enquiries relating to this agenda please contact Palbinder Mann, on 01757 292207 or [pmann@selby.gov.uk](mailto:pmann@selby.gov.uk)

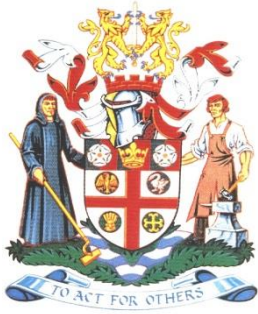
### **Recording at Council Meetings**

Recording is allowed at Council, committee and sub-committee meetings which are open to the public, subject to: (i) the recording being conducted with the full knowledge of the Chairman of the meeting; and (ii) compliance with the Council's protocol on audio/visual recording and photography at meetings, a copy of which is available on request. Anyone wishing to record must contact the Democratic Services Manager using the details above prior to the start of the meeting. Any recording must be conducted openly and not in secret.

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# Agenda Item 2

## Selby District Council



## Minutes

### Executive

Venue:	Committee Room - Civic Centre, Doncaster Road, Selby, YO8 9FT
Date:	Thursday, 2 August 2018
Time:	4.00 pm
Present:	Councillors M Crane (Chair), J Mackman (Vice-Chair), C Lunn and C Pearson
Also Present:	Councillor W Nichols
Officers Present:	Janet Waggott (Chief Executive), Karen Iveson (Chief Finance Officer (s151)), Gillian Marshall (Solicitor to the Council), Keith Cadman (Head of Commissioning, Contracts and Procurement) (for minute item 25), June Rothwell (Head of Operational Services) (for minute item 26), Drew Fussey (Customer, Business and Revenues Service Manager) (for minute item 26), Mike James (Media and Communications Manager) and Palbinder Mann (Democratic Services Manager)
Public:	0
Press:	0

NOTE: Only minute numbers 25 and 26 are subject to call-in arrangements. The deadline for call-in is 5pm on Wednesday 15 August 2018. Decisions not called in may be implemented from Thursday 16 August 2018.

## **22 APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Metcalfe.

## **23 MINUTES**

The Executive considered the minutes of the meeting held on 12 July 2018. It was noted that there was a typographical in the third resolution of minute item 31.

### **RESOLVED:**

**To approve the minutes of the meeting held on 12 July 2018 2018 subject to the correction above for signature by the Chair.**

## **24 DISCLOSURES OF INTEREST**

All Members declared that they had received a letter from Unison in relation to agenda item five – Review of the Lifeline Service.

## **25 SUMMIT INDOOR ADVENTURE ACTIVITY REFRESH**

Councillor Crane, Leader of the Council presented the report which outlined proposed changes to Summit Indoor Adventure.

The Leader of the Council explained that Summit has been open for two years and in the course of evaluating activating and usage on the site, it had been noted a refresh of the site was required and that in particular the ski machine had not been used as frequently as previously expected.

The Executive were supportive of the proposals and felt that the changes proposed were in accordance with the demand for specific services and activity on the site.

### **RESOLVED:**

**To approve the capital funding in this financial year from the Programme for Growth for the enabling the works for the facility refresh to be conducted outside the period of peak demand, after school holidays and prior to shorter daylight hours.**

### **REASON FOR DECISION:**

*To ensure the Summit Indoor Adventure remains an exciting visitor attraction containing an activity mix aligned to customer demand.*

## 26 REVIEW OF THE LIFELINE SERVICE

Councillor Pearson, Lead Executive Member for Housing, Health and Culture presented the report which outlined a review of the Lifeline service and potential options going forward.

The Lead Executive Member for Housing, Health and Culture explained that funding of £111k from North Yorkshire County Council had ended on 31 March 2018 which would result in a funding shortfall for the service. The Executive were informed that in order to address this, the report outlined three options for consideration going forward with option c being the proposed approach in the report.

In reference to the letter received from Unison, the Lead Executive Member for Housing, Health and Culture noted that Unison were in support of option c however had stated that those staff who were not redeployed if this option was chosen, should be then offered a redundancy package.

In response to a query concerning the request from Unison regarding staffing, the Solicitor to the Council explained that the Council had a policy in relating to this and any actions taken would be subject to the usual process which would involve consultation with staff.

Discussion took place on the proposals and a view was expressed that the decision should be deferred to allow further information to be obtained on the impact of the proposals and to allow further discussion between the interested parties. In response to this proposal, the Executive were informed that if a decision was not made, then the Council could not commence consultation with staff as there would be no option to consult with. An alternative view was expressed that a trial in line with option c would allow data to be gathered so that an informed decision could be made when the trial was concluded.

It was proposed and seconded to support the recommendations as outlined in the report. An alternative proposal was put forward to defer the decision to allow further information to be obtained and further discussions to take place. Due to their being no seconder for this proposal, it was not considered.

### **RESOLVED:**

- i) To note the projected budget shortfall of £88k in 2018/19 following the end of Supporting People funding and the Telecare contract which will be managed within the overall**

**General Fund budget through in-year savings and/or use of contingency.**

**ii) To support the trial of the reconfigured serviced (Option C)**

**REASON FOR DECISION:**

*To ensure the Council continues to provide a vital service that is an integral part of delivering the Corporate plan. It will enable the Council to play a key role in supporting better outcomes for individuals, help reduce isolation and help manage demand across the wider health and social care system, supporting more people to remain independent in their own home.*

The meeting closed at 4.24 pm.





Report Reference Number: E/18/14

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**To:** Executive  
**Date:** September 6<sup>th</sup>, 2018  
**Status:** Key Decision  
**Ward(s) Affected:** All wards  
**Author:** Iain Brown, Economy & Infrastructure Manager  
**Lead Executive Member:** Councillor Mark Crane, Leader of the Council  
**Lead Officer:** Dave Caulfield, Director of Economic Regeneration and Place

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**Title: Programme for Growth – Update on Existing Programme**

**Summary:**

This report outlines quarterly progress on delivering the Programme for Growth, in accordance with the approach agreed at Executive on 3 May 2018.

**Recommendation:**

**To note the quarter 1 progress on the Programme for Growth as set out in this report and Appendix A and endorse the approach to delivery of the identified projects and use of associated budgets**

**Reasons for recommendation**

The P4G is a significant Council investment programme that must deliver a wide range of outcomes. Therefore, regular monitoring and management of performance is required.

**1. Introduction and background**

**1.1** Selby District Council's 'Programme 4 Growth' (P4G) was established in 2011 as a means of focussing and managing investment in key Council priorities. As directed at the May 3<sup>rd</sup> Executive, this report provides a quarterly update on actions and progress of the approved projects that make up P4G.

**2. The Report**

Progress on Programme for Growth - Projects:

**2.1 Healthy Living Concepts Fund** - Developing scope for health initiatives to tackle local health priorities, in line with health action plan. Projects are likely

to include active travel and family engagement activities in line with IHL. Further year of available spend on agreed budget for this multi-year project.

- 2.2 Visitor Economy (Tourism & Culture)** - Recruitment to Culture, Visitor and Creative Economy Manager post and Tourism Development Officer post completed. Awaiting starts end September. Work stream interdependent with Selby 950 planning.
- 2.3 Celebrating Selby 950** - £150k allocated for potential Tour de Yorkshire stage for which a decision is awaited. Selby 950 steering group is in place with key contributing partners. A schedule of events is in development. Project is on target.
- 2.4 Retail Experience - Tadcaster Linear Park** - Awaiting fee proposal from Amey PLC to complete schedule of works. Current forecast for project slightly higher than allocated budget but in mitigation there is still a successful grant bid to draw down from YorVenture (£27k), final discussions to have on overheads once the proposal arrives and to consider underspends on other projects in CPC budget. Working with Lead Member communities and Tadcaster Town Council to monitor progress.
- 2.5 Growing Enterprise** - Ad:Venture Phase 2 of the programme is currently being discussed with LCR (current programme runs to June '19). Year 2 contract of LCR Growth Programme has been signed which contributes 25% of the salary for the Business Growth Adviser role (£8,500pa).
- 2.6 Marketing Selby's USP** - Filming completed with ITN to create a piece on the district's strategic development sites, to be launched at the national APSE annual conference in September. The procurement process has started for creating story material, subject to agreement of approach with developers. Contact has been made with LCR LEP to confirm our ambition to be featured at the international investment event, MIPIM 2019. Stage 1 of place branding continues to receive high national profile, with SDC included as a best practice case study in a new LGA support pack for Leaders and Chief Executives.
- 2.7 Retail Experience – STEP** - Commission in place to develop public realm work. Temporary 'pop up' street furniture installation commences Tues 14th August 2018. We are currently scoping the town centre coordination role. Projected completion of spend this financial year.
- 2.8 Towns Masterplanning (Regeneration)** - Brief in draft for approval to next stage, to include 2 phases of approach. Phase 1 - stakeholder and literature review of work/data to date. Phase 2 deliverables plan.
- 2.9 Strategic Sites Masterplanning** – Work is underway on the Cross Hills Master Plan, funded from the Local Plan budget and funding via the YNYER LEP. A first draft of master Plan for the Selby Station has been produced and internal comments fed back. Further details will be reported to Members for their consideration. Production of master plans for Church Fenton and

Gascoigne Wood are primarily led by the private sector, in partnership with the Council's Economic Development and Regeneration Service.

- 2.10 Access to Employment** - Liaison with local businesses has emphasised the increasing severity of labour market challenges at Sherburn-in-Elmet. Collaboration managed by ED between Arriva, Doncaster, WYCA, and Sherburn based businesses is close to a solution to improve scheduled transport services. The option for SDC to underwrite short term risk is being considered if necessary to achieve a collective agreement between all stakeholders.
- 2.11 Green Energy** – to be progressed further upon completion of current study by the YNYER LEP to determine the regions long term energy strategy.
- 2.12 Church Fenton Studios** - Collaboration in a stakeholder sector study project is currently being developed. Further specific activity in support of the CF development will be committed once the outcome of the consultant's report is known. Total project costs forecast to be £70K shared between partners.
- 2.13 Business Space & Accommodation Review** - Licence fee on CoStar software due Q3 (£4k) we will review cost/benefits ahead of next year's subscription. Further professional reporting may be required to support future investment in Commercial acquisitions.
- 2.14 Empty Homes** - Delivery of the Empty Homes Action Plan has resulted in 18 properties being brought back into use during 2017/18. All owners of empty properties have been identified and owners have been contacted. Work is progressing, with the 'top twenty' empty properties we provide advice, assistance through the recently approved private sector assistance scheme and to purchase either voluntarily or through CPO properties. A bid has been submitted to the HCA for grant contribution to assist with the purchase of 10 properties
- 2.15 Selby District Housing Trust** - This fund previously paid for half of the Housing Development Manager post, which has now been deleted from the new corporate structure. A revised resource request from the P4G was included within the Council's newly adopted Housing Development Programme and a new post to support this work is about to be advertised.
- 2.16 Stepping Up' Housing Delivery** - Although the Housing and Regeneration Team has been extensively involved in productive discussions with developers and registered providers on behalf of the Council and Selby and District Housing Trust there has been no requirement to commit expenditure from this budget to date. The Council's annual Local Plan target for housing has been exceeded in each of the last 3 years.
- 2.17 Olympia Park** - Considerable progress has been made on the project in Quarter 1. Surveys and reports have been commissioned to support the submission of a planning application for the comprehensive development of the site, largely funded by the developer, and the Council has appointed legal

and property advisers to help identify a viable delivery strategy for the site. The Housing and Regeneration Team is continuing discussions with Homes England regarding the approval and drawdown of the Housing Infrastructure Fund investment.

**2.18 Making our Assets work** - A number of small sites have been identified for development as a second phase of the Housing Development Programme and due diligence work has progressed on the Portholme Road and Bondgate sites funded by Homes England's Accelerated Construction Programme at no cost to the Council. The District Valuer is jointly valuing the Portholme Road site with the adjacent police station with the potential for both sites to be placed on the market in the autumn of 2018 – although other disposal strategies are being considered alongside this. At this stage it is anticipated that funding will be available from Homes England's Accelerated Construction Fund to support the development of the Council's Portholme Road site.

**2.19 Commercial Property Acquisition Fund** - Offers for both the NatWest Bank at Tadcaster and Selby have been accepted. The purchase of Tadcaster was completed 10/08/18.

The opportunity to acquire two industrial units is being developed and will be considered subject to the business case delivering an appropriate return and meeting all criteria.

**2.20 High Street Shop Improvements initiative** – No progress to date. Awaiting new staff in post from end September 2018 to progress. Project is anticipated to span two financial years.

**2.21 New Lane - Public Realm** - Work in Quarter 1 has focussed on discussions with North Yorkshire County Council to determine the best approach to designing and delivering the scheme. The Council's County Council's Framework is being used to procure WSP to design the scheme.

### **3. Alternative Options Considered**

**3.1** Member's comments on the approach to delivery of the P4G work streams are sought.

### **4. Implications**

**4.1** Any impacts on legal, policy and risk, resources and other key considerations are addressed individually in the above project status updates. All financial and budget expenditures detailed in Appendix A are consistent with those being reported separately at this meeting.

### **4.2 Equalities Impact Assessment**

All activity is in line with the Equalities Policy

**5. Conclusion**

- 5.1** The individual reports provide a current status for each of the P4G funded projects, in line with the decisions of May 3<sup>rd</sup> Executive. All future P4G budget expenditures over the agreed £10,000 threshold will be presented individually for approval and tracked in future quarterly reports.

**6. Background Documents**

N/A

**7. Appendices**

Appendix A - Programme for Growth 2018/19 Financial Year Project Updates

**Contact Officer:**

Iain Brown  
Economy and Infrastructure Manager

[ibrown@selby.gov.uk](mailto:ibrown@selby.gov.uk)  
01757 292015

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**Programme for Growth 2018/19**  
**Financial Year Project Updates**

								Position @ 30 June 2018
	Project	Lead Officer	Budget £	Includes C/fwd. £	Spend to date £	Forecast £	Forecast Variance £	Update
SB0111	Healthy Living Concepts Fund	Angela Crossland	82,176	47,176	0	82,176	0	Developing scope for health initiatives to tackle local health priorities in line with health action plan. Projects likely to include active travel and family engagement activities in line with IHL. Further year of available spend on agreed budget- multi-year project.
SB0401	Visitor Economy (Tourism & Culture)	Angela Crossland	542,193	82,193	4	542,193	0	Recruitment to Culture, Visitor and Creative Economy Manager post and Tourism Development Officer post completed. Awaiting starts end September. Workstream Interdependent with Selby 950 planning. Multi-year project
SB0402	Celebrating Selby 950	Angela Crossland	200,000	0	0	200,000	0	£150k allocated for potential TdY stage. Awaiting decision. Selby 950 steering group in place with key contributing partners. Schedule of events in development. Project on target.
SD0406	Retail Experience - Tadcaster Linear Park	Angela Crossland	160,003	160,003	0	200,000	39,997	Awaiting fee proposal from Amey PLC to complete schedule of works. Also expecting to draw down grant from YorVenture (£27k) by August. Current forecast for project is above current budget allocation although working to reduce overheads and consider underspends on other projects to mitigate. Virements will be required from other schemes to mitigate.
SD0407 & SD0425	Growing Enterprise	Iain Brown	111,761	79,761	1,244	111,761	0	Match funding contributions paid to EU Leeds City Region business support programmes - AD:Venture & Digital Enterprise. Phase 2 of the programme is scheduled to be discussed end July'18 with LCR (current programme runs to June '19). year 2 contract of LCR Growth Programme has been signed which contributes 25% of the salary for the Business Growth Adviser role (£8,500pa)
SD0409	Marketing Selby's USP	Mike James	78,108	18,108	17,485	88,000	9,892	First priority has been to create the series of 'case studies' that tell the story of the district. These are based on the issues businesses themselves have said are reasons for their success in the district, as well as data gathered as part of the development of the new Economic Development Framework. We have 20 case studies in the initial batch, in which we focus on an existing business in the district and link this back to a specific business or quality of life issue on our list of 'key messages'. Feedback from business is that this will work best if the material sits within an independent place brand, rather than this just being linked back to the brand of the Council: this is about branding the place, rather than branding a single organisation. Creating a brand concept has, therefore, become part of the overall project. We're working on the concept of branding the area as being 'at the heart of Yorkshire', as this helps to tell the story of our connectivity (a key business attribute) as well as helping to create an emotional connection: if we're to influence perceptions then we need to develop this type of emotional connection. 500 copies of the Heart of Yorkshire book produced and proceeds from the sale to be reimbursed to the project.
SD0415	Retail Experience - STEP	Angela Crossland	108,340	108,340	2,933	108,340	0	Commission in place to develop public realm work. Due for completion Summer 2018. Scoping town centre coordination role. Projected completion of spend this financial year.

SD0419	Towns Masterplanning (Regeneration)	Angela Crossland	150,000	150,000	0	150,000	0	Brief in draft for approval to next stage. Brief to include 2 phases of approach. Phase 1 - stakeholder and literature review of work/data to date. Phase 2 deliverables plan.
SD0422	Strategic Sites Masterplanning	Chris Kwasniewski	246,613	246,613	0	246,613	0	Funded due diligence work on Olympia Park, Portholme Road, Edgerton Lodge, Selby Station Masterplan and Kellingley Colliery. Likely future projects will include strategic infrastructure response to Sherburn Employment sites, improvements to the area around the railway station in Selby and the Crosshills site.
SD0423	Access to Employment	Iain Brown	100,000	100,000	0	100,000	0	Liaison with local businesses has emphasised the increasing severity of labour market challenges at Sherburn-in-Elmet. This will likely be exacerbated by the impending development of S2. Collaboration managed by ED between Arriva, WYCA, and Sherburn based businesses is close to a transport solution to improve scheduled transport solutions. The option for SDC to underwrite short term risk is being considered if necessary to achieve a collective agreement between all stakeholders.
SD0424	Green Energy	Iain Brown	50,000	50,000	0	50,000	0	The work is currently on hold until a major study has been completed by the YNYER LEP to determine the regions long term energy strategy.
SD0426	Church Fenton Studios	Iain Brown	300,000	300,000	0	300,000	0	Collaboration in a stakeholder sector study project currently being developed. No other specific activity in support of the CF development will be committed until the outcome of the consultants report is known. Total project costs forecast to be £70K shared between partners.
SD0427	Business Space & Accommodation Review	Iain Brown	17,152	17,152	0	17,152	0	Licence fee due Q3 (£4k) we will review cost/benefits ahead of next years subscription. Further professional reporting may be required to support future investment in Commercial acquisitions.
SF0408	Empty Homes	June Rothwell Simon Parkinson	115,475	115,475	0	115,475	0	Delivery of the Empty Homes Action Plan has resulted in 18 properties being brought back into use during 2017/18. All owners of empty properties have been identified and owners have been contacted. Work is progressing, with the 'top twenty' empty properties we provide advice, assistance through the recently approved private sector assistance scheme and to purchase either voluntarily or through CPO properties. A bid has been submitted to the HCA for grant contribution to assist with the purchase of 10 properties
SF0409	Selby District Housing Trust	Chris Kwasniewski	38,300	15,800	0	38,300	0	This fund previously paid for half of the Housing Development Manager post, which has now been deleted from the new corporate structure. A revised resource request from the P4G was included within the Council's newly adopted Housing Development Programme. Discussions required with SDHT to support SDHTs role in the more ambitious HDP approved by Executive in January 2018.
SF0413	Stepping Up' Housing Delivery	Chris Kwasniewski	49,862	49,682	0	49,724	-138	The Project will support the implementation of the Housing Development Programme approved by the Executive in January 2018, by working as a facilitator with the private sector to unlock sites for mixed tenure housing development.
SF0414	Olympia Park	Chris Kwasniewski	435,000	195,000	2,400	435,000	0	The Council has submitted a significant (circa £9m) funding application to the Homes & Communities Agency through their 'Housing Infrastructure Fund'. A decision on this is expected in July 2018 -this will clarify the potential use of this funding in 2018-19 but there is already committed expenditure in relation to the engagement of external legal and property advisers, the employment of a project manager to drive the site forward and contributions towards survey work



SF0415	Making our Assets work	Chris Kwasniewski	230,000	0	0	230,000	0	The budget is targeted at funding due diligence work to bring the Council's assets to the market. These include small garage sites, Portholme Road, Edgerton Lodge, Barlby Road depot and Bondgate. The Executive has recently authorised the former Barlby Road Depot site to be marketed for employment use.
SZ3052	Commercial property acquisition fund	Gill Marshall / Iain Brown	3,500,000			3,500,000	0	Offers for both the NatWest Bank at Tadcaster and Selby have been accepted. The purchase of Tadcaster was completed 10/08/18. The opportunity to acquire two industrial units is being developed and will be considered subject to the business case delivering an appropriate return and meeting all criteria.
SZ3053	High Street shop fronts	Angela Crossland	100,000			50,000	-50,000	Scope in place and workshop arranged with Heritage England to explore Heritage Action Zone and impact on design. Initiative also interdependent with towns brief. Fund allocated to spend within next 2 financial years and as such £50k is to be carried forward to support year 2.
SZ3054	New lane - Public Realm	Chris Kwasniewski	230,000			100,000	-130,000	This project has been delayed. The budget forecasts have been reduced for 2018/19 to reflect this until timelines are determined.
			<b>6,844,983</b>	<b>1,735,303</b>	<b>24,066</b>	<b>6,714,734</b>	<b>-130,249</b>	

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# Agenda Item 5



**Report Reference Number: E/18/15**

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**To:** Executive  
**Date:** 6<sup>th</sup> September 2018  
**Ward(s) Affected:** All Wards  
**Author:** Clare Dickinson – Principal Planning Policy Officer & Richard Welch – Principal Planning Policy Officer  
**Lead Executive Member:** Cllr John Mackman – Lead Executive Member for Place Shaping  
**Lead Officer:** David Caulfield, Director - Economic Regeneration and Plan

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**Title: 2018-2023 Five Year Housing Land Supply Report**

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## **1.0 Purpose of Report**

- 1.1 To update the Executive on the housing land supply in the District, at the beginning of the 2018-19 financial year.
- 1.2 The planning policy team have calculated that as of the 31<sup>st</sup> March 2018, the District has a 6.5 year supply of deliverable housing land.

## **2.0 Introduction and background**

- 2.1 In common with other Councils, Selby District Council publishes, at least annually, a report on the 5 year housing land supply in the district. This report usually has a base date of 31<sup>st</sup> March 2018.
- 2.2 The Council's last 5 Year Housing Land Supply (5YHLS) report was published in November 2017, with a base date of 30<sup>th</sup> September 2017. This report found that the Council had a deliverable supply of 6.2 years.
- 2.3 The Council's positive 5YHLS position has since been endorsed by a number of recent appeal decisions at Ulleskelf, Church Fenton, North Duffield and Thorpe Willoughby<sup>1</sup>. The following elements of the five year supply methodology were also confirmed by these appeal decisions:

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<sup>1</sup> refs. APP/N2739/W/17/3173108, APP/N2739/W/17/3175463, APP/N2739/W/17/3183958, APP/N2739/W/17/3181460

- The use of an 8% discount rate to take account of the possible non-implementation of permissions;
- The use of a 5% buffer (as opposed to a 20% buffer for those authorities that have had a record of persistent under-delivery); and
- The inclusion of windfall sites in the 5YHLS calculation

2.4 In preparing the position at 31<sup>st</sup> March 2018, the way in which sites are assessed through the SHLAA has been informed by a methodology which has been agreed with a SHLA Working Group, comprised of professionals from the house building industry.

### **3.0 Housing Figures at 31<sup>st</sup> March 2018**

#### Completions from the 1<sup>st</sup> April 2017 to 31<sup>st</sup> March 2018

3.1 Over this twelve month timeframe there have been 623 gross (615 net) completions in the District. This means that the authority has now over-provided against the 450 dwelling per annum target for the last 3 financial years (2015/16, 2016/17 and 2017/18) and it is on this basis and given the confirmation from recent appeal decisions, that the Council's use of a 5% buffer is justified and consistent with paragraph 73 of the new NPPF.

#### Permissions from the 1<sup>st</sup> April 2017 to 31<sup>st</sup> March 2018

3.2 Over this twelve month time period there have been 1201 (gross) dwellings given permission in the District (1184 net). These sites have all been assessed through the SHLAA methodology in terms of predicting when they will be delivered over the supply period, by factoring in lead in times (from the point of permission to first build) and build rates (dwellings per year per site).

3.3 Thorough and rigorous checks have also been made to determine the deliverability of those sites that officers deem at risk of being challenged at any potential appeals. The process is described in more detail in paras 2.15 to 2.18 of the main report.

### **4.0 Changes to the Methodology**

4.1 Following consultation with the working group and the consideration of the latest evidence on house building, changes have been made to how the 5YHLS is calculated, which are as follows:

- Pre-build lead-in times (the amount of time it takes to finish the first dwelling) have been increased for sites of 40 dwellings or more which don't have planning consent (from 30 to 36 months), to take into account the latest empirical evidence and the comments from the SHLAA Core

Working Group. This change only applies to a small number of sites in the supply.

- Following discussion with the working group and following an analysis of recent build rates in the district, build rates have been changed for sites of 201-300 dwellings from 70 dpa to 50dpa. However 70dpa are still applied for this size of site if there are two developers on site. This change only applies to a small number of sites in the supply.
- The non-implementation discount is now only applied to small sites with permission (less than 5 dwellings). This is to take into account the fact that large sites with permission already have a deliverability assessment undertaken and built into the final 5YHLS figure, therefore there is no reason to double count non-implementation on these sites. The rate of non-implementation is calculated (using the most recent evidence) as being 10% on small sites and these changes have the overall effect of lowering the number of dwellings that are deducted from the 5 year supply.

## 5.0 Preliminary 5YHLS estimate

5.1 The following tables show how the sites assessed by the SHLAA and the methodology for calculating the supply come together to produce a 5 year housing supply figure.

**Table 1: Summary of net dwellings contributing to the five year supply**

Summary of sites contributing to 5 year supply		Dwellings
A	Planning permissions <ul style="list-style-type: none"> <li>• Dwellings on sites less than 5 units (with 10% non-implementation rate applied): <math>197 \times 0.9 = 177</math></li> <li>• Prior approval not required (with 10% non-implementation rate applied): <math>10 \times 0.9 = 9</math></li> <li>• Dwellings on sites of 5 or more units: <u>2665</u></li> </ul>	2851
B	Dwellings approved at committee subject to section 106 agreements	0
C	Deliverable SHLAA sites	200
D	Sum of permissions (A+B+C)	3051
E	Selby District Local Plan allocated housing sites: 106 Core Strategy allocation: 0	106
F	Windfall	303
<b>Total plots considered to contribute to 5 year supply (D+E+F)</b>		<b>3460</b>

**Table 2: Five year housing land supply calculations as at 31<sup>st</sup> March 2018**

A	Housing target for the plan period (2011-2027)	7,200
B	Annual housing target across plan period (A ÷ 16 years)	450
C	Five year target, no adjustment (B x 5)	2,250
D	Shortfall of housing provision from the plan period (requirement less completions)	280
E	Shortfall + target (C + D)	2530
F	<b>5% buffer applied (E x 1.05)</b>	<b>2657</b>
G	Annual target for next five years (F ÷ 5)	531
H	<b>Current expected deliverable supply: (1 April 2018 to 31 March 2023)</b>	<b>3460</b>
I	Gap (F - H)	+803
J	Council's housing land supply equivalent to (H ÷ G)	<b>6.5 years</b>

5.2 As of 31<sup>st</sup> March 2018, and based on this preliminary assessment, the district has a **6.5 year deliverable supply of housing**. This means that in line with the NPPF, relevant policies that relate to the supply of housing continue to be considered up to date.

## **6.0 Changes to the NPPF**

6.1 The revised NPPF was published on 24<sup>th</sup> July 2018. The main amendments relating to the delivery of a sufficient supply of housing are the introduction of a Housing Delivery Test and an Annual Position Statement.

6.2 Paragraph 75 of the NPPF requires that local authorities should monitor the progress in building out sites which have planning permission. Where the Housing Delivery Test indicates that delivery has fallen below 95% of the authority's housing requirement over the previous three years, the authority should prepare an action plan in line with national planning guidance, to assess the causes of under-delivery and identify actions to increase delivery in future years. Annex 1 states that the Housing Delivery Test will apply from the day following the publication of the Housing Delivery Test results in November 2018. Notwithstanding this, the Council have supplied in excess of their housing target for the last 3 financial years and new permissions are also significantly above the amount needed to replace those completions in the supply.

- 6.3 The NPPF has also introduced the potential for an Annual Position Statement which is a document which will set out the 5 year housing supply position on 1<sup>st</sup> April each year, prepared by the local authority in consultation with developers and other interested parties. If the local authority wishes to demonstrate their 5YHLS through an Annual Position Statement, this is subject to a 10% buffer, rather than a 5% buffer. Currently the Government have published no further details about how an Annual Position Statement might be prepared and its proposed contents and given the absence of pressure from appeals, the Council do not intend to adopt an annual position statement this financial year.

## **7.0 Conclusion**

- 7.1 From 1st April 2017 to 31<sup>st</sup> March 2018 the District has continued to deliver completions well above the Core Strategy target for the district. New permissions are also significantly above the amount needed to replace those completions in the supply. Table 2 shows that based on a preliminary assessment, the supply at 31<sup>st</sup> March is **6.5 years**.

## **Appendixes**

Appendix A: 5 Year Housing Land Supply Report 2018-2023 – Main Report

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*Selby District Council*

# **5 Year Housing Land Supply Report 2018-2023**

**Position at 31<sup>st</sup> March 2018**





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Appendix 1: Database of sites contributing to the 5YHLS

Appendix 2: Maps of sites contributing to the 5YHLS

Appendix 3: 5 year supply summary sheet.

For all of the above please visit: <http://www.selby.gov.uk/five-year-housing-land-supply-report>

# 1 Introduction

1.1 The purpose of this report is to:

- set out an updated methodology used in assessing the 5-year housing land supply (5YHLS);
- provide an updated 5YHLS calculation based upon the 2018 SHLAA methodology which uses recent completions, forecast delivery figures, input from experts in the house building industry; and
- provide a clear position on 5YHLS which supersedes the Council's last public statement on housing land supply, which was published in November 2017 and used a base date of the 30<sup>th</sup> September 2017.

1.2 The Council has produced a five-year housing land supply report annually since 2010. This statement uses a base date of the 31<sup>st</sup> March 2018 and the 5-year supply period within it will run to 31<sup>st</sup> March 2023.

## 2 Background

2.1 This section of the report briefly details the national policy context to housing land supply and the history of 5-year housing land supply as they relate to Selby District.

### National Policy & Guidance

2.2 Paragraphs 67 and 73 of the July 2018 National Planning Policy Framework (NPPF) requires local planning authorities to:

- identify and update annually a supply of specific deliverable<sup>1</sup> sites sufficient to provide a minimum of five years' worth of housing against their housing requirements set out in adopted strategic policies or against their local housing need where the strategic policies are more than five years old; and
- identify a supply of specific, developable<sup>2</sup> sites or broad locations for growth, for years 6-10 and, where possible, for years 11-15.

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<sup>1</sup>To be considered deliverable, sites should be available now, offer a suitable location for development now, and be achievable with a realistic prospect that housing will be delivered on the site within five years. Sites that are not major development, and sites with detailed planning permission, should be considered deliverable until permission expires, unless there is clear evidence that homes will not be delivered within five years (e.g. they are no longer viable, there is no longer a demand for the type of units or sites have long term phasing plans). Sites with outline planning permission, permission in principle, allocated in the development plan or identified on a brownfield register should only be considered deliverable where there is clear evidence<sup>4</sup> that housing completions will begin on site within five years.

<sup>2</sup> To be considered developable, sites should be in a suitable location for housing development with a reasonable prospect that they will be available and could be viably developed at the point envisaged.

- 2.3 Paragraph 11 of the NPPF states that relevant policies for the supply of housing should not be considered up-to-date where the local planning authority cannot demonstrate a five-year supply of deliverable housing sites, with the appropriate buffer (as set out in paragraph 73) or where the Housing Delivery Test indicates that the delivery of housing was substantially below (less than 75% of) the housing requirement over the previous three years.
- 2.4 Paragraph 73 requires that the supply of specific deliverable sites should in addition include a buffer of:
- a) 5% to ensure choice and competition in the market for land; or
  - b) 10% where the local planning authority wishes to demonstrate a five year supply of deliverable sites through an annual position statement or recently adopted plan, to account for any fluctuations in the market during that year; or
  - c) 20% where there has been significant under delivery of housing over the previous three years, to improve the prospect of achieving the planned supply.
- 2.5 The NPPF requires that local planning authorities also monitor progress in building out sites which have planning permission, through a Housing Delivery Test. Paragraph 75 states that where the Housing Delivery Test indicates that delivery has fallen below 95% of the local planning authority's housing requirement over the previous three years, the authority should prepare an action plan in line with national planning guidance, to assess the causes of under-delivery and identify actions to increase delivery in future years.
- 2.6 The National Planning Practice Guidance (PPG) states that: *"Deliverable sites for housing could include those that are allocated for housing in the development plan and sites with planning permission (outline or full that have not been implemented) unless there is clear evidence that schemes will not be implemented within five years. However, planning permission or allocation in a development plan is not a prerequisite for a site being deliverable in terms of the five-year supply. Local planning authorities will need to provide robust, up to date evidence to support the deliverability of sites, ensuring that their judgements on deliverability are clearly and transparently set out"*.
- 2.7 The national guidance is quite clear then that as part of this annual update of its housing supply position, Selby District Council should consider the deliverability of sites in the five year supply very carefully, so that the assessment can be considered robust.

### Hodgsons Gate Appeal Decision – December 2016

- 2.8 The inspector's report for the appeal at Hodgson's Gate, Sherburn in Elmet on the 6th of December 2016 (APP/N2739/W/16/3144900), stated that the Council did not have a 5 year supply of deliverable housing land. Thereafter, relevant policies relating to the supply of housing were not considered to be up-to-date.

### 5YHLS Statement – July 2017

- 2.9 This report had a base date of 31st March 2017 and detailed that the district had a 5.4 years deliverable supply of housing land. This meant that, in line with paragraph 49 of the old NPPF, relevant policies that relate to the supply of housing were considered to be up-to-date.

### 5YHLS Update Statement – November 2017

- 2.10 This report had a base date of 30<sup>th</sup> September 2017 and calculated that the district had a 6.2 years supply of deliverable housing land and therefore relevant policies relating to the supply of housing could be considered up to date.

### 2018 appeal decisions

- 2.11 The Council's supply position at the 30<sup>th</sup> September 2017 has since been endorsed by a number of appeals this year at Ulleskelf, Church Fenton, North Duffield and Thorpe Willoughby<sup>3</sup>. The following elements of the previous five year supply methodology were also confirmed by these appeal decisions:
- The use of an 8% discount rate to take account of the possible non-implementation of permissions;
  - The use of a 5% buffer (as opposed to a 20% buffer for those authorities that have had a record of persistent under-delivery); and
  - The inclusion of windfall sites in the 5YHLS.

### Strategic Housing Land Availability Assessment (SHLAA) – August 2018

- 2.12 The Council's sixth SHLAA contains a methodology for assessing the delivery of sites over time, as well as an assessment of sites contained within the 5YHLS. The assessment and methodology were produced with the help of a working group composed of landowners, professionals from the development industry and key stakeholders such as infrastructure providers and neighbouring

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<sup>3</sup> Appeal decision refs. APP/N/2739/W/17/3175463, APP/N/2739/W/17/3183958, APP/N2739/W/17/3173018 & APP/N/2739/W/17/3181460

authorities. This approach responded to the Inspector's comments and findings on the Hodgsons Gate appeal.

2.13 The working group helped inform the following key aspects of the SHLAA methodology, following a review of empirical evidence.

- Varied net developable area ratios – the larger the site, the lower the ratio.
- Varied lead-in times – the less advanced the site is in the planning process, the longer the lead in time.
- Varied build rates – the larger the site, the greater the build rate and number of builders.
- Varied density rates – higher in urban locations and lower in rural locations.

2.14 The application of the SHLAA methodology for the delivery of sites in the 5YHLS can be seen in the supply spread sheet in appendix 1. For more information on the 2018 SHLAA, please see: <http://www.selby.gov.uk/strategic-housing-land-availability-assessment-shlaa>. The 2018 SHLAA has been used to project the supply in this 5YHLS Statement.

#### Determining Deliverability and Viability

2.15 A key priority for the five year housing land supply report is to determine the deliverability of sites in the supply. To be considered deliverable, sites should be available now, offer a suitable location for development now, and be achievable with a realistic prospect that housing will be delivered on the site within five years and in particular that development of the site is viable. Sites with planning permission should be considered deliverable until permission expires, unless there is clear evidence that schemes will not be implemented within five years, for example they will not be viable, there is no longer a demand for the type of units or sites have long term phasing plans.

2.16 In order to determine deliverability, site promoters were sent bespoke emails which asked them about their timescales for development, whether they had any viability/ delivery issues and when they expected these issues to be overcome. If a response was not received the site promoters were then contacted by phone, asking them to respond to the original email. If a response had still not been received, then a final email was sent out stating that the Council would assume that site promoters agreed with its delivery trajectory for the site if we did not hear back from them. A summarised list of all the actions the Council took to determine deliverability is shown in table 1 overleaf.

**Table 1: Deliverability Assessment Actions**

<b>Action</b>	<b>Purpose</b>	<b>Inclusive Dates</b>
SHLAA core working group methodology meeting	To discuss, with housing industry professionals, how to realistically project housing completions, using a range of criteria.	03/05/2018
SHLAA wider working group methodology consultation	To discuss, with housing industry professionals, how to realistically project housing completions, using a range of criteria.	03/05/2018 to 18/05/2018
SHLAA site assessment consultation	To gain information from site promoters on their sites deliverability and viability.	27/06/2018 to 11/07/2018
SHLAA site assessment reminder phone call and email	A reminder for site promoters to provide information on a sites deliverability and viability by the requested deadline.	16/07/2018
Final email sent	To inform site promoters that if they did not respond we would assume they agreed with our delivery timescales for their sites.	20/07/2018
Document published	Site promoters informed that the document with the final site and deliverability assessments was published.	10/08/2018

2.17 In the previous 30<sup>th</sup> September 2017 update, the deliverability position on many sites was updated largely as a result of the Council working proactively with developers to accelerate deliverability on previously stalled sites and to resolve outstanding planning appeals including those on sites which are claimed to be undeliverable by appellants in the 5 year supply.

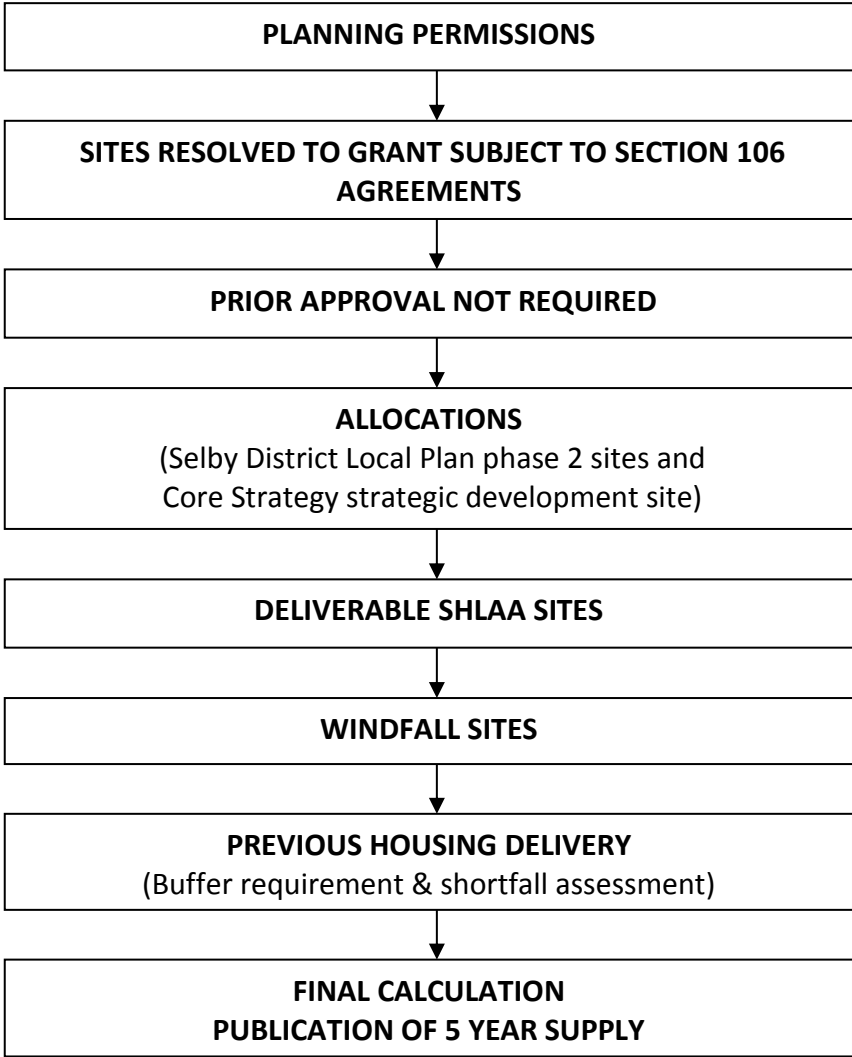
2.18 In addition, the Council also commissioned an independent viability assessment to support the September 2017 update, which built on previous viability work undertaken in May 2017. Sites were chosen if the Council believed that they had stalled, or if there was insufficient information on viability. The viability study appraised 12 sites with planning permission and found that 7 were viable based on their current section 106 agreement and 5 were viable with a reduced amount of affordable housing. The sites assessed to be viable only with a reduced amount of affordable provision were either allocated sites or outline permissions, and so have the opportunity to negotiate the affordable housing provision in a reserved matters application. Those sites assessed as unviable were classed as undeliverable within 5 years, the viability of these sites continue to be monitored in the Councils 5 year supply updates.



### 3 Types of sites in the deliverable 5 year supply

3.1 Figure 1 below identifies the process involved in undertaking the annual update and which sources of sites have been used. Further explanation of each stage is outlined in detail later in this section and in section 4.

**Figure 1: The 5-year housing land supply assessment process**



3.2 The Council carried out visits and surveys of sites with planning permission within the district at the beginning of April 2018. This was to ascertain the status of each site, in order to determine what is built and what remains outstanding. All of the planning permissions in the assessment are extant; any consents that have lapsed have been removed from the assessment.

3.3 This list of permissions includes outline (in addition to full and reserved planning permissions) as the principle of development has been established, subject to

reserved matters. In undertaking the site assessments, small sites and large sites with permission have been classified differently, this is due to the different way they have been assessed in the 2018 SHLAA, with small sites being assessed in less detail than the large sites.

- 3.4 All sites in the supply which have not yet started or have stalled have been assessed to determine their deliverability through the SHLAA. The viability of each site was discussed with the land owner or the agent to determine when they would expect to be on site. It was also identified (in the case of allocated sites) if there are plans to submit a planning application and what the timescale for submission would be. This information has been used to determine which of these sites are included within the 5-year housing land supply and which are pushed back into years 6-10, 11-15, or are classed as undeliverable.

**Planning permissions: small sites (less than 5 dwellings)**

- 3.5 As of the 31<sup>st</sup> March 2018, there were 222 dwellings with planning permission (gross) on sites with less than 5 units. The net number of dwellings projected to be built in the next 5 years is **197**.

**Planning permissions: large sites (5 dwellings or more)**

- 3.6 As of the 31<sup>st</sup> March 2018, there were 3959 dwellings with planning permission (gross) on sites with 5 units or more. The number that is projected to be delivered in the next 5 years is **2665**.

**Sites resolved to grant subject to section 106 agreements**

- 3.7 As of the 31<sup>st</sup> March 2018, there were no sites of this type.

**Prior approval not required**

- 3.8 The scope of prior approvals can include developments of multiple dwellings. They are not technically planning permissions and so have been included as their own type of site. As of the 31<sup>st</sup> March 2018, there were **10** dwellings on sites of this type, all of which are projected to be delivered in the next 5 years.

**Allocations: Selby District Local Plan (phase 2 sites)**

- 3.9 As of the 31<sup>st</sup> March 2018, phase 2 housing allocations from the Selby District Local Plan (which was adopted in 2005) had a combined capacity of 901 dwellings. The number that is assessed and projected to be delivered in the next 5 years is **106**.

### **Allocations: Core Strategy (Olympia Park)**

3.10 This site is allocated as a strategic mixed use development site in the Core Strategy in policy SP7. This policy states that development within the defined area will be programmed to deliver 1000 new homes, a large part of the allocated site to the west already has permission for 863 dwellings (2012/0541/EIA). This application was assessed as unlikely to be delivered in the first 5 years of the plan period by an inspector in appeal APP/N2739/W/16/3144900. Selby District Council are currently investigating options for progressing the Olympia Park site with the owners of the site. As a result of these factors, the number of dwellings that is projected to be delivered on the Olympia Park allocation in the next 5 years is **0**.

### **Deliverable SHLAA sites**

3.11 The NPPF states that for a site to be considered deliverable, it should be available now, offer a suitable location for development now, and be achievable with a realistic prospect that housing will be delivered on site within 5 years. In this regard it can be acceptable to include sites without permission in the supply if there is clear evidence that a site is deliverable.

3.12 The planning permission for housing on the Selby-54 (Rigid Paper) site lapsed in July 2017, however the agent for this site has confirmed to the Council that they will submit an application in the early autumn of 2018. They have provided evidence to the Council which documents a substantial amount of pre application work which confirms they are in a position to shortly submit a valid application. The site promoters state that the scheme to be submitted has a capacity of circa 300 dwellings and that they anticipate that it will deliver 140 units within the next 5 years.

3.13 The planning application at Ulleskelf-6, (RAF Church Fenton, Busk Lane, Church Fenton) expired on 12/11/2016. A reserved matters application was submitted in time (2016/1291/REMM) but was assessed to be invalid. However the agent of the site has provided assurances that a new full application will be submitted this year.

3.14 The deliverable SHLAA sites have a total gross capacity of 370. The total amount of dwellings that can be delivered in the next 5 years is **200**.

### **Windfall Completions**

3.15 Section 4 of this report shows the projected number of windfall completions in the first 5 years is **312** dwellings.

## **4 Methodology for calculating the 5 year supply**

- 4.1 This section explains the different criteria and assumptions which are applied in the calculation of the 5 year supply. For each criteria, it is explained how its application is consistent with the most recent guidance, case law and empirical evidence.

### **Basic requirement/housing target**

- 4.2 The recently revised NPPF (2018) requires that local planning authorities identify a supply of specific deliverable sites sufficient to provide a minimum of five years' worth of housing against their housing requirements set out in adopted strategic policies that are no more than five years old, or against their local housing need where the strategic policies are more than five years old, unless these strategic policies have been reviewed and found not to require updating. The Selby Core Strategy Local Plan was adopted in October 2013 and therefore remains within date. The housing target in the Core Strategy is to deliver a minimum of 450 homes per year across the District and this starting point gives a basic five year requirement for 2,250 homes across the District:  $450 \times 5 = 2,250$ .

### **Planning permissions and the non-implementation discount**

- 4.3 A non-implementation discount is applied to small sites with planning permission and prior approvals not required. A discount has not been applied to large sites with planning permission, as these have already been subject to a high degree of deliverability assessment as described in paragraphs 2.15 to 2.18, above, to apply a further discount would be double counting. Furthermore, statistics show that most lapsed permissions are comprised of small windfall sites.
- 4.4 In the projection of the supply, the discount is used to demonstrate the fact that a proportion of small sites may not start in the 5-year period and that their permissions will lapse. An analysis in table 2 of all small sites granted planning permission over the course of plan period so far, shows that non implementation rates for dwellings as a whole are 10%. Based on the results of the data collected, the rate of non-implementation set in this report will be 10%. However, this figure will only apply to small sites with planning permission, as explained above.

**Table 2: Permission lapse rates 01-04-2011 to 31-03-2018**

Lapsed?	Number of Sites	Number of Houses
No (implemented/in time)	434	639
Yes	50	67
Total	484	706
% Lapsed	10%	9%

### **Windfall allowance**

- 4.5 Paragraph 70 of the NPPF states that: *‘Where an allowance is to be made for windfall sites as part of the anticipated supply, there should be compelling evidence that they will provide a reliable source of supply. Any allowance should be realistic having regard to the strategic housing land availability assessment, historic windfall delivery rates and expected future trends. Plans should consider the case for setting out policies to resist inappropriate development of residential gardens, for example where development would cause harm to the local area’.*
- 4.6 During the Hodgsons Gate appeal (APP/N2739/W/16/3144900) the appellant challenged the appropriateness of the Council including windfalls in the 5 year supply. The inspector stated in his decision notice for the appeal that; *‘the Core Strategy Inspector’s Report and the Core Strategy clearly set the District’s housing requirement at 450 dwellings per annum. Both clearly indicate, however, that windfall sites will be mostly additional to this figure rather than an integral part of the supply. Indeed, the Core Strategy is clear that ‘the Council has not made any allowance for future contribution from windfalls in calculating the number of dwellings to be provided through new allocations after taking account of existing commitments’ and, thus, that ‘windfalls are likely to add to the total delivery of homes, in excess of the planned-for target’.*
- 4.7 The inspector added that: *‘there is no policy preventing the Council from including windfalls in its five-year housing supply’.* However the Inspector tempered this by also stating that: *‘it seems to me that the Council’s inclusion of a substantial number of windfall dwellings in the five-year supply, while not precluded by policy, must be treated with some caution’.* This underlines the need for the Council to be accurate, realistic and cautious in its projection of potential windfall completions in the next 5 years.
- 4.8 More recent appeal decisions have supported the Council’s approach to windfalls. The Inspector into the appeal at West Farm, Ulleskelf<sup>4</sup> for example stated that *“I have had regard to the Hodgson’s Gate appeal decision, in which the Inspector voiced concern over the inclusion of windfalls, despite the fact that*

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<sup>4</sup> Ref. APP/N2739/W/17/3173108

*there is no policy basis to preclude them. However, I am satisfied that the Council has substantially reduced the figure, and so I include it in the supply". Furthermore, the Inspector who considered appeals at South Lane, Church Fenton<sup>5</sup> and Main Street, North Duffield<sup>6</sup> stated that "I find that the number of windfall sites that have come forward merely indicates that the Council was unable to demonstrate a deliverable housing land supply until relatively recently rather than a contrived reliance on such sites".*

4.9 The Council considers all sites not allocated for housing in the Local Plan to be windfall. Windfalls are expected to continue to be a reliable source of supply, but there are a number of factors which will occur over the next 5 years of the plan period which will influence the rate of their delivery.

- The natural churn of brownfield land which occurs within urban areas will continue, where businesses and non-housing uses relocate and free up land for housing. There may be a slight trend upwards as evolving national planning policy (such as the requirement for a brownfield register) continues to re-focus upon the effective regeneration of brownfield sites.
- The Site Allocations Local Plan document is due to be adopted in 2019 and will allocate enough housing land for the district to meet its housing needs up to the year 2027. It is considered that the Site Allocations plan will enable the Council to permit development on its allocated sites and resist inappropriate development on large unallocated greenfield sites. This will result in a lower number of windfall completions.
- Applications for housing will continue to be permitted in addition to sites allocated in the Local Plan, providing they are sustainable and following assessment against relevant policies in the Local Plan and other material considerations. This will continue to sustain and increase the number of windfall completions.
- The expansion of permitted development rights to enable farm buildings and offices to be converted to housing without planning permission will also boost windfall supply.
- Losses of dwellings inevitably occur year on year, this is due to a variety of reasons including, demolitions, mergers and change of use. This is a downward driver in the net number of windfalls that can come forward.

4.10 There are likely to be both upward and downward windfall trends and on balance the Council is continuing to support a modest windfall allowance in the

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<sup>5</sup> Ref. APP/N2739/W/17/3175463

<sup>6</sup> Ref. APP/N2739/W/17/3183958

5-year housing land supply. This is in line with policy SP4 of the Core Strategy (Management of Residential Development in Settlements).

4.11 Table 3 provides the historic data for gross completions on non-allocated sites (windfalls) in the district since 2005 (the start of the Selby District Local Plan Period). This shows that there has been a high level of completions on windfall sites, but in general less as a percentage in the Core Strategy plan period. Table 4 shows where in the settlement hierarchy these completions have been taking place in the Core Strategy plan period, it can be seen that the highest numbers have occurred in Designated Service Villages and in Secondary Villages.

**Table 3: Net completions on windfalls**

<b>Financial year</b>	<b>Net completions</b>	<b>Net completions on windfalls</b>	<b>% windfall completions</b>
2005-06	638	580	91
2006-07	874	687	79
2007-08	583	343	59
2008-09	226	163	72
2009-10	270	163	60
2010-11	366	211	58
2011-12	281	173	62
2012-13	179	46	25
2013-14	289	75	26
2014-15	436	147	34
2015-16	502	223	45
2016-17	568	161	29
2017-18	615	367	52
<b>Total 2005-2018</b>	<b>5827</b>	<b>3339</b>	<b>57%</b>
<b>Average 2005-2018 (13 years)</b>	<b>448</b>	<b>257</b>	<b>57%</b>
<b>Plan Period Total 2011-2018</b>	<b>2870</b>	<b>1192</b>	<b>42%</b>
<b>Average 2011-2018 (Plan Period, 7 years)</b>	<b>410</b>	<b>170</b>	<b>41%</b>
Units built on garden land during plan period 2011-2018	84	84	
<b>% built on garden land</b>	<b>3%</b>	<b>7%</b>	

**Table 4: Net windfall completions across the settlement hierarchy 2011-18**

Site Size Bracket	Selby	Sherburn	Tadcaster	DSV	SV	Countryside	Total
1 to 5	41	19	16	201	156	17	<b>450</b>
6 to 10	30	6	9	95	40	6	<b>186</b>
11 to 20	56	0	0	13	25	0	<b>94</b>
21 to 50	0	0	0	62	0	0	<b>62</b>
51 to 100	0	0	0	109	0	0	<b>109</b>
101+	0	0	0	163	128	0	<b>291</b>
<b>Grand Total</b>	<b>127</b>	<b>25</b>	<b>25</b>	<b>643</b>	<b>349</b>	<b>23</b>	<b>1192</b>

- 4.12 In order to forecast the windfall completions over the next 5 years, the average number of windfall houses completed per annum over the plan period (170) was taken as a starting point as this reflects recent trends in the local housing market. The expected completion figure over the next 5 years was reduced from this figure to 158, to take account of the number of dwellings completed on garden land (calculated to be 7%), which the NPPF states should not be accounted for.
- 4.13 The average of 158 completions was reduced further to better reflect the factors influencing the rate of delivery windfall described in paragraph 4.9 above. No trends are clear in the historical delivery of windfalls, however, it is considered that there will be an overall reduced rate of delivery on windfall sites, as large-scale unallocated sites outside of the development limits are resisted when the Site Allocations Local Plan is adopted in 2019.
- 4.14 Table 4 shows that windfall completions on sites of 50+ dwellings have mostly occurred in Designated Service Villages and Secondary Villages over the course of the plan period. It is not anticipated that, after the adoption of the Site Allocations Local Plan, such sites in these locations will continue to come forward over the remainder of the plan period. In total these sites have contributed 400 dwellings over the Core Strategy plan period so far, an average of 57 dwellings per year. Therefore 57 dwellings have been subtracted from the average of 158 to give a projected 101 dwellings per annum.
- 4.15 The projection for the predicted average rate of 101 completions per annum can be seen in table 5 below. This method prevents any double counting of windfall plots with existing permissions, as windfall plots are only projected as if they were first given planning permission in the year 2018-19. Lead-in times are also factored into the projection (as per the 2018 SHLAA) so no windfalls are provided in the first 2 years of the plan period. The total cumulative completions from windfalls over the first 5 years is **303**.



**Table 5: Windfall completion projection**

Financial year complete					
18/19	19/20	20/21	21/22	22/23	Total
0	0	101	101	101	<b>303</b>

**The Housing Delivery Test**

- 4.16 Paragraph 75 of the NPPF states that Local Authorities should monitor the progress in building out sites which have permission, to maintain the supply of housing. Where the Housing Delivery Test indicates that delivery has fallen below 95% of the local planning authority's housing requirements over the previous three years, the authority should prepare an action plan in line with national planning guidance, to assess the causes of under-delivery and identify actions to increase delivery in future years.
- 4.17 The NPPF confirms that the Housing Delivery Test will apply from the day following the publication of the Housing Delivery Test results in November 2018. Notwithstanding the above, Table 6 demonstrates that over the last 3 financial years, the number of net completions have exceeded the Council's housing target.

**Table 6: Housing requirement & annual completions**

Year	Plan period	Net completions	Target	Cumulative Net Provision
05-06	Selby District Local Plan Period	638	620	+18
06-07		874	575*	+299
07-08		583	440	+143
08-09		226	440	-214
09-10		270	440	-170
10-11		366	440	-74
Total net provision		<b>2957</b>	<b>2955</b>	<b>+2</b>
11-12	Core Strategy Plan Period	281	450	-167
12-13		179	450	-271
13-14		289	450	-161
14-15		436	450	-14
15-16		502	450	+52
16-17		568	450	+118
17-18	615	450	+165	
Total net provision		<b>2870</b>	<b>3150</b>	<b>-280</b>

\* Total annual dwelling requirement up to 31<sup>st</sup> December 2006 is 620 and 440 from 1 January 2007, providing a requirement of 575 dwellings between 1<sup>st</sup> April 2006 and 31<sup>st</sup> March 2007.

## **Applying the Buffer**

- 4.18 The NPPF (paragraph 47) requires that local planning authorities should have a 5-year housing land supply with an additional buffer of 5% (moved forward from later in the plan period) to ensure choice and competition in the market for land. Where there has been significant under delivery of housing over the previous 3 years, Local Planning Authorities should increase the buffer to 20% (moved forward from later in the plan period) to provide a realistic prospect of achieving the planned supply. Furthermore, where a local planning authority wishes to demonstrate a five year supply of deliverable sites through an annual position statement they should apply a 10% buffer.
- 4.19 Table 6 illustrates the completions for the past twelve years within the District. The average annual completion is 448 over the 13 years. The average number of completions over the Core Strategy plan period (from 2011 onwards) is 410. It can be seen that there was over-delivery in the years before the financial crash in 2008 and under-delivery after it, as a result of the slowdown in the housing market. For the past 3 financial years, there has been an upturn in the market, due to an improving economy, these trends are consistent with the picture of housing delivery at the national level.
- 4.20 When considering which buffer to apply (5%, 10% or 20%), the last 5YHLS report which had a 30<sup>th</sup> September 2017 base date applied a 5% buffer, as the Council considered that a 20% buffer was no longer necessary or justified. This approach was agreed by Inspectors at recent appeals who were satisfied that a 20% buffer was no longer required and that the Council's use of a 5% buffer in the September 2017 5YHLS is justified and consistent with the NPPF.
- 4.21 In the absence of further guidance on the contents and requirements of an Annual Position Statement, as per paragraph 73 of the NPPF, the Council intend to adopt a 5% buffer in this 5YHLS statement.

## **Dealing with the shortfall**

- 4.22 Table 6 shows that housing delivery has fallen short of the annual target between 1<sup>st</sup> April 2011 (the base date of the Core Strategy) and 31<sup>st</sup> March 2018 by 280 dwellings.
- 4.23 In dealing with under supply, the National Planning Practice Guidance states that: *'Local planning authorities should aim to deal with any undersupply within the first 5 years of the plan period where possible'* (see paragraph: 035, reference ID: 3-035-20140306). The Council has dealt with undersupply by ensuring that the entirety of it is made up in the forthcoming 5 years of the *supply* period, thus aiming to comply with best practice.

4.24 In keeping with advice from the Planning Inspectorate and Planning Advisory Service, the buffer has been applied to both the plan requirement and the shortfall combined.

## 5 Five year housing supply calculation

5.1 Tables 7 and 8 show how the sites described in section 3 of the report and the methodology for calculating the supply in section 4 of the report come together to produce a 5 year housing supply figure.

**Table 7: Summary of net completions contributing to the 5 year supply**

Summary of sites contributing to 5 year supply		Dwellings
A	Planning permissions <ul style="list-style-type: none"> <li>• Dwellings on sites less than 5 units (with 10% non-implementation rate applied): <math>197 \times 0.9 = \underline{177}</math></li> <li>• Prior approval not required (with 10% non-implementation rate applied): <math>10 \times 0.9 = \underline{9}</math></li> <li>• Dwellings on sites of 5 or more units: <u>2665</u></li> </ul>	2851
B	Dwellings approved at committee subject to section 106 agreements	0
C	Deliverable SHLAA sites	200
D	Sum of permissions (A+B+C)	3051
E	Selby District Local Plan allocated housing sites: 106 Core Strategy allocation: 0	106
F	Windfall	303
<b>Total plots considered to contribute to 5 year supply (D+E+F)</b>		<b>3460</b>

**Table 8: Five year housing land supply calculations as at 31<sup>st</sup> March 2018**

A	Housing target for the plan period (2011-2027)	7,200
B	Annual housing target across plan period (A ÷ 16 years)	450
C	Five year target, no adjustment (B x 5)	2,250
D	Shortfall of housing provision from the plan period (requirement less completions)	280
E	Shortfall + target (C + D)	2530
F	<b>5% buffer applied (E x 1.05)</b>	<b>2657</b>
G	Annual target for next five years (F ÷ 5)	531
H	<b>Current expected deliverable supply: (1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2023)</b>	<b>3460</b>
I	Gap (F - H)	+803
J	<b>Council's housing land supply (H ÷ G)</b>	<b>6.5 years</b>

- 5.2 As at 31<sup>st</sup> March 2018, the district has a **6.5 year deliverable supply of housing**. This means that, in line with paragraph 11 of the new NPPF, relevant policies that relate to the supply of housing continue to be considered up-to-date.
- 5.3 Appendices 1, 2 and 3 provide a database of sites with maps, which contribute towards the 5-year housing land supply.

## Appendices

Appendix 1: Database of sites contributing to the 5YHLS

Appendix 2: Maps of sites contributing to the 5YHLS

Appendix 3: 5 year supply summary sheet.

For all of the above please visit: <http://www.selby.gov.uk/five-year-housing-land-supply-report>

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**Report Reference Number: E/18/16**

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**To: Executive**  
**Date: 6 September 2018**  
**Status: Non Key Decision**  
**Ward(s) Affected: All**  
**Author: Stuart Robinson, Head of Business Development & Improvement**  
**Lead Executive Member: Mark Crane, Leader of the Council**  
**Lead Officer: Stuart Robinson, Head of Business Development & Improvement**

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**Title: Corporate Performance Report - Quarter 1 – 2018/19 (April to June)**

### **Summary:**

The quarterly Corporate Performance Report provides a progress update on delivery of the Council's Corporate Plan 2015-20 as measured by a combination of: progress against priority projects/high level actions; and performance against KPIs.

### **Recommendations:**

- i. The report is noted and approved
- ii. Executive consider any further action they wish to be taken as a result of current performance

### **Reasons for recommendation**

The reporting of performance data enables the Council to demonstrate progress on delivering the Corporate Plan Priorities to make Selby District a great place.

## **1. Introduction and background**

- 1.1 High level performance reporting of progress against the Council's priorities – as set out in the Corporate Plan 2015-20 – is a key element of the

performance management arrangements. The Corporate Performance Report clearly follows the structure of the Corporate Plan, with a report card for each of the four main priority areas.

1.2 Progress on delivering the Council's priorities is demonstrated by a combination of:

- progress against priority projects/high level actions (are we meeting/expecting to meet delivery timescales); and
- performance against KPIs (are targets being met; are we getting better)

## **2. Reporting Period**

2.1 The specific focus of this report covers the period April to June 2018. The Corporate Plan 2015-20 has provided consistency in terms of the direction the Council is seeking to follow and the specific priorities.

## **2.2 Summary of progress**

### **Quarter 1**

The Corporate Performance Report (see appendix A) sets out the detail in terms of progress (or otherwise) against the Council's priorities during quarter 1. In terms of a summary:

- 52% of KPIs are showing improvement over the longer term.
- 52% of KPIs are on target.

Projects - Officers are currently working on a revised way of showing the Executive on-going progress on projects. A monthly report will be provided to Leadership Team in addition to the quarterly report to the Executive. A report on the progress of corporate projects will be including in the corporate performance report from quarter 2 onwards.

## **2.3 What went well in quarter 1**

- Customer Contact Centre – the average wait time before a customer is seen by an advisor was 5.33 minutes against a target of 10 minutes
- Customer Contact Centre – the average wait time before a customer phone call is answered by an advisor was 1.07 minutes against a target of 2 minutes.
- Empty Homes – 6 were delivered against a target of 5.
- Complaints – the % of stage two complaints responded to within time (20 working days) was 100% exceeding the 90% target.
- Business rates retained - £10,007,543 against a target of £7,500,000.
- Freedom of Information requests – 90.34% of requests were responded to within time (20 days), exceeding the 86% target



- The % of people accessing Benefits forms and Taxation direct debit forms online in relation to other channels – this is a new KPI developed to measure an element of channel shift. In this quarter we achieved 31.92%, exceeding the quarterly target of 20%. Nearly half of the Council Tax direct debit mandates received were online and 34.3% of new benefit claim forms received were online.

#### 2.4 What did not go so well in quarter 1 – and what will we do about it

- Average time taken to re-let vacant Council homes – 40.5 days against a target of 26 days. The number of void properties and the volume of work required is considerably higher than normal - 73 in this quarter, compared to 48 in the same quarter last year. We are also experiencing staffing issues – long term sickness and struggling to recruit three vacant trade positions. We have staff working overtime and are prioritising properties that can be turned around quickly and where demand is greater.
- Staff sickness – following a period of significant reductions, sickness increased in Q1 - 7.04 average days against a target of 5 days. This was primarily as a result of a small number of long term absences. A number of those absent are either now back at work or have left. Rates are expected to improve in Q2.
- Number of missed bins per 1,000 collections - 0.42 against a target of 0.29 - this equates to 98 missed bins. This is a significant improvement in performance from the previous quarter (159 missed bins). We are continuing to work with our contractors to mitigate against the increasing pressure on collection rounds caused by the on-going property growth.
- GP referrals - 63 against a target of 75. Work with local GPs and the PCT is on-going to continue to raise awareness of the programme and we expect referrals to increase through the year.
- Active gym Lifestyle members participating in one or more sessions per week was 43.88% against a target 51%. Results for Tadcaster (46.27%) are up from the same period last year. However, results for Selby are down slightly which means the combined result is under target. The recent prolonged period of hot weather may have had an impact on attendance.
- Amount of planned savings – There is a high risk of shortfalls in the planned savings this year. The planning department have proposed a saving this year of £60k against a target of £200k due to the demands of service delivery and recruitment challenges. There is a savings target in the current year of £50k relating to the contact centre move to the Civic Centre which is expected to slip into 2019/20 – the police co-location has been delayed but is now progressing and discussions with the Landlord of the Access Selby office are underway. Savings from the digital transformation project will be made, but the £70k target for the current year is again expected to slip into 2019/20. A full review of vacancies at the Council is underway to identify potential in year and future savings. In addition higher investment returns will also help to mitigate some of the shortfall in the current year. Looking ahead plans for future savings will be considered as part of the forthcoming budget round.

### **3. Alternative Options Considered**

N/A

### **4. Implications**

N/A

#### **4.1 Legal Implications**

None

#### **4.2 Financial Implications**

Delivery of Corporate Plan priorities is reflected in the Medium Term Financial Strategy.

#### **4.3 Policy and Risk Implications**

Performance is a corporate risk. Failure to adequately perform will result in the corporate priorities not being delivered. Performance reporting is part of a suite of mitigating actions which make up our performance management framework.

#### **4.4 Corporate Plan Implications**

This report provides a progress update on delivery of the Council's Corporate Plan.

#### **4.5 Resource Implications**

Performance reporting highlights areas where we are not performing well or are performing too well. Where an under or over allocation of resource is highlighted as a reason for poor performance we can explore opportunities to adjust resources to support effective implementation of the Corporate Plan 2015-2020 as part of our on-going business and budget planning.

#### **4.6 Other Implications**

N/A

#### **4.7 Equalities Impact Assessment**

An Equality, Diversity and Community Impact Assessment screening report has been undertaken on the Corporate Plan and its priorities – and due regard has been given.

**5. Conclusion**

- 5.1** The performance data demonstrates continued performance improvement and delivery against Corporate Plan Priorities.

**6. Background Documents**

None

**7. Appendices**

Appendix A: Corporate Performance Report Quarter 1 2018/19

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# Delivering corporate priorities

## Corporate Performance Report

Quarter 1 2018/19

# Delivering corporate priorities: Summary Q1 2018/19

Key focus of our work

What's gone well; what are we concerned about

Overall Progress

## Delivering Priority 1 - A great place...to do Business

### Secure new investment in the district

(Lead Director: D Caulfield)

#### What's gone well this quarter:

- Planning application for Gascoigne Rail Freight Interchange submitted by Harworth Estates. The aim is to develop the site to exploit the extensive rail infrastructure for advanced manufacturing. Potential employment figures range from 1,500-2,000 FTEs;
- Planning application submitted for the development and delivery of a dedicated creative hub - "Create Yorkshire", at Church Fenton Airfield. The development will deliver a new major growth sector to the District with the long term potential to create up to 2,000 new high-skilled jobs;
- A number of foreign direct investment enquiries have been received from investors looking to locate in Yorkshire - The Department for International Trade has promoted Kellingley and Gascoigne Rail Freight Interchange as possible sites for these investments.

#### What are we concerned about:

- Multi-modal connectivity to the strategic employment sites in the District needs to be improved. We are working with NYCC to identify how we can collectively work together on the development of infrastructure/transport related solutions in order to maximise the potential of these sites.



**Some concerns**

### Improve employment opportunities

(D Caulfield)

#### What's gone well this quarter:

- Our place branding work – to raise the profile of the area as a place for business investment – has been included as an example of best practice in a LGA support pack for Leaders and Chief Executives, launched at the LGA annual conference in July 2018;
- Positive discussions have been held with Arriva and local employers over the feasibility of an express bus service to connect areas with strong employment demand to Sherburn Enterprise Park to alleviate current labour access challenges;
- 25 delegates attended a joint Council event with the Department for International Trade in May which focused on exporting and the support available to businesses.

#### What are we concerned about:

- Boosting local earning power is to some degree dependent on employees' ability to develop new skills and have opportunities to progress. We will encourage employers to have Employee Development Plans and refer them into Skills Support for the Workforce funding available through YNYER LEP to facilitate this.



**Some concerns**

### Improve access to training and skills for work

(D Caulfield)

#### What's gone well this quarter:

- A Selby-based apprentice has been working on the Council's affordable housing scheme in Riccall, gaining experience of various trades on site;
- Supported Drax Power to work with Selby Big Local and North Yorkshire Business Education Partnership (NYBEP) to deliver a Big Aspirations project with three Selby Town Centre primary schools. Celebration event held at Selby Abbey in June 2018;
- Positive relationships have been built between the Council's Economic Development team and careers advice providers NYBEP and Prospects.



**Some concerns**

#### What are we concerned about:

- Limited engagement between the Careers & Enterprise Company and local schools in the District. We will work closely with the Careers & Enterprise Company and local schools to encourage greater engagement with business.

### Help Selby, Tadcaster and Sherburn reach their potential

(D Caulfield)

#### What's gone well this quarter:

- Selby Town Enterprise Partnership ideas for temporary pop up realm design now in production.



**On track**

#### What are we concerned about:

- N/A

## Delivering Priority 2 - A Great Place...to Enjoy Life

### Improving the supply of housing

(Lead Director: D Caulfield)

#### What's gone well this quarter:

- Private Sector Housing Assistance Policy approved by the Executive. This will result in the introduction of grants loans that will support residents to remain in their homes, improve the condition of their homes and help property owners bring empty homes back into use;
- The overall supply of housing in the District is exceeding targets identified in the Core Strategy and the Council approved a £22 million Housing Development Programme in January 2018 to contribute towards the supply of affordable housing in the District. Since that time four schemes have started on site which will provide new affordable homes for Selby District Council and the Selby and District Housing Trust.

#### What are we concerned about:

- The need to achieve a broad tenure mix for housing developed in the District.



**Some concerns**

### Improving healthy life choices

(D Caulfield)

#### What's gone well this quarter:

- A multi-agency campaign during safeguarding week with a focus on the impact of domestic abuse and the misuse of substances. The campaign offered signposting to support services in the area;
- Don't be a Waster – 'Litter Watch' project launched and 'Refill Selby' project launched which aims to tackle plastic pollution;
- New Homelessness legislation was introduced in April 2018 and has successfully been implemented. In Q1 we prevented 44 customers from becoming homeless.

#### What are we concerned about:

- N/A



**On track**



## Delivering Priority 3 - A great place...to Make a Difference

### Empowering and involving people in decisions about their area and services

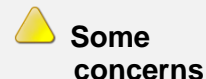
(Lead Director: D Caulfield)

#### What's gone well this quarter:

- Tree Policy consultation undertaken and policy approved by the Executive;
- Tadcaster and Rural CEF held an engagement event on adult learning which resulted in 70 attendees and local residents signing up to establish a University of the Third Age in the town.

#### What are we concerned about:

- A recent Peer Review identified how we need to gain better insight into our residents' aspirations and needs for the district. We are reviewing our community engagement practices to address this.



**Some concerns**

### Enabling people to get involved, volunteer and contribute to delivering services locally (D Caulfield)

#### What's gone well this quarter:

- Volunteers from SDC, the Youth Council and Groundwork have taken part in work days, clearing the sensory garden, and created an area for a new sensory garden to be planted later in the year. The Central CEF received a presentation about the project and the grants achieved to support it. This project is seen to inform the Central CEF action plan;
- The Community Connectors pilot launched in the district. Local volunteers are linked to the Safer Selby Hub with the aim of working with individuals that need a low level intervention, helping them to develop their social networks in the communities they live;
- Relaunch of successful Don't be a Waster – Reduce, Reuse, Respect campaign focusing on the four biggest issues – fly tipping, litter, dog fouling and waste.

#### What are we concerned about:

- N/A



**On track**

### Facilitating people to access and use alternative service delivery methods (D Caulfield)

#### What's gone well this quarter:

- SDC and Selby Big Local have partnered with Brighter Futures to run a peer-to-peer mental health support service called Selby District Mental Health Forum. This service will be provided for those individuals in our community with low level mental health support needs and the pilot is for one year.
- Campervan Cafés have been hosted in Eggborough and Byram, providing communities with multi-service information and signposting to digital resource.

#### What are we concerned about:

- N/A



**On track**

## Delivering Priority 4 - Delivering Great Value

### Working with others and co-developing the way in which services are delivered

(Lead Director: J Slatter)

#### What's gone well this quarter:

- New bus service launched (42S) - 20/5/18 - underwritten by parish councils (along the route) and SDC
- Facilitated the formation of a third sector leaders' network to come together and look at how to tackle social isolation and loneliness from a local perspective. Current large scale survey in place with over 300 respondents to date.

#### What are we concerned about:

- N/A

 **On track**

### Commissioning those best placed to deliver services on our behalf

(J Slatter)

#### What's gone well this quarter:

- A number of services and systems have been commissioned and contracts awarded this quarter including: Election management software, Election and annual canvass printing, Viability assessments for site allocations plan, Water supply, Solid fuel servicing and Window & door replacement contracts.

#### What are we concerned about:

- N/A

 **On track**

### Making sure we communicate well with customers to help us understand what matters, to listen and learn and to enable us to offer the right support

(J Slatter)

#### What's gone well this quarter:

- Corporate Plan 2015-2020: 2018 Update approved by Council - sets out our achievements over the past three years and our priorities for the next two years. Shared with residents via a special edition of Citizen Link.

#### What are we concerned about:

- N/A

 **On track**

### Helping people access services digitally

(J Slatter)

#### What's gone well this quarter:

- Digital Strategy and Delivery Plan approved
- Launched mySelby in beta – a GIS- based self-service web tool for residents to identify local services
- New Committee management system introduced to improve committee administration and streamline access to reports. Supports recent drives to maximise Councillors use of IT and reduce the costs of printing/postage
- Implemented the new website for Committee meetings and decision making, allowing for a more transparent view of governance at the council
- Promotion through online publicity and the annual billing process has contributed to a good take up of Council Tax direct debit mandates been set up online.

#### What are we concerned about:

- N/A

 **On track**

# Delivering corporate priorities: Exceptions Q1 2018/19

## Summary

**52%** KPIs improved

**52%** KPIs on target

**-** Projects on track

Indicator/action	Exception	Actions/Comments
<b>Positive performance - KPIs</b>		
The average wait time - in minutes - before a customer is seen by an advisor.	Target exceeded	5.33 minutes against a target of 10 minutes. Significant improvements to waiting times, despite: supporting annual billing and universal credit roll out, carrying 2 FTE vacancies, and only welcoming less than 1 customer fewer per day on average than the previous quarter.
The average wait time - in minutes - before a customer phone call is answered by an advisor	Target exceeded	1.07 minutes against a target of 2 minutes. Whilst we dealt with approx. 2,400 fewer calls than the previous quarter, we were able to deal with them in an average of 1.07 mins, the quickest time since 2013/14
The number of empty properties brought back into habitable use (Year to date)	Target exceeded	Our proactive approach continues to make progress: We brought 6 empty properties back into use during the first quarter of 2018/19. These were in Selby (4), Barlby (1) and Camblesforth (1). All 6 were brought back into use through advice, support and informal enforcement discussions.
% of stage 2 complaints responded to within 20 working days	Target exceeded	100% achieved against a target of 90%. Slight changes to internal recording and monitoring procedures of both stage 1 and 2 complaints introduced this quarter, with a small officer working group set up to monitor the ongoing effectiveness of these changes.
Amount of Business Rates Retained (£s)	Target exceeded	Our income is comprised of 2 elements: a safety net payment of £2,187,733 and retained renewables income of £7,819,810; giving the total of £10,007,543
% Freedom of Information requests responded to within in 20 days	Target exceeded	Figures have been increasing steadily over the long term for the past 5 quarters. At 90.34% this represents our best performance since 2010/11.
% of people accessing Benefits forms and Taxation direct debit forms online in relation to other channels	Target exceeded	This is a new KPI developed to measure an element of channel shift. In this quarter we have achieved 31.92%, exceeding the quarter 1 target of 20%. Nearly half of the Council Tax direct debits mandates received were online and 34.3% of new benefit claim forms received were online.

## Summary

**52%** KPIs improved

**52%** KPIs on target

**-** Projects on track

Indicator/action	Exception	Actions/Comments
------------------	-----------	------------------









## Performance concerns – KPIs












































Average time taken to re-let vacant Council homes (General Need & Sheltered combined)	Target not met	The number of void properties and the volume of work required is considerably higher than normal – 73 in this quarter compared to 48 in Q1 last year. We are also experiencing long term sickness and are also struggling to recruit three vacant trade positions. We have staff working overtime and are prioritising properties that can be turned around quickly and where demand is greater.
Number of gym 'Lifestyle' members as % of population	Target not met	In previous years the base data for the KPI has included non-active members i.e. lifestyle card holders who have not attended either leisure centre. A data cleanse has taken place which has removed these dormant members and we are now only reporting active members. Target reduced from 19% to 13% to reflect this change in reporting.
% of active gym 'Lifestyle' members participating in 1 or more sessions per week	Target not met	Results for Tadcaster (46.27%) are up from Q1 last year and for Selby are down slightly – the combined result is under target. The recent prolonged period of hot weather may have had an impact on attendance.
Number of GP referrals (Year to date)	Target not met	This KPI is directly affected by our other health programmes including the Active after Cancer Macmillan project and Move It Lose It the adult weight management programme. Work with local GP's and the PCT is on-going to continue to raise awareness of the programme and we expect referrals to increase through the year.
Average days sick per FTE (full time employee) in the last 12 months	Target not met	Following a period of significant reductions, sickness increased in Q1 - primarily as a result of a small number of long term absences, a number of which are now either back in work or have left. Rates expected to improve in Q2.
Number of missed bins per 1,000 collections (Note: average collections per month 77,000)	Target not met	There has been a significant improvement in performance compared to Q4 of 2017/18 (98 missed bins compared to 159 in the last quarter). We continue to work with our contractors to mitigate against the increasing pressure on collection rounds caused by the on-going property growth.
Amount of planned savings	Target not met	There is a high risk of shortfalls in the planned savings this year. The planning department have proposed a saving this year of £60k against a target of £200k due to the demands of service delivery and recruitment challenges. There is a savings target in the current year of £50k relating to the contact centre move to the Civic Centre which is expected to slip into 2019/20 – the delayed police co-location is now progressing and discussions with the Landlord of the Access Selby office are underway. Savings from the digital transformation project will be made, but the £70k target for the current year is again expected to slip into 2019/20. A full review of vacancies at the Council is underway to identify potential in year and future savings. In addition higher investment returns will also help to mitigate some of the shortfall in the current year. Looking ahead plans for future savings will be considered as part of the forthcoming budget round.

# Delivering corporate priorities: KPIs

Q1 2018/19

Key:









	Alert – target not met		Data Only
	Warning – target not met but within acceptable limit		Trend - Improving
	OK – target met/on target		Trend - No Change
	Unknown		Trend - Getting Worse
































KPI	Direction of Travel	Previous YTD (Q1 17/18)	18/19 Target	Previous Value (Q4 17/18)	Latest Value (Q1 18/19)	Short Term Trend	Long Term Trend	Traffic Light
Number of SMEs supported (Year to date)	Aim to Maximise	n/a	50	100	49	-	-	
Number of additional homes provided in the district (annual – reported at Q4)	Aim to Maximise	n/a	450	524	n/a	-	-	-
Number of affordable homes provided in the district (annual – reported at Q4)	Aim to Maximise	n/a	180	86	n/a	-	-	-
Number of new Selby District Housing Trust units delivered (annual – reported Q4)	Aim to Maximise	n/a	6	0	n/a	-	-	-
Number of new Selby District Council/HRA units delivered (annual – reported Q4)	Aim to Maximise	0	4	15	n/a	-	-	-
Average time taken to re-let vacant Council homes (General Need & Sheltered are now combined)	Aim to Minimise	20.1	26	43.6	40.5			
% of emergency/urgent repairs to council-owned properties completed within agreed timescales	Aim to Maximise	99.55%	97.00%	99.90%	98.66			
The number of empty properties brought back into habitable use (Year to date)	Aim to Maximise	0	5	18	6	-		
Number of missed bins per 1,000 collections (Note: average collections per month 77,000)	Aim to Minimise	0.17	0.29	0.69	0.42			
% of relevant land and highways assessed as within contract standard for litter (annual – Q4)	Aim to Maximise	n/a	95.00%	95.99%	n/a	-	-	-
Number of visits to combined Leisure Centres	Aim to Maximise	92,372	100,000	109,946	109,073			
Number of gym 'Lifestyle' members as % of population	Aim to Maximise	18.7%	13.00%	19.3%	11.4%			
Increase in Council Tax Base	Aim to Maximise	30,864	30,772	30,798	30,349			
% of active gym 'Lifestyle' members participating in 1 or more sessions per week	Aim to maximise	44.31%	51%	46.65%	43.88%			
Number of GP referrals (Year to date)	Aim to maximise	99	75	377	63	-		
% adults achieving at least 150 mins physical activity per week (annual – reported Q4)	Aim to maximise	n/a	65%	60%	n/a	-	-	-
External auditor Value for Money conclusion (annual – reported Q3)	Maintain	n/a	Yes	Yes	n/a	-	-	-
Amount of planned savings achieved	Aim to Maximise	£582k	£307k	£923k	£244k	-	-	
Average days sick per FTE (full time employee) in the last 12 months	Aim to Minimise	7.87 days	5.00 days	6.33 days	7.04 days			
Average time to process new claims (total)	Aim to Minimise	25.64 days	22.00 days	21.56 days	23.84 days			
Average days to process Change of Circumstances	Aim to Minimise	6.02 days	8.40 days	3.32 days	4.82 days			
Processing of planning applications: % Major applications processed in 13 weeks	Aim to Maximise	91.67%	60.00%	88.89%	87.50%			
Processing of planning applications: % Minor & Other applications processed in 8 weeks	Aim to Maximise	90.34%	75.00%	89.02%	86.78%			
Total number of (stage 1) complaints received	Aim to Minimise	10	-	24	19	-	-	

# Delivering corporate priorities: KPIs

Q1 2018/19

Key:

-  Alert – target not met
-  Warning – target not met but within acceptable limit
-  OK – target met/on target
-  Unknown
-  Data Only
-  Trend - Improving
-  Trend - No Change
-  Trend - Getting Worse

KPI	Direction of Travel	Previous YTD (Q1 17/18)	18/19 Target	Previous Value (Q4 17/18)	Latest Value (Q1 18/19)	Short Term Trend	Long Term Trend	Traffic Light
% of stage 1 complaints responded to within 20 working days	Aim to Maximise	50%	90%	88%	89%			
% of stage 2 complaints responded to within 20 working days	Aim to maximise	100%	90%	75%	100%			
% Freedom of Information requests responded to within in 20 days	Aim to Maximise	83.97%	86.00%	86.31%	90.34%			
The average wait time - in minutes - before a customer is seen by an advisor.	Aim to Minimise	7.33 min	10.00 min	7.33 min	5.33 min			
The average wait time - in minutes - before a customer phone call is answered by an advisor	Aim to Minimise	1.92 min	2.00 min	1.54 min	1.07 min			
% eligible employees receiving appraisal in last 12 months (due in Q1)	Aim to Maximise	-	90%	-	87%	-	-	
Health & Safety: Accidents in the last 12 months (Rolling Year)	Aim to Minimise	10	12	15	14			
Staff satisfaction: % employees agree <i>SDC is a great place to work and has a bright future</i> (Annual)	Aim to Maximise	n/a		76%	n/a	-	-	-
% of people accessing Benefits forms and Taxation direct debit forms online in relation to other channels	Aim to Maximise	n/a	20%	n/a	31.92%	-	-	
% of Council Tax collection rate	Aim to Maximise	30.06%	30%	98.37%	29.85%	n/a		
% of Council housing rent and arrears collected	Aim to Maximise	93.98%	97.65%	98.52%	93.31%	n/a		
% of Non-domestic Rate collection rate	Aim to Maximise	27.58%	98.55%	99.36%	28.68%	n/a		
% of Sundry Debt collected	Aim to Maximise	42.55%	42.55%	98.09%	46.3%	n/a		
Amount of Business Rates Retained (£s)	Aim to Maximise	7,505,257	7,5000,000	9,720,451	10,007,543			

These indicators are those which we may be able to influence, but not directly affect.

Indicator	Update frequency	Previous Value	Latest Value	Regional comparison
Resident population of the district	annual	86,900	<b>87,900</b>	n/a
% of the district population of working age (16-64)	annual	62%	<b>61.6%</b>	above average
% of the district population aged 65+	annual	19.7%	<b>19.9%</b>	below average
% working age population in employment	quarterly	77.6%	<b>78.8%</b>	above average
% working age population claiming Job Seekers Allowance	quarterly	0.8%	<b>0.9%</b>	below average
% working age population qualified to Level 4+ (annual measure)	annual	31.1%	<b>28%</b>	below average
% working age population with no qualifications (annual measure)	annual	8.9%	<b>7.6%</b>	above average
Total Gross Value Added (£)	annual	£1,879m	<b>£1,930m</b>	n/a
VAT Registrations per 10,000 Population Aged 16+	annual	-	<b>486.9</b>	n/a
Median Gross Weekly Pay for Full-Time Workers £ (Workplace- based)	annual	£500.10	<b>£553.40</b>	above average
Unemployment Rate - % of 16-64 working age population	quarterly	6.2%	<b>5.7%</b>	below average
% adults defined as overweight or obese (annual measure)	annual	63.8%	<b>63.5%</b>	below average
% children defined as obese (at year 6) (annual measure) (to be reported in Q4)	annual	17.6%	16.5%	below average

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**Report Reference Number: E/18/17**

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**To: Executive**  
**Date: 6<sup>th</sup> September 2018**  
**Status: Non Key Decision**  
**Ward(s) Affected: All wards**  
**Author: Wayne Palmer, Environmental Health Team Leader**  
**Lead Executive Member: Cllr Christopher Pearson, Lead Executive Member for Housing, Health and Culture**  
**Lead Officer: Julie Slatter, Director of Corporate Services and Commissioning**

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**Title:** Air Quality Action Plan

**Summary:**

Following consultation with the public and statutory bodies Selby District Council together with its NYCC partners has produced a draft report and Action Plan as required by the Environment Act 1995 and statutory guidance.

**Recommendations:**

That the Executive approves the draft report and Action Plan

**Reasons for recommendation**

Selby District Council made an Air Quality Management Area Order on 29<sup>th</sup> February 2016. The Order places duties on the local authority, in this case Selby District Council, under Section 84 of the Environment Act 1995 to prepare a report on the air quality in the area and a written Air Quality Action Plan (AQAP).

**1. Introduction and background**

**1.1** Local authorities have a duty, under Part IV of the Environment Act 1995 to manage local air quality. The Government produced a National Air Quality Strategy as a result of the Environment Act 1995. This mapped out the way air quality would be managed in the UK and the Regulations introduced set Air Quality Objectives for seven key pollutants. Where levels of pollutants are unlikely to meet Government Air Quality Objectives then Local authorities are required to designate an Air Quality Management Area (AQMA).

The Council submitted a Detailed Assessment to Defra on the 10 March 2015 indicating that the monitoring results for nitrogen dioxide levels in the vicinity of New Street, Selby had breached the Air Quality Objectives.

On the 4 February 2016 Executive resolved to delegate the making of an Air Quality Management Area Order to the Chief Executive. The order was made on 29<sup>th</sup> February 2016.

## **2. The Report**

**2.1** The Order places duties on the local authority, in this case Selby District Council, under Section 84 of the Environment Act 1995 to prepare a report on the air quality in the area and a written Air Quality Action Plan (AQAP). This is to be exercised by the authority in pursuit of the achievement of air quality standards and objectives in the designated area. During the past year officers of Selby District Council have been working with NYCC officers to develop this report and Action Plan. The Air Quality Action Plan containing the Action Plan Measures (Table 11) is attached for your information.

**2.2** The plan must set out what measures the authority intends to introduce in pursuit of the Air Quality Objectives. Local authorities are not obliged to meet the objectives, but they must show that they are working towards them.

**2.3** Consultation has been carried out with interested local organisations and bodies including residents and local businesses, and statutory consultees.

## **3. Alternative Options Considered**

No alternative options to an Air Quality Action Plan available to consider.

## **4. Implications**

### **4.1 Legal Implications**

Section 84 of the Environment Act 1995 places a duty on local authorities, in this case Selby District Council, to prepare a report on the air quality in the area and a written plan to be exercised by the authority in pursuit of the achievement of air quality standards and objectives in the designated area.

Section 86(3) of the Environment Act places a duty on county councils to submit proposals for exercise by the county council in pursuit of the achievement of air quality standard objectives in relation to powers exercisable by the county council.

### **4.2 Financial Implications**

Selby District Council's obligations in relation to the existing monitoring and assessment work proposals will be met within budgets allocated for this work.

Additional funding will also be necessary from partners to implement some of the measures identified in the Plan.

NYCC has been engaged in the development of the plan and is considering the necessary arrangements to meet its own obligations. At present NYCC has no specific budget for delivery of air quality remedial measures in Selby DC. The remedial measures which are likely to require County Council funding are both revenue and capital funded activities therefore to fund air quality improvement measures in Selby, NYCC will:

- Identify any potential measures (revenue and capital) that could be funded from S106 / CIL contributions from developments that have a direct impact on the AQMA.
- Where possible re-prioritise relevant Road Safety and Travel Awareness staff workloads to fund travel awareness type measures.
- Investigate further capital and revenue funding opportunities as they become available.

#### **4.3 Policy and Risk Implications**

The Planning Policy Team at Selby is aware of the AQMA and has contributed to the report and Action Plan. Due to the location of the AQMA to one of the bridges over the river Ouse being a main exit/entry for traffic this may impact on development in and around the town centre in terms of residential, commercial or industrial applications. Allocation of land for development will be considered in terms of a range of considerations including the impact on traffic flow in the AQMA.

#### **4.4 Corporate Plan Implications**

Implementing the measures in the AQAP will help to contribute to giving everyone the opportunity to live a healthy and happy life and enhance people's ability to enjoy life.

#### **4.5 Resource Implications**

The implementation of the plan will require continued input and agreement of the officers and departments involved with the Steering Group

#### **4.6 Other Implications**

#### **4.7 Equalities Impact Assessment**

Each measure suggested for inclusion in the AQAP was broadly assessed against Equality Impacts

#### **5. Conclusion**

Selby District Council together with its NYCC partners has produced a draft report and Action Plan as required by the Environment Act 1995 and statutory guidance.

**6. Background Documents**

**7. Appendices**

Air Quality Action Plan – Appendix A

***Contact Officer:***

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Appendix A



# Selby District Council Air Quality Action Plan

In fulfilment of Part IV of the  
Environment Act 1995  
Local Air Quality Management

May 2018

Local Authority Officer	Wayne Palmer Diana Adamson Claire Paylor
Department	Environmental Health
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Report Reference number	SDC_AQAP_2018
Date	May 2018

## Executive Summary

This Air Quality Action Plan (AQAP) has been produced as part of our statutory duties required by the Local Air Quality Management framework. It outlines the action we will take to improve air quality in Selby between 2018 and 2021.

This is Selby District Council's first AQAP following the declaration of Selby's first Air Quality Management Area (AQMA) in February 2016.

This initial plan sets out the air quality improvement measures already being delivered in Selby and identifies further measures that are expected to deliver the greatest and most immediate improvements in Selby's air quality. Local source apportionment studies and emission reduction calculations have been undertaken to support development of this AQAP.

In October and November 2017, Selby DC carried out a consultation on the Pool of Sites from which it intends to prepare a site allocations plan. When adopted, the site allocations plan will form part of the local plan for the district against which planning applications will be assessed. The local plan is likely to have a significant impact on future traffic levels and air quality across the Selby District. The location and magnitude of these impacts are currently in the early stages of assessment and were not available in time for the publication of this initial AQAP.

The AQAP is intended to be a live document that will be continuously reviewed and developed to take account of future development, traffic growth and changes in local air quality. Updates and amendments to the AQAP will be reported in Selby DC's future ASR reports which are submitted annually to Defra.

Air pollution is associated with a number of adverse health impacts. It is recognised as a contributing factor in the onset of heart disease and cancer. Additionally, air pollution particularly affects the most vulnerable in society: children and older people, and those with heart and lung conditions. There is also often a strong correlation with equalities issues, because areas with poor air quality are also often the less affluent areas<sup>1,2</sup>.

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<sup>1</sup> Environmental equity, air quality, socioeconomic status and respiratory health, 2010

<sup>2</sup> Air quality and social deprivation in the UK: an environmental inequalities analysis, 2006

The annual health cost to society of the impacts of particulate matter alone in the UK is estimated to be around £16 billion<sup>3</sup>. Selby District Council is committed to reducing the exposure of people in the Selby district to poor air quality in order to improve health.

We have developed actions that can be considered under 8 broad topics:

- Alternatives to private vehicle use
- Freight and delivery management
- Policy guidance and development control
- Promoting low emission transport
- Promoting travel alternatives
- Public information
- Transport planning and infrastructure
- Traffic management

Our immediate priorities are:

- **To prevent HGVs over the existing weight limit from passing through the AQMA.** This will be achieved by improving signage about the weight limit on the approach to the AQMA and undertaking pro-active enforcement activities.
- **To work with local businesses to reduce the impact of commuter and delivery trips into Selby town centre.** We will undertake a survey of local businesses to identify the main sources of commuter and delivery trips. We will work with the business community to develop local solutions to these issues such as setting up of freight partnerships, provision of access route maps, improved commuter parking arrangements etc.
- **To provide alternatives to private vehicle use across the Selby District.** We will continue to provide walking and cycling infrastructure on new developments and we will promote the use of less polluting modes through the implementation of a sustainable transport strategy. We will investigate the feasibility of providing a low emission car club at the Selby District Council offices / Selby Hospital site. When planning new walking and cycling routes, minimising exposure along the main desire lines will be a key consideration.

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<sup>3</sup> Defra. Abatement cost guidance for valuing changes in air quality, May 2013



- **To undertake a rapid review of existing traffic signalling and junction priorities around New Street.** The aim will be to identify any immediate changes that can be made to current signalling and signage arrangements to reduce wait times and improve traffic flow through New Street.
- **To raise awareness and reduce the impacts of vehicles idling within New Street and the wider district.** We will provide advisory anti-idling signage within New Street and on other approaches to the swing bridge to encourage the switching off of engines during bridge operations. We will carry out anti-idling awareness campaigns within the town centre.
- **To provide opportunities for low emission transport use within the Selby District.** We will develop low emission vehicle guidance for Selby and will investigate funding opportunities for the provision of publically accessible electric vehicle recharging points within car parks owned by Selby District Council. We will develop incentives for the promotion of low emission vehicle use in Selby District.
- **To improve public access to air quality information and advice:** we will provide a wider range of information on the Selby DC website and work with public health colleagues to raise awareness of exposure to poor air quality and how to avoid it.

Our longer term priorities are:

- **To reduce congestion and number of vehicle trips through the New Street AQMA.** We will undertake a traffic and access management study for the New Street AQMA and the wider Selby District to identify the most effective air quality improvement and traffic management measures to support the development and implementation of the local plan. This will be done once the publication version of the site allocations plan has been finalised and will inform how allocated sites are developed.
- **To minimise further development led emission growth within the Selby District.** We will develop low emission guidance to support the implementation of the local plan. This will ensure that new relevant locations (housing, care homes, schools etc.) are located away or sufficiently buffered from busy roads, and that emissions from new trips will be minimised through

the use of sustainable locations and the provision of emission mitigation on or around the development site. As a minimum developers will be required to provide electric vehicle recharging points and implement construction environmental management plans (CEMPs).

These are the main priorities for this action plan but we will also investigate:

- Reducing the emission impact of public sector fleet vehicles (via improvements to NYCC and Selby DC vehicle procurement policies)
- Reducing the impact of taxi emissions via the introduction of incentives for hybrid vehicle use.
- Further reducing the impact of bus emissions on New Street. It is expected that the introduction of the bus based Clean Air Zone in York (our neighbouring local authority) will deliver the majority of bus based improvements needed on New Street.

In this AQAP we outline how we plan to effectively tackle air quality issues within our control. However, we recognise that there are a large number of air quality policy areas that are outside of our influence (such as vehicle emissions standards agreed in Europe), but for which we may have useful evidence, and so we will continue to work with regional and central government on policies and issues beyond Selby District Council's direct influence.

## **Responsibilities and Commitment**

This AQAP was prepared by the YES consultancy (City of York Council) on behalf of the Environmental Health Department of Selby District Council with the support and agreement of the following officers and departments at that time:

### **Selby District Council Officers**

Wayne Palmer – Environmental Health Team Leader

Diana Adamson – Environmental Health Officer

Carol Carter – Environmental Health Technician

Tom Ridley – Interim Shared Planning Policy Manager

Stephen Hay - Interim Planning Policy Manager

Claire Paylor – Environmental Health Officer

Chris Watson - Assistant Policy Officer

Daniel Gaunt – Principle Planning Policy Officer

**North Yorkshire County Council Officers**

Victoria Hutchinson – Senior Transport Planning Officer

Victoria Day - Highways Project Engineer

Ann Smallwood – Travel Planning Officer

Gary Lumb – Improvements Manager

Dr David Bagguley – Public Health Registrar

Samantha Raine – Transport Planning Officer

Kathryn Ingold – Public Health NYCC

Carly Walker – Public Health NYCC

This AQAP has been approved by:

TO BE INSERTED HERE AFTER APPROVAL : <Details of high level Council members who have approved the AQAP (This could also include support from County Councils or from Highways England where appropriate) e.g. Head of Transport Planning, Head of Public Health, with e-signature>.

This AQAP will be subject to an annual review and progress each year will be reported in the Annual Status Reports (ASRs) produced by Selby District Council, as part of our statutory Local Air Quality Management duties.

If you have any comments on this AQAP please send them to Claire Paylor at:

Selby District Council  
Civic Centre  
Doncaster Road  
Selby  
Y08 9FT

Email: [AQMA@Selby.gov.uk](mailto:AQMA@Selby.gov.uk)

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## 1.0 Introduction

This report outlines the actions that Selby District Council will deliver between 2018-2021 in order to reduce concentrations of air pollutants and exposure to air pollution; thereby positively impacting on the health and quality of life of residents and visitors to Selby District.

It has been developed in recognition of the legal requirement on the local authority to work towards Air Quality Strategy (AQS) objectives under Part IV of the Environment Act 1995 and relevant regulations made under that part and to meet the requirements of the Local Air Quality Management (LAQM) statutory process.

This Plan will be reviewed after 3 years and progress on the measures set out within this Plan will be reported on annually within Selby District Council's annual air quality ASR reports.

This initial AQAP sets out:

- Measures already in place to improve air quality in Selby and short term targets to ensure continued review and delivery of these.
- Proposals for new measures which based on local source apportionment and emission reduction calculations are expected to deliver the greatest and most immediate improvements in the Selby AQMA and wider Selby district.

In October and November 2017, Selby DC carried out a consultation on the Pool of Sites from which it intends to prepare a site allocations plan. This plan will deliver the strategic vision outlined in the Selby's , and will allocate sites to deliver the growth needs of the Selby district in line with the Core Strategy. When adopted it will form part of the Local Plan for the district against which planning applications will be assessed.

The sites allocated have the potential to have a significant impact on future traffic levels and consequently air quality across the district. The location and magnitude of these impacts are currently in the early stages of assessment and were not available in time for the publication of this AQAP.

Depending on how sites allocated for development are brought forward, there is potential for traffic and air quality impacts in and around the current AQMA on New Street, and in other areas of Selby where pollutant concentrations may be elevated but do not exceed limit values. As allocated sites are brought forward for development, detailed traffic management and air quality management measures may need to be identified on a site-

by-site basis to ensure that they do not undermine the council's progress towards addressing its statutory duties in respect of air quality. The nature of any such measures will be determined based on the prevailing conditions at the time, when there will be a much clearer understanding of what issues require mitigation. This initial AQAP is intended to be a live document. It will be continuously reviewed and developed alongside the development and implementation of the local plan.



## 2.0 Summary of Current Air Quality in Selby

Selby District Council has been monitoring air quality in the district and comparing levels of pollution with health based standards for a number of years. Previous reports on air quality in Selby can be found at <http://www.selby.gov.uk/local-air-quality-management>

In 2014 Selby’s Air Quality Progress Report highlighted a potential exceedance of the health based annual mean nitrogen dioxide objective along a short stretch of New Street, near Selby Abbey. A Detailed Assessment of nitrogen dioxide concentrations along New Street was carried out in March 2015 and concluded that an Air Quality Management Area (AQMA) was required.

Selby District Council designated the first AQMA in the district on 29th February 2016. The boundary of the current AQMA is shown in Figure 1. The AQMA declaration followed a public consultation during which Selby DC wrote to all residents and businesses within and adjacent to the AQMA.

**Figure 1: Selby AQMA**



The 2017 ASR report for Selby sets out the location of air pollution monitoring sites in Selby District and provides a summary of the results since 2012. The full report is available on line at:

<http://www.selby.gov.uk/sites/default/files/Selby%20District%20Council%20ASR%202017%20v2%20final%2001%2006%2017%20%20pdf.pdf>

Since the publication of the 2017 ASR further air pollution monitoring has been undertaken in Selby District. Results for Selby only during 2018 are shown in Table 1. Results are shown for sites that had >75% data capture only. The results highlighted in yellow are those which were greater than 40µg/m<sup>3</sup> during 2017 at the measurement position. All these locations lie within the existing AQMA.

Additional monitoring is undertaken in Tadcaster and Sherburn-in-Elmet. No exceedance of the air quality objectives have been found in these areas to date.

Table 2 summarises the relevance of these exceedances.

Table 1: Annual average nitrogen dioxide concentrations for Selby (2017)

Site description	Site reference	Bias corrected annual average 2017 without distance correction (bias correction factor 0.89)	Bias corrected annual average 2017 with distance correction where applicable (bias correction factor 0.89)
Carantan Cl	3N	17.9	15.0
Brook St	4N	24.3	20.1
Bryony Ct	9N	15.8	14.3
Bailey & Haigh (clsd)	S1	33.3	33.3
Lamp Post 52 (Bridge)	S2	33.6	27.1
Rose & Crown 1	S3a	37.9	37.9
Rose & Crown 2	S3b	37.5	37.5
Rose & Crown 3	S3c	37.8	37.8
Tattoo Studio	S4	<b>46.8</b>	<b>46.8</b>
Froko Furniture 1	S5a	<b>41.3</b>	<b>41.3</b>
Froko Furniture 2	S5b	39.8	39.8
Froko Furniture 3	S5c	<b>41.1</b>	<b>41.1</b>
Preston Baker Est Ag (S6)	S6	28.6	28.6
21 New St Spencer) 1	S7a	<b>51.5</b>	<b>51.5</b>
21 New St 2	S7b	<b>51.5</b>	<b>51.5</b>
21 New St 3	S7c	<b>51.5</b>	<b>51.5</b>
Chevin (S8)	S8	30.5	30.5
Conservative Club (S9)	S9	32.6	32.6
Gowthorpe (lamp post Greggs) (S10)	S10	33.7	33.7
10 The Crescent Lisa's Florist (S11)	S11	35.2	35.2

Table 2: Relevance of monitoring locations in exceedance

Diffusion Tube	Location	2017 Bias Corrected NO <sub>2</sub> (µg/m <sup>3</sup> )	Commentary
S4	Tattoo Studio, New Street	46.8	There are no relevant locations at ground or first floor in this exact location on New Street. This would not be considered a relevant location for the purposes of Local Air Quality Management. This location was included within the AQMA boundary on the basis of other breaches at relevant locations in the vicinity of this tube.
S5a	Froko Furniture, New Street	41.3	Whilst there are no relevant locations at ground floor in this exact location on New Street, Froko Furniture has residential accommodation on the upper floor levels (3 flats). On this basis, this monitoring location would be considered a relevant location in terms of the annual mean nitrogen dioxide objective.
S5b	Froko Furniture, New Street	39.8 <i>(borderline result)</i>	
S5c	Froko Furniture, New Street	41.1	
S7a	21 New Street	51.5	This location is adjacent to the traffic lights on New Street, near the junction with Ousegate. There are flats at first floor level at this location. Opening windows to the flats are located around 1m from the monitoring locations. On this basis, this monitoring location would be considered a relevant location in terms of the annual mean nitrogen dioxide objective.
S7b	21 New Street	51.5	
S7c	21 New Street	51.5	

### 3.0 Selby's Air Quality Priorities

#### 3.1 Public Health Context

As detailed in Policy Guidance LAQM.PG16 (Chapter 7), local authorities and their associated public health departments are expected to work towards reducing emissions and/or concentrations of PM<sub>2.5</sub> (particulate matter with an aerodynamic diameter of 2.5µm or less). There is clear evidence that PM<sub>2.5</sub> has a significant impact on human health, including premature mortality, allergic reactions, and cardiovascular diseases.

This action plan is focused mainly on reducing concentrations of nitrogen dioxide (as this is the pollutant currently exceeding national air quality objective levels on New Street). However, it is important to recognise that many of the measures within this plan (especially those that will reduce the impact of diesel vehicles) will also help to reduce levels of particulate matter. The air quality action plan will therefore have additional public health benefits, over and above those delivered through a reduction in nitrogen dioxide concentrations.

In addition to reducing emissions to air some of the AQAP measures will also help to deliver other public health objectives. For example, some measures will help to increase levels of activity as people are encouraged to swap to more active travel options such as walking and cycling. This will assist with delivering wider health benefits in relation to reducing obesity and improving mental health well being.

The National Centre for Health and Care Excellence (NICE) recently published draft guidelines on policy options for improving air quality. These guidelines recommend taking a number of actions in combination to improve air quality. Some of the key recommendations of the draft NICE guidance are:

- Greater consideration of air quality issues during planning processes
- Introduction of Clean Air Zones (CAZs) (in the worst affected areas)
- Reducing emissions from public sector transport
- Encouraging smooth driving and speed reduction

- Providing more cycle routes, ideally off-road and in quieter locations where exposure to air pollution is likely to be lower.

In developing this action plan due consideration has been given to the draft NICE guidance. The following measures in the Selby AQAP will assist with implementing the NICE guidance within Selby district:

**Continue to improve opportunities to walk and cycle in Selby**

**Continue to promote sustainable travel in Selby**

These measures will encourage people to walk and cycle more (within less polluted areas), hence reducing vehicle emissions and encouraging more physical activity.

**Improve public access to air quality information and advice:** this will help people to reduce their own exposure to air pollutants and that of other people.

**Rapid review of traffic signalling and junction priorities:** this will identify any immediate changes that can be made to the current signalling and signage arrangements to improve the flow of vehicles through New Street and reduce idling.

**Transport and Access Management Study for Selby:** This will consider various traffic management and access options for Selby in order to improve air quality in existing areas of concern and help manage future traffic impacts which are likely to occur as allocated sites are brought forward for development.

**Develop Low Emission planning guidance:** This will ensure that new relevant locations (such as housing, schools, care homes etc) are located away or sufficiently buffered from busy roads and that emissions from new trips are minimised by using sustainable locations and providing on-site facilities for low emission vehicles.

**Investigate opportunities for developing sustainable procurement Guidance in consultation with NYCC :** New guidance will aim to increase the uptake of low emission vehicles within the Selby DC and NYCC fleets

Responsibility for public health issues in Selby lies with the North Yorkshire County Council Public Health Department. The **North Yorkshire Health and Wellbeing Board** is a formal committee of North Yorkshire County Council and is made up of elected representatives from North Yorkshire County Council, elected members of the district councils (including Selby); chief officers from both county and districts; local commissioners from health, public health and social care; representatives of Healthwatch (an independent consumer champion for healthcare) and other members of the voluntary sector. Further information about the North Yorkshire Health and Well Being board can be found at <http://www.nypartnerships.org.uk/index.aspx?articleid=16804>

The Health and Well Being Board have produced a joint county wide health and well being strategy - the **North Yorkshire joint Health and Well Being Strategy 2015 – 2020**. This can be viewed in full at:

<http://www.nypartnerships.org.uk/index.aspx?articleid=20933>

The health and well being strategy identifies a **good environment** and an active **lifestyle** as key components of good health. The Selby Air Quality Action Plan will therefore support the North Yorkshire joint Health and Well Being Strategy, and the delivery of better health outcomes for North Yorkshire.

In addition to the county wide Health and Well Being Strategy, the Selby Health Matters group are currently developing a public health action plan for the Selby district. Selby Health Matters is a multi-agency group led by the district council in partnership with the regional public health team.

SDC and NYCC have recently submitted a funding proposal to develop active travel initiatives for employers and families. If successful the first stage of this project will be to commission a travel map analysis and subsequent active travel strategy and development plan. This will allow identification of specific projects around active workplace travel and active family travel which would be further commissioned. A cycle route mapping project has already commenced.

## 3.2 Planning and Policy Context

### 3.2.1 Land Use Planning Policies

The planning system is required to take account of the impact of new or existing development on air quality (National Planning Policy Framework Guidance paragraph 109<sup>4</sup>). The planning system should contribute to and enhance the natural and local environment by (amongst other things) : preventing both new and existing development from contributing to or being put at unacceptable risk from, or being adversely affected by unacceptable levels of air pollution.

Policy SP18 of the Selby DC adopted Core Strategy requires that new development protects air from pollution (paragraph 7). Planning Policy Guidance on Air Pollution 2014 requires that plan making takes account of air quality management areas (ID: 32-002-20140306). The AQMA will therefore be a consideration in the allocation of development sites in Selby through preparation of the current site allocations and future local plan documents.

In October and November 2017, the council carried out a consultation on the Pool of Sites from which it intends to prepare a site allocations plan. This is a site allocations plan which is being developed to deliver the strategic vision outlined in the Selby's Core Strategy (adopted in 2013). When adopted, it will form part of the local plan for the district against which planning applications will be assessed.

The sites which will be allocated within the Site Allocations Local Plan have the potential to have a significant impact on future traffic levels and consequently air quality across the district. The location and magnitude of these impacts are currently in the early stages of assessment and were not available in time for the publication of this AQAP.

Depending on how sites allocated for development are brought forward for development, detailed traffic management and air quality management measures will need to be identified on a site-by-site basis to ensure that they do not undermine the council's progress towards addressing its statutory duties in respect of air quality. The nature of any such measures will be determined based on the prevailing conditions at the time, when there will be a much clearer understanding of what issues require mitigation. This initial AQAP is intended to be a live document. It will be continuously reviewed and developed alongside the development and implementation of the local plan.

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<sup>4</sup> National Planning Policy Framework, Department for Communities and Local Government, March 2012 <https://www.gov.uk/guidance/national-planning-policy-framework>



An initial assessment of the operation of the road network in Selby, which takes into account background and development-led traffic growth, is underway and will inform the site allocations plan preparation. This will enable developers of allocated sites to understand and identify suitable mitigation for the wider impacts of their sites and contribute to the overall reduction across Selby as a whole in conjunction with NYCC.

The consideration of air quality impacts will feed into the Strategic Environmental Assessment (SEA) and Sustainability Appraisal (SA) for the Site allocations Local Plan.

Further information on progress with the development of emerging site allocations local plan can be found at:

<http://www.selby.gov.uk/sites-and-policies-local-plan-plan-selby>

To manage and reduce the emission impact of future development in Selby the council will be taking steps towards the development of low emission planning guidance. This will ensure that new relevant locations (such as housing, schools, care homes etc) are located away or sufficiently buffered from busy roads and that emissions from new trips are minimised by using sustainable locations and providing on-site facilities for low emission vehicles such as electric vehicle recharging points. Developers will also be required to implement construction environmental management plans (CEMPs) and low emission travel plans.

Further, the Council is developing a sustainable transport strategy which will set out the ways it will seek to promote active travel and public transport use in new and existing developments, which is also likely to reduce the level and impact of single-occupancy car trips on the roads in Selby.

The guidance is likely to follow the principles set out in the recent guidance produced by the Low Emission Partnership but will be bespoke to Selby and subject to local consultation.

[http://www.lowemissionstrategies.org/tools\\_and\\_resources.html](http://www.lowemissionstrategies.org/tools_and_resources.html)

### 3.2.2 Local Transport Plan (LTP)

Responsibility for the management, maintenance and improvement of the highway network within Selby District lies with North Yorkshire County Council. NYCC's most recent Local Transport Plan (LTP4) was approved in February 2016.

<http://www.northyorks.gov.uk/article/30583/Local-transport-plan-four-LTP4>

Table 3 identifies the main policies and objectives in NYCCs LTP4 which potentially could assist with delivering cleaner air in Selby.

At present NYCC has no specific budget for delivery of air quality remedial measures in Selby DC but a review of the NYCC Air Quality Strategy is currently ongoing. This will include development of NYCC's electric vehicle charge point strategy (covering the potential for on-street charging, charging at NYCC properties and investigating the use of electric vehicles in the NYCC fleet). A NYCC air quality / electric vehicle strategy is due to be completed by end of 2018/early 2019.

The remedial measures which are likely to require County Council funding are both revenue and capital funded activities therefore to fund air quality improvement measures in Selby NYCC will:

- identify any potential measures (revenue and capital) that could be funded from S106 / CIL contributions from developments that have a direct impact on the AQMA.
- where possible re-prioritisation relevant Road Safety and Travel Awareness staff workloads (in consultation with the Team leader RS&TA) to fund travel awareness type measures. This could potentially have an impact on other duties including road safety initiatives in schools.
- investigate further capital and revenue funding opportunities as they become available.

Within NYCC the Transport Planning Team takes the lead role on traffic related air quality strategy and policy development, with support from relevant Area Office staff. Once agreed, delivery of the transport related AQAP measures

passes to the relevant local Area Office with support from the Transport Planning Team and other relevant Network Strategy teams. This reflects the local nature of the air quality issues in Selby which requires a high degree of knowledge of the local geography and traffic flow patterns to resolve. This level of local knowledge is best provided by the Area Office staff. Both the regional and area teams have been fully consulted on the development of this AQAP.

The source apportionment and emission reduction work undertaken to support the development of this AQAP clearly identifies private vehicle trips as the main source of emissions in the New Street AQMA. Many of these trips have a length of less than 5miles. Reallocating 5% of the car trips through New Street to walking or cycling has the potential to reduce NO<sub>x</sub> emissions on New Street by almost 4%. The AQAP public consultation showed strong support of further sustainable transport measures in Selby, particularly in relation to cycling.

Selby DC is developing a sustainable transport strategy and will continue to work closely with NYCC to promote investment in sustainable transport measures. Where possible it will assist in trying to access additional funding for Selby based schemes. We will also continue to work with NYCC public health department to promote and implement active travel measures.

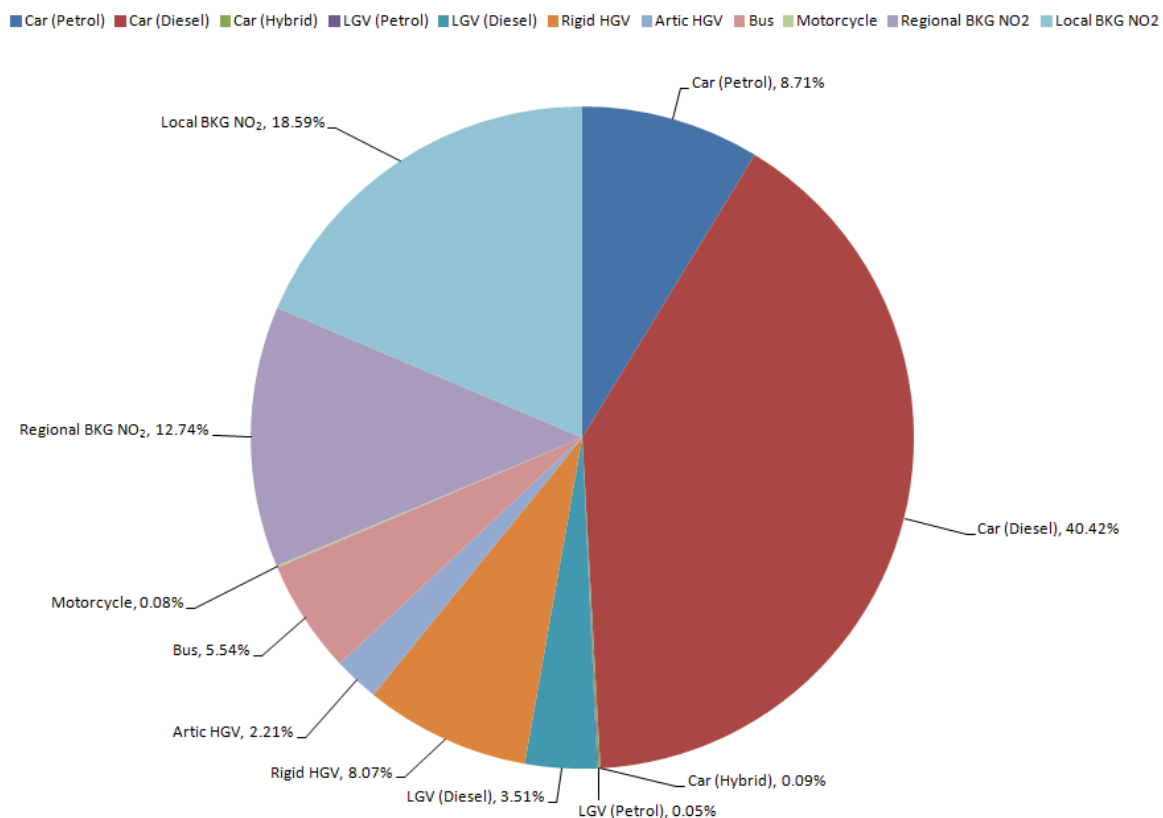
**Table 3a: Air quality related policies and objectives in the NYCC LTP4**

NYCC LTP4 Section	Description	Relevance
Part 1 Local Transport Plan	LTP Objectives include Environment and Climate Change – managing the adverse impact of transport on the environment	One of the 5 LTP objectives includes consideration of the impact of transport on the environment including AQ.
Objective 2a – Economic Growth	The AQMA towns are recognised as a priority for tackling congestion. Measures may include junction improvements, traffic management and improved traffic signals.	Traffic congestion contributes to environmental problems as well as unreliable journey times for businesses and commuters
Objective 2d – Environment and Climate Change	<p>This Objective recognises the County Council’s duty to work with district councils to try to improve air quality</p> <p>The County Council will support measures to promote environmentally friendly forms of transport including provision for ULEV’s – currently developing a policy which will consider the provision of infrastructure for electric vehicles.</p>	<p>Recognises the North Yorkshire AQMAs</p> <p>ULEVs can lead to a reduction in transport related pollution.</p>
Objective 2e – Promoting healthier travel opportunities	<p>Seek to coordinate Highways and Public Health aims and outcomes including contributing to Public Health Active lives and healthy weight programmes</p> <p>This objective also recognises the impact of air quality on health and the need to address air quality issues related to transport on the highway network.</p>	Encouraging more active travel walking and cycling can help to reduce traffic pollution
Theme 3 g – Planning and New Developments	Whilst generally matters relating to the environmental impact of development which are defined in the Environmental Impact Regulations are outside the remit of the Local Highway Authority, where development impacts on identified Air Quality Management Areas and DEFRA’s Noise Important Areas the LHA will require the impact of the traffic generated by development to be considered	Support the Local Planning Authority in determining applications
Theme 3j – Walking and Cycling	<p>Recognises walking and cycling are healthy and least polluting forms of travel and integration of different transport modes can further encourage sustainable travel and ultimately reduce car use.</p> <p>In 2016 develop a cycling policy to set out the County Council’s plans for cycling.</p> <p>County Council looking into funding opportunities to enable appointment for a Sustainable Travel Officer to provide expertise and information about how developers, employers and communities can plan and coordinate healthier and sustainable travel needs and opportunities within new developments and existing communities.</p> <p>Continue to seek additional external funding opportunities such as the previous Local Sustainable Transport Fund.</p> <p>Elected Member to become Champion for Walking and Cycling</p>	This section aims to encourage cycling and walking which could lead to reduced car use and therefore improve air quality.
Part 3n – Air Quality and Noise	<p>Outlines Local Air Quality Management and County Council’s duty to cooperate with district councils</p> <p>We will support district councils in seeking air quality grant funding available from DEFRA</p> <p>We will review and update the County Council’s transport related air quality policy (in 2016)</p> <p>Encouraging walking, cycling and use of public transport</p>	Confirms the County Council’s commitment to work with the District Council’s on air quality issues.

### 3.3 Source Apportionment for New Street

The AQAP measures presented in this report are intended to be targeted towards the predominant sources of emissions within Selby District Council’s area. A source apportionment exercise was carried out by Selby District Council in January 2016 to consider how different source categories contribute to overall concentrations of nitrogen dioxide on New Street. The results of this study are summarised below in Figure 2 and further extracts from the January 2016 report can be found at Appendix A. The source apportionment was undertaken in line with the requirements of LAQM.TG(16).

**Figure 2: Source apportionment of nitrogen dioxide on New Street**



It should be noted that within the source apportionment study, the car category was assumed to include vehicles up to 5.2m in length and as such may also include some car derivatives (e.g. car derived vans). Light goods vehicles included vehicles between 5.2m and 6.5m in length.

Since the original source apportionment work was carried out (based on 2014 count data), more recent count data for 2016 has suggested that LGVs movements on New Street may be higher than originally thought, although the combined flow of cars and LGVs remains similar between the two traffic counts at approximately 97 – 98% of the total traffic flow. Based on the source apportionment study carried out in January 2016, the impact from LGVs was estimated at 3.6% of the total NO<sub>2</sub>; this should be considered a conservative estimate.

The key findings of the source apportionment study were:

### **Traffic is the main contributor to poor air quality on New Street**

- Traffic sources are estimated to contribute around 69% to the total NO<sub>2</sub> on New Street.
- Background NO<sub>2</sub> makes up 31.3% of the NO<sub>2</sub> on New Street.
- Regional background (*which a local authority is unable to influence*) contributes 12.7% of the NO<sub>2</sub> on New Street, with local background (*which a local authority has some influence over*) contributes 18.6%.

### **Cars are the predominant source of NO<sub>2</sub> on New Street**

- Collectively, cars contribute almost 50% of the NO<sub>2</sub> on New Street (49.2%).
- Diesel cars contribute approximately 5 times that of petrol cars.

### **Heavy Goods Vehicles (HGVs) have a disproportionate impact on air quality in New Street**

- Collectively, all heavy diesel vehicle categories (including buses and HGVs) contribute 15.8% of the NO<sub>2</sub> on New Street but only make up 2.7% of vehicle movements on New Street.
- HGVs contribute 10.3% of the NO<sub>2</sub> on New Street and contribute around double the NO<sub>2</sub> of buses.
- Rigid-HGVs contribute around 4 times that of larger, articulated vehicles.
- Buses contribute around 5.5% of the NO<sub>2</sub> on New Street
- Light Goods Vehicles are estimated to contribute 3.6% of the NO<sub>2</sub> on New Street (but this may be slightly higher in practice).
- The NO<sub>2</sub> contribution from motorcycles is less than 0.1% and is therefore considered negligible.

### **Contribution from other sources is considered negligible**

- New Street is contained within a Smoke Control Area (*Selby No.1 Smoke Control Order 1980*). It is therefore considered unlikely that smoke emissions from properties in the vicinity of New Street are contributing to the exceedances of the Air Quality Objectives observed in this area in recent years. There may be a minor influence from emissions associated with commercial and domestic heating in the locality.

### **Further observations of HGVs and buses**

A Traffic Regulation Order is in force along New Street that places restrictions on movements of heavy commercial vehicles (>7.5T), unless they are being used for a specific purpose. A copy of the Order is provided at Appendix D.

The source apportionment study (described in the preceding section) provided a good understanding of the types of vehicles using New Street and their respective contributions to total NO<sub>2</sub> concentrations in the New Street Air Quality Management Area. It also suggested that some heavy commercial vehicle operators were ignoring the restrictions imposed by the Traffic Regulation Order.

To provide further clarity around the types of HGV movements on New Street (i.e. what proportion are actually bus / coach movements and how many are HGVs breaching the weight restriction) some manual vehicle counts were undertaken. These observations also recorded the presence of 'other' non-timetabled passenger service vehicles, including school buses and coaches.

Manual vehicle observations were undertaken on New Street on Wednesday 15<sup>th</sup> June 2016 between 13:00 & 16:00 and again on Friday 17<sup>th</sup> June 2016 between 09:00 & 12:00.

Some of the key findings of this additional manual count were as follows:

### **non-timetabled bus services are not contributing significantly to nitrogen dioxide on New Street.**

- The manual counts confirmed the regular occurrence of scheduled bus services (and that these had been correctly specified in the source apportionment study). Only 2 other non-timetabled buses were observed during the 6 hour count over 2 days. Six coaches were counted during the 6 hour count. All such coaches were operated by a Selby based company.

**Breaches of the 7.5 tonne weight limit on New Street are regularly occurring**

- Over the course of the 6 hour observation, 33 vehicles using New Street were estimated to be in excess of 7.5 tonne. It appeared that a large proportion of these were not being used *'for or in connection with the conveyance of goods to or from any premises on adjacent to that road or length of road'*, or in connection with any of the permitted operations.

**The manual counts also indicated that the number of LGVs movements on New Street may be higher than originally estimated.**

- During the manual counts approximately 1 LGV movement per minute was observed using New Street (the surveyors undertaking the count included smaller commercial trade vehicles in this classification). As previously stated, the impact from LGVs presented in the source apportionment should be considered a conservative estimate.

**There is regular occurrence of idling traffic to the North East of New Street at the junction of Water Lane / Ousegate.**

- Vehicle idling creates unnecessary emission that can be reduced by improved driver awareness and improving flow rates through junctions.

### **3.3.1 NYCC Origin Destination Study**

The source apportionment study outlined above provides an understanding of the contribution different vehicle types make to the air quality exceedance on New Street but to implement an effective action plan information is also needed on the origin, destination and purpose of journeys.

In April 2016, North Yorkshire County Council (NYCC) commissioned an Origin-Destination (OD) study to consider movement of vehicles across the district. This study included a number of roadside interviews (see figure 2 for locations) to refine knowledge about vehicle routing and journey purpose within the local area. The data has been used by NYCC to build a strategic transport model of the district and has been shared with the Selby AQAP project team for the purpose of the New Street AQAP development.



Roadside interview data provided by NYCC has been filtered to allow analysis of trips which, based on their origin and destination, are expected to have routed through the New Street AQMA. Whilst the information collected provides only a 'snapshot' of journeys using New Street, the data is a useful addition to the source apportionment study and has assisted the AQAP project team in refining and prioritising air quality improvement measures.

The following figures and tables summarise the origin destination study:

Figure 3 - Location of the roadside interviews

Table 3 - Origin and destination of trips through the AQMA

Figure 4 – Map of postcode areas

Figure 5 – Trip purpose through Selby AQMA

Figure 6 – Trip purpose by time of day

Figure 7 – Vehicle occupancy

Figure 8 – Vehicle occupancy by time of day

Figure 9 – Distance of trips through the AQMA

The main findings of the origin destination study are:

**The majority of trips in the AQMA are of local origin:**

- The majority (74%) are local trips to/from a York postcode (includes Selby).
- 53.3% of trips had an origin and destination in YO8 (Selby).
- The remainder of trips have an origin/destination in relatively local areas neighbouring Selby (Doncaster, Leeds, Wakefield and Hull postcodes).

**The majority of trips in the AQMA are for social, domestic and leisure reasons**

- 'Other' trips comprise the highest proportion of journeys, comprising 40% of total trips on New Street. 'Other' trips include journeys for personal business (e.g. bank / medical / hairdresser), social / entertainment and leisure trips.
- 'Shopping' trips comprise the next highest proportion at 27%.
- Commuting trips (home to work / work to home) comprise 15% of trips.
- A relatively lower proportion of trips are for education purposes (6%).

**The reason for trips varies throughout the day**

- Commuter traffic is more prevalent during the morning peak hours as expected.
- Education trips peak during the morning peak hour 08:00 – 09:00
- Shopping trips peak between 13:00 and 14:00.

**The majority of trips are single occupancy trips**

- The majority of trips (68%) are single occupancy trips.
- Single occupancy is particularly high between the hours of 07:00 and 08:00 (84% of vehicles in this hour were single occupancy vehicles).
- The vast majority of vehicles using New Street are either single or double occupancy, irrespective of time of day.

**A significant number of trips on New Street have a length of less than 5 miles**

- Trips of less than 5 miles make up approximately 38% of trips using New Street.
- Approximately 61% of trips using New Street are over 5 miles in length.

**Figure 3: Location of the roadside interview surveys**



Table 3b: Origin & destination of vehicles passing through AQMA (all vehicle types)

Postcode Areas	YO - York incl Selby	DN - Doncaster	LS - Leeds	WF - Wakefield	DL - Darlington	HU - Hull	LN - Lincoln
WF - Wakefield	2.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
LS - Leeds	9.2%	0.8%	0.0%	0.0%	0.0%	0.1%	0.0%
YO - York incl Selby	74.0%	2.7%	1.0%	1.3%	0.3%	0.7%	0.1%
PE - Peterborough	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
DN - Doncaster	4.2%	0.0%	0.1%	0.0%	0.0%	0.0%	0.0%
S - Sheffield	0.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
HG - Harrogate	0.6%	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%
ST - Stoke on Trent	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
HU - Hull	1.0%	0.0%	0.3%	0.0%	0.0%	0.0%	0.0%
BD - Bradford	0.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
HD - Huddersfield	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
NE - Newcastle upon Tyne	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

Figure 4: Map of postcode areas



Figure 5: Trip purpose – traffic routing through Selby AQMA

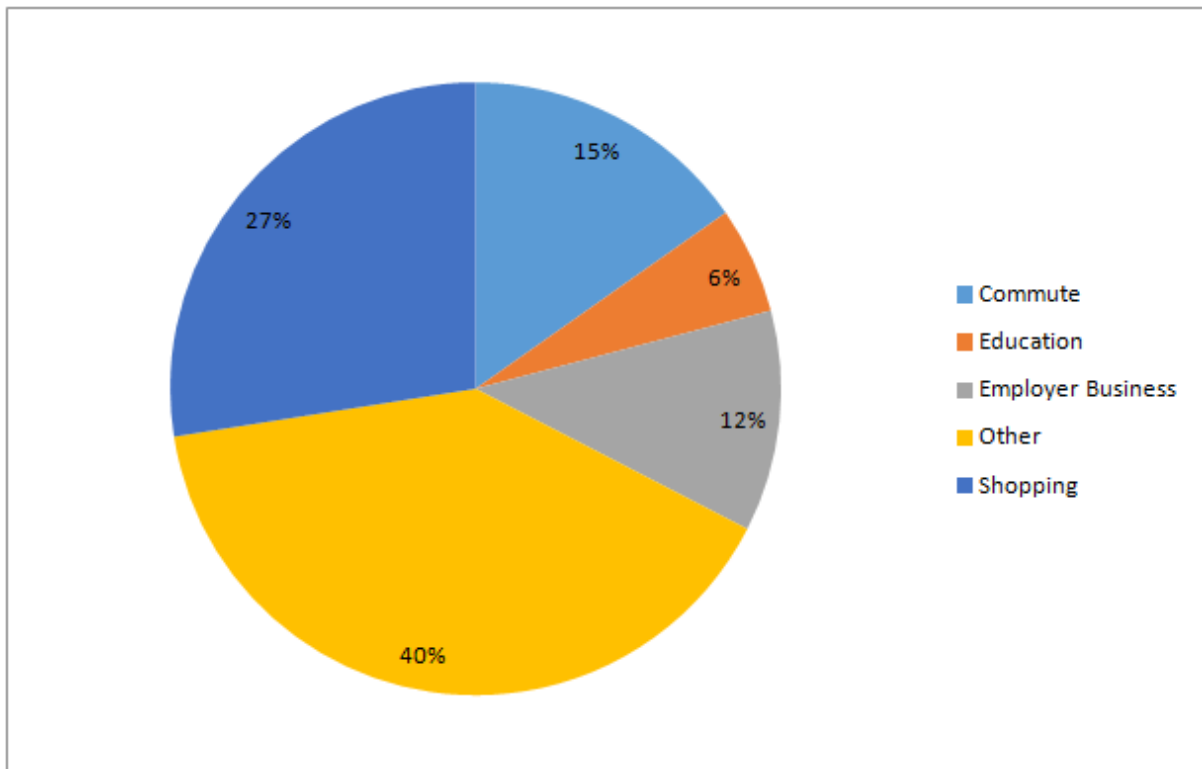


Figure 6: Trip purpose by time of day (on New Street)

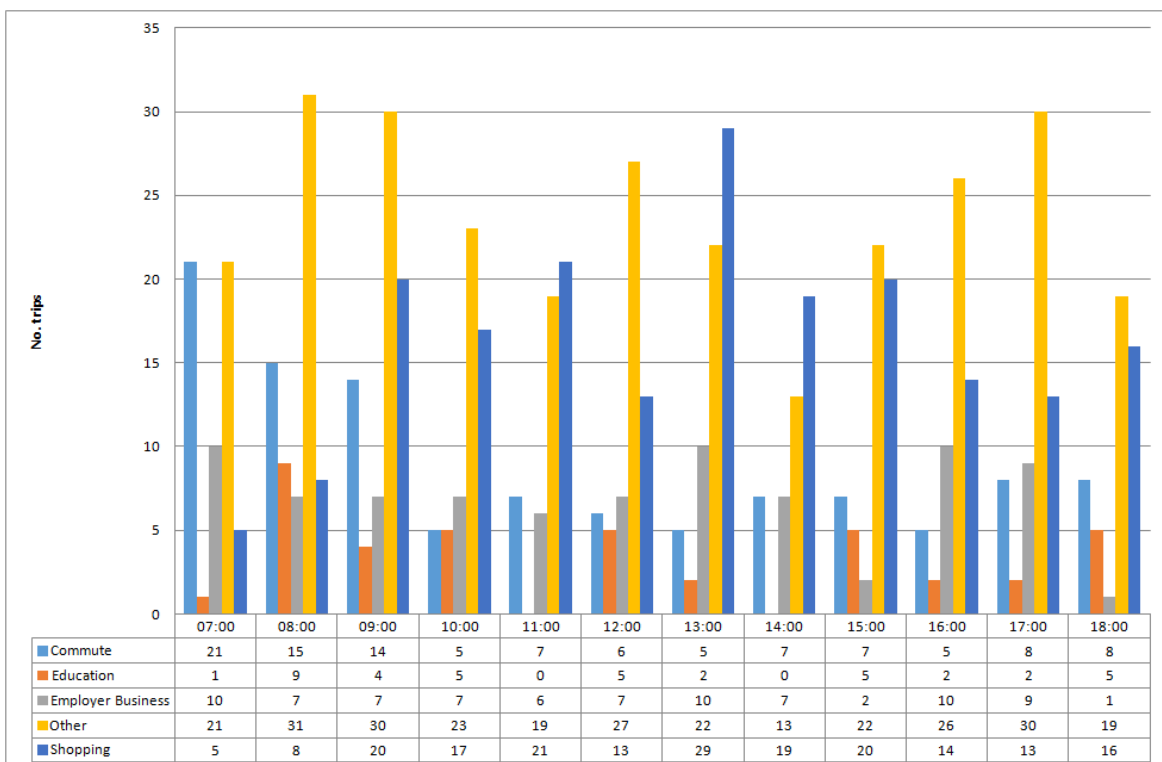


Figure 7: Vehicle Occupancy – traffic routing through Selby AQMA

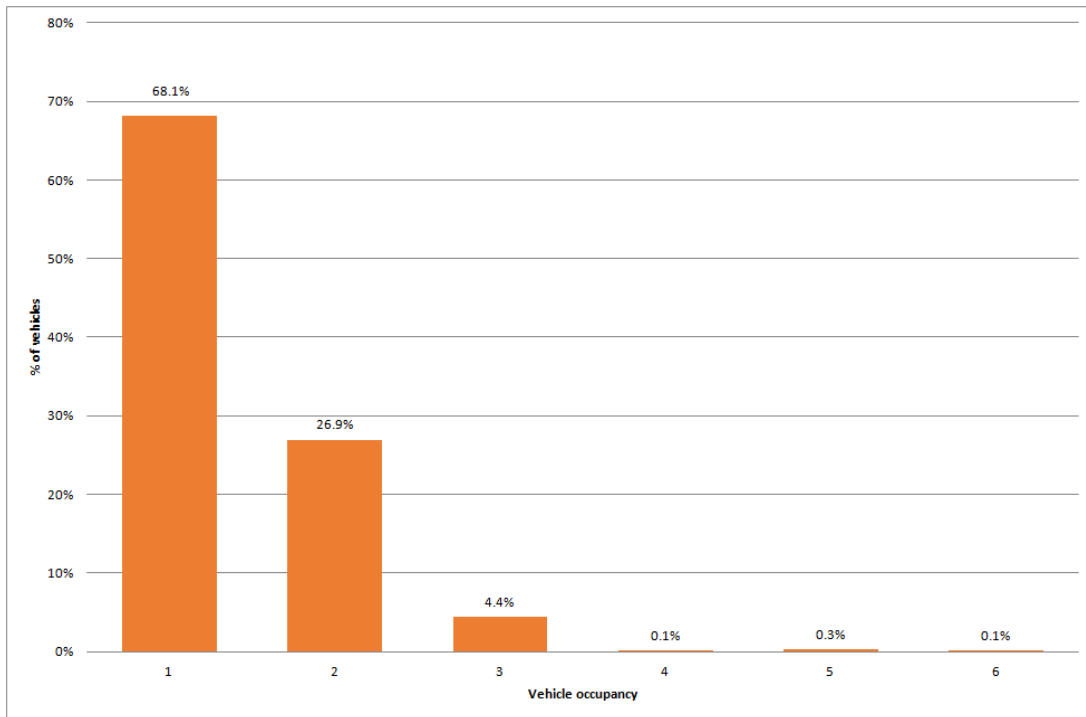


Figure 8: Vehicle occupancy by time of day

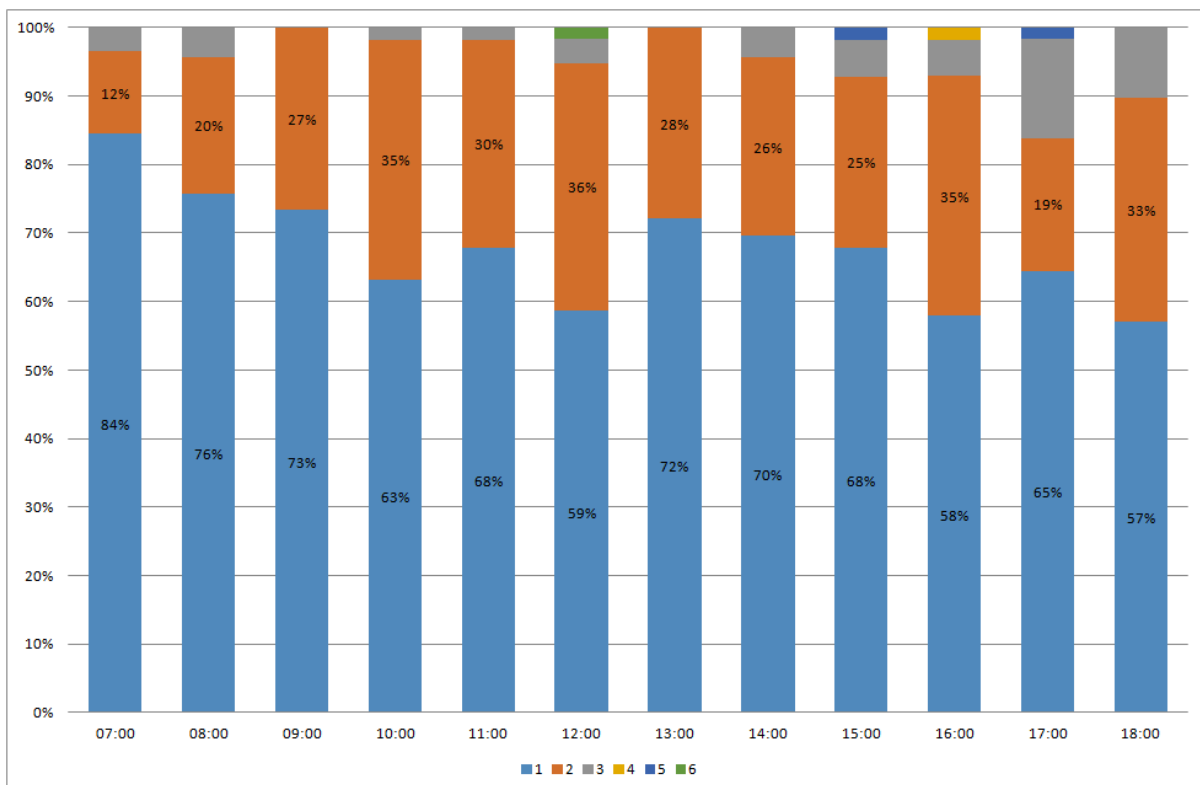
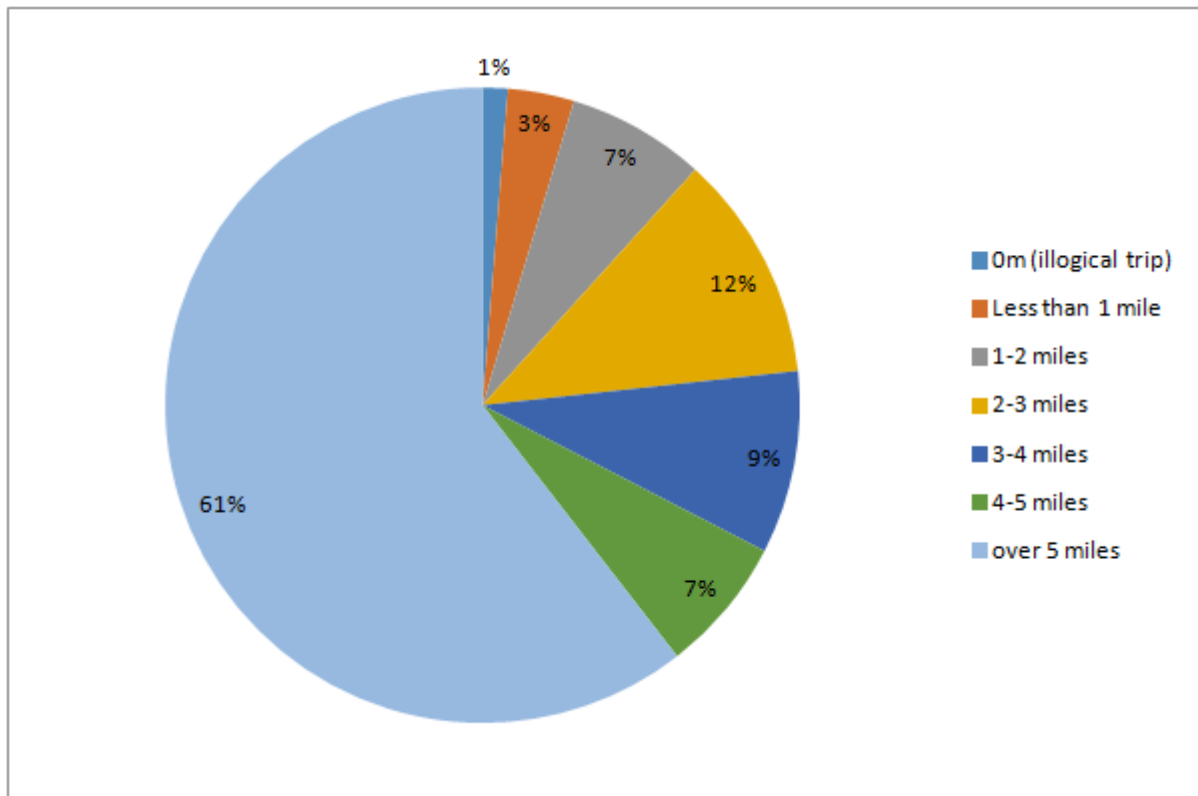


Figure 9: Distance of trips through New Street AQMA



### 3.4 Required Reduction in Emissions

As part of the source apportionment study undertaken in January 2016, a calculation was undertaken to estimate the reduction in road-NO<sub>x</sub> required to meet the Air Quality Objectives along New Street. This was undertaken in accordance with the methodology set out in LAQM.TG(16) (see Appendix A for the detailed calculations).

Based on this calculation, it was estimated that a reduction in road-NO<sub>x</sub> of up to 51% was required to meet the annual average nitrogen dioxide objective at **all** locations on New Street. A reduction of around 31% would deliver the air quality objective at the majority of **relevant locations** within the current area of exceedance<sup>5</sup>. The latest monitoring results for New Street (see table 1) indicate that this is still likely to be the case.

Although it has been estimated that reductions in NO<sub>x</sub> of up to 51% are required in the New Street Area, this does not necessarily mean that traffic flows need to be

<sup>5</sup> The latest monitoring of NO<sub>2</sub> on New Street is indicating breaches of a similar magnitude to the 2014 levels discussed in section 3.4. The estimated % road-NO<sub>x</sub> reductions required are therefore still considered valid and relevant to the current high-level assessment.

reduced by the same amount. The relationship between the number of vehicles travelling on a road and the resultant NO<sub>x</sub> emissions is not a linear one.

Different types of vehicle will give rise to different amounts of pollution (for example, removing 10 HGVs from the network will generally have a greater emissions impact than removing 10 cars (assuming all the vehicles are of a similar age). Vehicle emission also change over time such that total emissions from vehicles using New Street in 2018 will be different to those in 2021, even if there is no change in traffic levels and no air quality interventions.

In response to DEFRA feedback on the draft AQAP a further assessment has now been undertaken to assess the level of emission reduction likely to be obtained from different types of measures included within this initial AQAP for Selby. This has assisted with further prioritisation of measures within the plan.

### **3.5 Expected level of emission reduction from the Selby AQAP**

The exact emission impact of this AQAP is difficult to predict with certainty as there are many factors which may influence future emission levels in the city. These include:

- The extent and rate at which the AQAP measures included in this initial plan are delivered locally. This will be highly dependant on the ability of Selby DC and NYCC to obtain additional funding and resources to support AQAP delivery.
- The real life on-road performance of individual vehicles on the road (compared with Euro emission standards for new vehicles which are tested under laboratory conditions under set drive cycles)
- The age and rate of replacement of vehicles in Selby compared with national averages, including the rate of uptake of alternatively fuelled vehicles.
- The number of journeys which can be switched to more sustainable transport modes such as walking, cycling and public transport.
- Future trip demand on the Selby road network, influenced by factors such as the state of the economy and development allocations in the local plan.

- The rate of delivery of AQAP measures in neighbouring local authorities. For example, the proposed bus based Clean Air Zone in York has the potential to substantially reduce emissions from buses in Selby as well as York.

## **Modelling approach**

Predictions of NO<sub>x</sub> emissions on Selby New Street under various AQAP delivery scenarios have been made using DEFRA's Low Emission Factor Toolkit (ETF v8.0.1). A range of scenarios have been modelled to consider the emissions impacts of a range of traffic management and AQAP options. Details of the various modelled scenarios can be found in Appendix A.

A summary of the predicted emission reduction is provided in Table 4 below. Figure 10 shows the NO<sub>x</sub> reduction (KG/Year and %) that could be expected to be achieved under each of the scenarios displayed in Table 4.

The results of this initial emission reduction screening exercise have been used to re-prioritise the measures in this initial AQAP and will be used to further inform the development of detailed traffic management and access options to support delivery of sites allocated within the Site Allocations Local Plan.



## Modelling outputs

**Table 4: Changes in annual NO<sub>x</sub> emissions (KG/Y) under each scenario (2018 modelled year)**

Scenario	Description of Scenario	NO <sub>x</sub> emissions (KG/Y)	Change in NO <sub>x</sub> emissions relative to base (KG/Y)	Change in NO <sub>x</sub> emissions relative to base (%)
1	Base (2018)	145.95	-	-
2a	Reduce cars by 5%	140.27	5.68 kg	3.89 %
2b	Reduce cars by 10%	134.58	11.37 kg	7.79 %
2c	Reduce cars by 15%	128.89	17.07 kg	11.69 %
2d	Reduce cars by 20%	123.20	22.75 kg	15.59 %
2e	Reduce cars by 30%	111.83	34.13 kg	23.38 %
2f	Reduce cars by 40%	100.45	45.50 kg	31.18 %
2g	Reduce cars by 50%	89.08	56.88 kg	38.97 %
3a	Reduce all vehicles classes by 5%	139.09	6.87 kg	4.70 %
3b	Reduce all vehicles classes by 10%	132.21	13.75 kg	9.42 %
4a	Reduce HGVs by 25%	142.71	3.24 kg	2.22 %
4b	Reduce HGVs by 50%	139.47	6.48 kg	4.44 %
4c	HGV Ban	132.99	12.96 kg	8.88 %
5	Reduce LGVs by 25%	143.32	2.63 kg	1.80 %
6	5% of car journeys electric	140.27	5.68 kg	3.89 %
7	Euro VI buses	138.48	7.48 kg	5.12%
8	Interim AQAP	123.87	22.09 kg	15.13 %

**Figure 10: Changes in annual NO<sub>x</sub> emissions (KG/Y) under each scenario (2018 modelled year)**



## Summary of AQAP emission reduction outputs

**Without further intervention the air quality objective on New Street is unlikely to be met until at least 2027**

- The required level of NO<sub>x</sub> reduction for the modelled area of New Street (based on 2018 baseline emissions) is 71.5kg/y.
- The estimated ‘do-nothing’ emission level in 2027 is 68.21 kg/y ( 74.27kg/y in 2026). This is assuming no traffic growth and full on-road delivery of future emission standards. This situation is unlikely to arise in practice. Without local intervention exceedances of the annual average NO<sub>2</sub> objective on New Street are likely to remain beyond 2027.
- Selby DC has a statutory duty to deliver air quality improvement as quickly as possible. The AQAP must take all measures reasonably practicable to deliver cleaner air and must mitigate the emission impacts of traffic growth as far as possible. It is not acceptable to rely on improved vehicle emissions alone to deliver cleaner air in Selby.

- The rate of emission reduction must be accelerated in Selby using a comprehensive and targeted list of local AQAP improvement measures.

**The interim AQAP is expected to deliver approximately 15% reduction in NO<sub>x</sub> emissions compared to the current (2018) emissions on New Street. Further AQAP measures will need to be developed in the longer term to achieve full compliance.**

- Scenario 8 provides emission reduction estimates for what is currently considered the most realistic “best-case” interim AQAP outcome based on expected timescales for implementation and current availability of funding and resources within Selby DC and NYCC. It reflects a combination of scenarios 2a, 4a, 6 and 7 as shown in table 5 below.
- A typical full compliance scenario in 2018 would require cars and HGVs to be reduced by 50%, LGVs by 25% and 5% of the remaining car journeys to be transferred to electric vehicles. With this level of intervention NO<sub>x</sub> emissions of approximately 50% may be achievable.
- Changes in traffic flow of this volume may require significant changes to the current traffic management and access arrangements in Selby. Further work is anticipated which will identify what the nature of these changes might be, and how they are likely to be delivered.
- The AQAP will be updated on an annual basis to reflect progress being made towards achieving the air quality objectives on New Street and steps being taken to deliver these longer term emission reduction targets for New Street.

**Table 5: Potential emissions reduction from SDC Interim AQAP**

Scenario	Description of Scenario	Change in NO <sub>x</sub> emissions relative to base (KG/Y)	Change in NO <sub>x</sub> emissions relative to base (%)
2a	Reduce cars by 5%	5.68 kg	3.89 %
4a	Reduce HGVs by 25%	3.24 kg	2.22 %
6	5% of car journeys electric	5.68 kg	3.89 %
7	Euro VI buses	7.48 kg	5.12%
8	SDC Interim AQAP (combination of above scenarios 2a, 4a, 6 & 7)	22.089 kg	15.13 %

### 3.6 Key Priorities for the New Street AQAP

The source apportionment and emission reduction studies have shown that;

- Road traffic is the main source of emissions in the New Street AQMA
- Emissions from private cars (particularly diesel cars) are the greatest source of these emissions.
- A significant number of car trips are less than 5 miles in length and are for social and domestic purposes
- HGVs and buses have a disproportionate impact on air quality in New Street (being relatively small in number but giving rise to large amounts of emissions.
- Many of the HGVs entering New Street are contravening the existing HGV weight limit.
- Queuing and idling vehicle emissions contribute to the air quality problems in New Street
- Substantial traffic management and access interventions may to be needed to fully comply with the air quality objectives on New Street and on a site-by-site basis to offset the emission impacts of future development

To address these issues we have developed actions that can be considered under 8 broad topics:

- Alternatives to private vehicle use
- Promoting travel alternatives
- Promoting low emission transport
- Freight and delivery management
- Policy guidance and development control
- Public information
- Transport planning and infrastructure
- Traffic management

Our immediate priorities are:

- **To prevent HGVs over the existing weight limit from passing through the AQMA.** This will be achieved by improving signage about the weight limit on the approach to the AQMA and undertaking pro-active enforcement activities.
- **To work with local businesses to reduce the impact of commuter and delivery trips into Selby town centre.** We will undertake a survey of local businesses to identify the main sources of commuter and delivery trips. We will work with the business community to develop local solutions to these issues such as setting up of freight partnerships, provision of access route maps, improved commuter parking arrangements etc.
- **To provide alternatives to private vehicle use across the Selby District.** We will continue to provide walking and cycling infrastructure on new developments and will investigate the feasibility of providing a low emission car club at the Selby District Council offices / Selby Hospital site. When planning new walking and cycling routes, minimising exposure along the main desire lines will be a key consideration.
- **To undertake a rapid review of existing traffic signalling and junction priorities around New Street.** The aim will be to identify any immediate changes that can be made to current signalling and signage arrangements to reduce wait times and improve traffic flow through New Street.
- **To raise awareness and reduce the impacts of vehicles idling within New Street and the wider district.** We will provide advisory anti-idling signage within New Street and on other approaches to the swing bridge to encourage

the switching off of engines during bridge operations. We will carry out anti-idling awareness campaigns on New Street and within the town centre.

- **To provide opportunities for low emission transport use within the Selby District.** We will develop low emission vehicle guidance for Selby and will investigate funding opportunities for the provision of public electric vehicle recharging points within car parks owned by Selby District Council. We will develop incentives for the promotion of low emission vehicle use in Selby District.
- **To improve public access to air quality information and advice:** we will provide a wider range of information on the Selby DC website and work with public health colleagues to raise awareness of exposure to poor air quality and how to avoid it.

Our longer term priorities are:

- **To reduce congestion and number of vehicle trips through the New Street AQMA.** We will undertake a traffic and access management study for the New Street AQMA and the wider Selby District to identify the most effective air quality improvement and traffic management measures to support the development and implementation of the local plan. This will be done once the publication version of the site allocations plan has been finalised and will inform how allocated sites are developed.
- **To minimise further development led emission growth within the Selby District.** We will develop low emission guidance to support the implementation the local plan. This will ensure that new relevant locations (housing, care homes, schools etc.) are located away or sufficiently buffered from busy roads and that emissions from new trips will be minimised through the use of sustainable locations and the provision of emission mitigation on or around the development site. As a minimum developers will be required to provide electric vehicle recharging points and implement construction environmental management plans (CEMPs).

These are the main priorities for this action plan but we will also investigate:

- Reducing the emission impact of public sector fleet vehicles (via improvements to NYCC and Selby DC vehicle procurement policies)

- Reducing the impact of taxi emissions via the introduction of incentives for hybrid vehicle use.
- Further reducing the impact of bus emissions on New Street. It is expected that the introduction of the bus based Clean Air Zone in York (our neighbouring local authority) will deliver the majority of bus based improvements needed on New Street.

In this AQAP we outline how we plan to effectively tackle air quality issues within our control. However, we recognise that there are a large number of air quality policy areas that are outside of our influence (such as vehicle emissions standards agreed in Europe), but for which we may have useful evidence, and so we will continue to work with regional and central government on policies and issues beyond Selby District Council's direct influence.

## 4.0 Development and Implementation of Selby’s AQAP

### 4.1 Consultation and Stakeholder Engagement

In developing this AQAP, we have worked with other local authorities, agencies, businesses and the local community to improve local air quality. Schedule 11 of the Environment Act 1995 requires local authorities to consult the bodies listed in table 6.

In addition, we have undertaken the following stakeholder engagement:

- Written consultation with major stakeholders and partners
- Public consultation through NYCC and Selby District Councils website
- Mail shot to residents in the vicinity of the Air Quality Management Area
- Media campaigns

The response to our consultation stakeholder engagement is given in Appendix A.

**Table 6: Consultation Undertaken**

Yes/No	Consultee
Yes	the Secretary of State
Yes	the Environment Agency
Yes	the highways authority
Yes	all neighbouring local authorities
Yes	other public authorities as appropriate, such as Public Health officials
Yes	bodies representing local business interests and other organisations as appropriate



## 4.2 Steering Group

### 4.2.1 AQAP steering group

Local Air Quality Management Technical Guidance Note LAQM.TG16 sets out the steps needed to develop an effective action plan. These are:

- 1) Develop the AQAP in stages;
- 2) Undertake appropriate local monitoring and assessment (source apportionment);
- 3) Decide what level of actions are required;
- 4) Establish links to other key policy areas / strategies;
- 5) Establish a Steering Group with key stakeholder groups at an early stage;
- 6) Undertake measures selection and impact assessment;
- 7) Agree monitoring and evaluation of success; and
- 8) Undertake consultation.

As can be seen from this list the establishment of a steering group is an essential step in the AQAP development process.

In Selby the Steering Group operates at two levels:

- i) The Officer Technical Group comprising of:
  - Lead officer for Planning at Selby District Council
  - Lead officer for Transport and Development at NYCC
  - Director of Public Health at NYCC.
  
- ii) The wider steering group comprising of representatives from:
  - Environmental Health - SDC
  - Highways Department (Projects) – NYCC
  - Transport Department - SDC
  - Policy officers - SDC
  - Planning policy manager – SDC
  - Senior Transport Planner – NYCC
  - Travel Planning Officer - NYCC
  - Public Health registrar – NYCC

- City of York Council (acting in a consultancy capacity)

Members of the technical group do not attend every meeting of the wider steering group but are available to provide technical advice, opinion and support to the wider steering group. They also have an '**AQAP champion**' role to ensure the requirements of the AQAP are prioritised and fully integrated into wider council policies and performance monitoring.

The wider steering group is the main 'working group'. To date this group has:

- Developed an initial list of potential measures for inclusion in the consultation version of the AQAP.
- Undertaken a qualitative cost-benefit analysis of all proposed measures
- Collected additional traffic flow and fleet data to support development of the AQAP
- Arranged development and consultation on the draft AQAP
- Incorporated the outcomes of the consultation into the final draft AQAP
- Made arrangements for the final approval of this AQAP by Members

The AQAP steering group will continue to oversee the delivery of the measures in this AQAP and monitor the outcomes. If ongoing monitoring suggests that further measures are needed (beyond those presented in this AQAP) the steering group will be responsible for developing and consulting on these.

A full list of the current steering group members is provided in the Executive Summary. As can be seen from this list the members of the Steering Group include local authority officers from both the district and county councils, and officers from neighbouring City of York Council ( a unitary authority). This is in line with the recommendations of LAQM.TG16. Currently there are no elected members on the steering group but Members have been fully involved with the consultation process (see section 4) and may be asked to join the steering group as it moves from the planning to delivery phase. Involving members at the delivery stage will help to ensure the AQAP maintains momentum and remains a political priority.

#### **4.2.2 Role of NYCC in development of the AQAP**

Selby DC is a District Authority such that many of the measures needed to improve air quality are outside its direct control. As detailed in section 3.2.2 North Yorkshire County Council is the transport authority for Selby and has already developed a local transport plan (LTP4) which includes transport improvements for Selby.

Whilst there is no statutory requirement for a County Council to 'approve' a district council's Air Quality Action Plan it has been agreed that the following procedure be adopted.

- District Councils be requested to consult individually with local County Council Members during the preparation of the Action Plan.
- The draft Air Quality Action Plan be considered by the relevant Area Committee of the County Council and the comments provided to the Corporate Director of Business and Environmental Services.
- The Corporate Director of Business and Environmental Service, in consultation with BES Executive Members, agree the County Councils formal comments on draft Air Quality Action Plans

As detailed above consultation with NYCC has been undertaken in accordance with this procedure.

#### **4.2.3 Selby AQAP steering group meetings**

The first meeting of the Selby AQAP steering group took place on 9<sup>th</sup> March 2016, shortly after the declaration of the New Street AQMA in February 2016. Since then the group has met on a regular basis to progress development and adoption of the AQAP. The meeting dates and a brief summary of the discussions / actions undertaken at each meeting are summarised in Table 7 below. Full copies of the steering group minutes are available on request from Diana Adamson at Selby District Council (for full contact details see page iv).



## Selby District Council

	<p>Update on origin destination traffic survey</p> <p>Further discussion around possible AQAP measures</p> <p>Further discussion around links to other policies</p>	<p>No further information received from public health</p> <p>Further traffic observations still under consideration.</p> <p>Street surveys had been completed. Information still being processed by the consultants.</p> <p>Ideas captured for further discussion at future meetings.</p> <p>Links to LTP identified</p> <p>Links to SDC core strategy identified</p> <p>Links to Sustainable Community Strategy identified</p>
28 <sup>th</sup> June 2016	<p>Matters arising from previous meetings</p> <p>Update on origin destination traffic survey</p> <p>Prioritisation and qualitative cost benefit analysis of previously proposed measures</p>	<p>No clear link yet established with DPH. Discussions taking place around development of a regional public health air quality steering group across North Yorkshire.</p> <p>Pavement widths on New Street have been reviewed.</p> <p>Review of Sat Nav routing has shown on most occasions it will direct traffic via the bypass.</p> <p>Current VMS signs relate to bridge closures on by-pass only.</p> <p>Current controls on bus and taxi ages identified</p> <p>Information provided on previous on road testing of taxis</p> <p>Significant number of LGV trips identified on New Street. HGVs ignoring the weight limit. Buses tend only to be timetabled services but some old vehicles. Small number of coaches and these are generally fairly new vehicles.</p> <p>Compiling of colour coded cost effectiveness / prioritisation table commenced (see section 5.2.4).</p>
21 <sup>st</sup> July 2016	<p>Matters arising from previous meetings</p> <p>Update on origin destination traffic survey</p>	<p>Public Health have confirmed a meeting will be held with NY council leads on air quality</p> <p>All taxi previously tested at roadside passed emissions test</p> <p>Further data being compiled on taxi fleet e.g. ages, fuel type etc</p> <p>Summary report presented by NYCC. Majority of trips into Selby appear to be shopping / leisure related and commuter trips. Education based trips are low.</p>

## Selby District Council

	Prioritisation and qualitative cost benefit analysis of previously proposed measures	Table completed for most of the measures. Further input needed from planning on some of the measures before table can be completed
20 <sup>th</sup> September 2016	<p>Matters arising from previous meetings</p> <p>Presentation of taxi data</p> <p>Update on traffic data</p> <p>Action plan matrix development</p>	<p>Baseline data on the taxi fleet now available. Requires further analysis to determine number, age and type of wheelchair accessible vehicles prior to any policy further policy development work.</p> <p>Mouchel have undertaken further analysis to fill in the gaps in the original survey work. Early morning and evening commuter trips are clearly evident. Educational trips appear low. More analysis requested to identify number of LGV trips. List of HGVs observed to be breaching HGV ban to be passed to highways. Main issue appears to be private car trips and deliveries. To work with local businesses to identify potential solutions. Options for car share schemes also to be investigated.</p> <p>Further discussion session and date set for submission of first draft AQAP to the steering group (November 2017)</p>
17 <sup>th</sup> January 2017	<p>Matters arising from previous meeting</p> <p>Review of first draft AQAP document</p> <p>Discussion around consultation process</p>	<p>LES planning guidance to be given further consideration by Selby DC planners</p> <p>Further information to be sort from public health colleagues on links to Healthy weights, healthy lives document</p> <p>Amendments to draft to be undertaken by YES and resubmitted to the group in 3 weeks' time</p> <p>First draft to be circulated for wider internal comment prior to development of final consultation draft.</p> <p>Consultation draft and public consultation proposals to be taken to members for approval</p> <p>Following public consultation draft to be further amended and taken back to members for final approval as the adopted Selby AQAP.</p> <p>Work to commence on business questionnaire</p> <p>Consultation to be posted on Selby DC website, in local press, in libraries. Leaflets to be produced for New Street residents.</p> <p>Plans for consultation with other key stakeholders to be discussed at future meetings</p>
17 <sup>th</sup> January 2018	Meeting to discuss outcome of public	Report presented to the group on the consultation

	consultation on draft AQAP	<p>responses (see Annex B of this AQAP)</p> <p>Need for greater prioritisation of sustainable transport measures identified. New public health project on sustainable transport discussed and to be included in the revised AQAP. Agreed that final plan needs to have a greater emphasis on reducing car trips even though this is challenging.</p> <p>Further discussion around the likely impact of development and the ability to incorporate this adequately into the AQAP at the present time. Need for further strategic assessment of this still to be actioned. Final AQAP to fully acknowledge that the plan will need to be developed further once site allocations and resultant traffic impacts are better understood.</p> <p>Anti-idling measures to be incorporated into final draft</p> <p>Further work to be done by YES consultancy on emission reduction impacts prior to submission of final plan (in line with DEFRA consultation feedback).</p> <p>Agreed that individual feedback on consultation responses was not necessary with the exception of the DEFRA helpdesk where clarity would be sort on a number of the point raised.</p> <p>Further consultation work to be more directly targeted at public transport operators, small businesses, taxi operators and commuters as these were under represented in the public consultation responses.</p>
5 <sup>th</sup> March 2018	Meeting of a number of steering group members to discuss Plan Selby impact on air quality in AQMA and Selby town centre.	Additional information to be added to the final draft of the action plan. Concerns raised over other areas of town centre where air quality issued may be increased due to Plan Selby development areas. Additional Nox monitoring to be carried out. Matter to be raised with Director of Economic Regeneration and Place.

#### 4.2.4 Cost benefit analysis

As part of the AQAP development work the steering group completed a qualitative cost-benefit analysis of the all the measures proposed for inclusion in the AQAP.

The aim of this analysis was to identify measures which:

- 1) Will support rapid delivery of the AQAP priorities and can be implemented immediately with few constraints
- 2) Will support rapid delivery of the AQAP priorities but require further resourcing to achieve or some financial investment

- 3) Will support rapid delivery of the AQAP priorities but require further investigation of feasibility or significant financial investment
- 4) are currently considered unsuitable for Selby in the short to medium term and /or do not support the priority emission reduction measures

The full results of this analysis can be found in appendix C.

Each measure suggested for inclusion in the AQAP was broadly assessed against the following criteria:

- Feasibility
- Economic Impact
- Impact on congestion
- Impact on local air quality
- Public Health Impacts (PM<sub>2.5</sub> & wider determinants)
- Compatibility with SDC planning policies
- Compatibility with NYCC planning policies / LTP
- Public Perception
- Social Economic / Equality Impacts
- Impact on carbon emissions

For each of these issues each individual measure was given a 'traffic light' colour coding as shown in the example below (table 7).

- Red - measure considered unsuitable for inclusion in the AQAP
- Amber – measure requires further investigation prior to inclusion / exclusion from the AQAP
- Green – no major barriers to inclusion of the measure within the AQAP

Further details on the matters considered when considering the allocation of the colour coding for each criteria can be found at Annex C.

Any measures considered to be too constrained by 'red' issues were removed from the list of potential AQAP measures prior to further consideration. A list of removed measures and the reasons for their removal can be found at Appendix C.



**Table 8: Example of qualitative cost-benefit analysis**

Proposed measure	Feasibility	Economic Impact	Impact on congestion	Impact on local air quality	Public health impacts	Impact on carbon emissions	Compatibility with SDC planning policies	Compatibility with NYCC planning policies	Public perception	Social economic / Equality impacts
Car club operated by Selby DC	Orange	Orange	Green	Green	Green	Green	Green	Red	Green	Green

#### 4.2.5 Prioritisation of measures

After considering the general acceptability of each measure (in accordance with Table 6 above) each of the measures was then considered in terms of:

a) ability to tackle emissions from different vehicle types and different vehicle trips (see tables 8 and 9 below for examples).

b) indicative capital and revenue costs based on the following cost estimations.

- < £25,000 low cost measure
- >£25,000 < £100k medium cost measure
- >100k high cost measure

It should be noted that these are only indicative first estimates of costs. Any measures to be implemented will need to be subject to further detailed cost benefit analysis as part of the project planning phase.

The final list of measures included in the plan are those that are considered the most cost effective and able to tackle the greatest number of priorities for improving air quality in Selby (as detailed in chapter 4).

**Table 9: Example of prioritisation based on ability to reduce emissions from different vehicle types**

Proposed measure	Private car emissions	Fleet car emissions	Bus emissions	HGV emissions	LGV emissions	Taxi emissions
Car club operated by Selby DC						

**Table 10: Example of prioritisation based on ability to reduce emissions from different trip types**

Proposed Measure	Commuter	Business Trips	Deliveries	Leisure / Shopping	Education	Other
Car club operated by Selby DC						

#### 4.2.6 Planned further work of the steering group

It should be noted that once the AQAP has been approved the steering group will reconvene and look at the further development of the plan with regard to any actions and consideration for its implementation. Progress will be recorded through meeting minutes and where necessary reported corporately. The steering group will also have due regard to any applications for development that could impact on air quality on the AQMA.

## 5.0 AQAP Measures

Table 10 shows the Selby District Council AQAP measures. It contains:

- a list of the actions that form part of the plan
- the responsible individual and departments/organisations who will deliver this action
- expected benefit in terms of pollutant emission and/or concentration reduction
- the timescale for implementation
- how progress will be monitored

Further information on the likely costs of implementing these measures can be found in appendix D.

**NB:** Please see future ASRs for regular annual updates on implementation of these measures

Table 11: Air Quality Action Plan Measures

Measure No.	Measure	EU Category	EU Classification	Lead Authority	Planning Phase	Implementation Phase	Key Performance Indicator	Target Pollution Reduction in the AQMA	Progress to Date	Estimated Completion Date	Comments
1	<p>Strategic traffic management and access options study</p> <p>(to support implementation of the local plan and to identify further long term air quality improvement measures for New Street and beyond)</p>	Traffic Management	<p>Strategic highway improvements, Re-prioritising road space away from cars, inc Access management, Selective vehicle priority, bus priority, high vehicle occupancy lane</p> <p>UTMC, Congestion management, traffic reduction</p>	NYCC supported by SDC	2018 onwards	Implementation of key measures subject to detailed feasibility studies and funding	<p>Completion of strategic traffic management and access options study by end of June 2019</p>	<p>Using a 2018 baseline the required level of emission reduction in New Street to deliver the air quality objective is currently estimated at 71.5 kg/y (51%)</p> <p>The other short term measures in this AQAP are at best estimated to deliver a reduction of 22.09 kg/y (15%)</p> <p>There is therefore currently a shortfall in predicted NOx reduction of approximately 50kg/y NOx (35%) in the AQAP which will need to be addressed through longer term strategic transport measures</p> <p><i>(This does not take into account the future impact of development traffic or the predicted improvement in vehicle emission over time)</i></p>	<p>Work to prepare publication version of site allocations plan is ongoing.</p> <p>Strategic transport model for Selby has been developed and is being used to test site allocations plan options</p> <p>Initial traffic impact assessment of different site allocation options has commenced</p>	<p>Target date for strategic traffic management and access options study</p> <p>June 2019</p>	<p>Full compliance with the air quality objective in New Street in the short term requires a significant reduction in annual average daily traffic flow (AADT) and / or better management of the existing flow. Various access management options for achieving this have been identified during the development of the AQAP and now require further investigation. As Selby DC is currently finalising site allocations for its emerging Local Plan it is currently not possible to predict future traffic flows on New Street (due to development) with any degree of certainty. Selby DC will therefore finalise its site allocations before commencing detailed assessment of the traffic management and access options needed to deliver the required emission reductions in New Street. Further consideration is also being given to wider transport impacts of the site allocations to ensure further AQMAs are not created elsewhere in the district. There are a number of potential solutions which will be included in a traffic management and access study.</p> <p>There will be some general reduction in emissions with time due to improved vehicle emission controls but further local action is need to deliver air quality improvement in the shortest time possible and to off set the impact of development traffic..</p>

Measure No.	Measure	EU Category	EU Classification	Lead Authority	Planning Phase	Implementation Phase	Key Performance Indicator	Target Pollution Reduction in the AQMA	Progress to Date	Estimated Completion Date	Comments
2	Anti-idling campaigns	Traffic Management	Anti-idling	SDC supported by NYCC	2018	June 2018 onwards	Erection of anti-idling signage	Not quantified	Preparation being undertaken for delivery of a local anti-idling campaign as part of Clean Air Day 2018	June 2018 onwards	<p>Preparation is being undertaken for delivery of a local anti-idling campaign in and around New Street as part of Clean Air Day 2018. If this local activity is successful Selby DC will consider erection of permanent anti-idling advisory signage on New Street and other roads and will repeat the anti-idling campaign periodically within the district.</p> <p>Anti-idling enforcement is currently not planned within Selby but will be reconsidered if awareness raising is deemed not to have reduced incidences of idling sufficiently.</p>

Measure No.	Measure	EU Category	EU Classification	Lead Authority	Planning Phase	Implementation Phase	Key Performance Indicator	Target Pollution Reduction in the AQMA	Progress to Date	Estimated Completion Date	Comments
Page 122	Investigate provision of a low emission car club for use by Selby District Council and Selby Hospital staff	Alternatives to private vehicle use	Car Club	Selby DC	2018	2019	Opening of car club	To be determined once number of 'avoidable' grey <sup>6</sup> fleet trips have been identified.	None	To be determined	Selby DC will investigate the potential for provision of a car club in the car park shared by Selby DC and Selby Hospital. A car club could help to reduce 'grey fleet' trips within both organisations and the need to bring personal vehicles to work. A similar successful scheme is already operating in York. Selby DC will look to learn from this scheme.
								An overall reduction in 5% of all car trips in Selby has been estimated to deliver a 3.89% reduction in NOx emission (5.68kg) on New Street.			

<sup>6</sup> A 'grey fleet' trip is a business trip undertaken by an individual in their own personal vehicle as part of a 'car user' allowance arrangement. Grey fleet trips are undertaken by many different types, ages and size of vehicles and encourage staff to travel to work by car. Replacing 'grey fleet' trips with car club trips offers more control over the type, age and emission level of the vehicle used and reduces the need for staff to drive to work.

Measure No.	Measure	EU Category	EU Classification	Lead Authority	Planning Phase	Implementation Phase	Key Performance Indicator	Target Pollution Reduction in the AQMA	Progress to Date	Estimated Completion Date	Comments
Page 123	Review number of commuter and delivery trips generated by town centre businesses. Work with the business community to identify opportunities to reduce the total number of trips.	Freight and delivery management	Freight Partnerships for town centre deliveries	Selby DC	2018	2019	Number of premises surveyed	To be identified once number of current trips and options for reducing them have been identified	Public health action plan being developed by Selby Health Matters	Initial survey to be completed by June 2019	The origin destination study undertaken to support the development of Selby's AQAP has identified a large number of LGV movements around Selby town centre and an influx of commuter trips in the am peak. It is proposed to undertake a survey of town centre businesses to identify how their activities impact on traffic levels in New Street. The information collected will be used to inform the development of further action planning measures relating to workplace travel planning and freight partnerships. Workplace travel initiatives will be delivered in conjunction with the Selby Health Matters group who are currently developing a public health action plan for the Selby district.
		Promoting Travel Alternatives	Workplace Travel Planning					It has been estimated that a 25% reduction in LGV trips through New Street could deliver a 2.63 kg/y (1.8%) reduction in emissions. A 5% reduction in private car trips could deliver a further 5.68kg/y (3.89%). Any reduction in HGV emissions as well would be in addition to this.			

Measure No.	Measure	EU Category	EU Classification	Lead Authority	Planning Phase	Implementation Phase	Key Performance Indicator	Target Pollution Reduction in the AQMA	Progress to Date	Estimated Completion Date	Comments
5	Improve signage relating to New Street weight limit and undertake active enforcement of weight limit on New Street	Freight and Delivery Management	Route Management Plans/ Strategic routing strategy for HGV's	NYCC	2018	June 2018 onwards	Erection of improved signage	Based on modelling undertaken using the Emission Factor Toolkit (v7.0), <u>in the AQMA area only (~125m of road)</u> , this is expected to deliver savings of 2.95kg NO <sub>x</sub> , 0.21kg PM <sub>10</sub> and 0.13kg PM <sub>2.5</sub> per year. Emission savings will be significantly greater across the wider urban area surrounding New Street.	Sites for new advanced warning signs for 7.5 tonne weight limit identified March 2018.	Additional signs to be erected by June 2018	The origin destination study undertaken to support the development of Selby's AQAP has identified that HGVs exceeding the New Street weight limit are currently regularly operating in the area. As HGVs have a disproportional impact on local air quality new advanced signage is being provided relating to the New Street weight limit (particularly along the by-pass). Once the new signage is in place an active enforcement campaign will be instigated to discourage further infringement of the weight limit. The new signs will be in place by June 2018. The Traffic Regulation Order (TRO) for New Street is to be sent to 'Tom-Tom' to ensure the weight limits appear on SAT NAV systems used by drivers.
							Completion of active enforcement campaign				



Measure No.	Measure	EU Category	EU Classification	Lead Authority	Planning Phase	Implementation Phase	Key Performance Indicator	Target Pollution Reduction in the AQMA	Progress to Date	Estimated Completion Date	Comments
Page 125	Develop low emission planning guidance	Policy Guidance and Development Control	Air Quality Planning and Policy Guidance	Selby DC	2017	Draft LES planning guidance for Selby to be drafted by December 2018	Number of EV charging points requested on new developments	Assuming a local resident makes a trip into Selby by car 5 days per week (a round trip of 6km) the total annual tailpipe emissions based on an 'average size car' in the EFT are around 0.39kg NO <sub>x</sub> and 0.05kg PM. If 5% of residents in the 7500 new homes planned for Selby made this journey in an electric car potentially 146.25kg NO <sub>x</sub> and 18.75kg of PM could be saved annually. In practice the electric vehicles would be likely to make many other trips during the year and go beyond the Selby boundary so actual emission savings could be much higher.	Selby DC is already working with YALPAG <sup>7</sup> members to develop a regional approach to LES planning	December 2018	Selby DC is already working with other local authorities in the Yorkshire and Lincolnshire regions to develop a memorandum of understanding in relation to application of LES planning measures. This will include an agreed approach to the requesting of mitigation measures such as EV charging points, Construction Environmental Management Plans (CEMPS) and Low Emission Travel Plans. On some occasions developers may also be asked to contribute towards further on-site or off-site emission mitigation measures. The low emission planning guidance will also take into account the need to minimise opportunities for new exposure to air pollutants by setting back relevant locations such as housing, schools and care homes from busy roads in line with the recent draft NICE air quality guidelines. The aim is to have a draft LES planning guidance note for Selby completed by the end of 2018.
			Regional Groups Co-ordinating programmes to develop Area wide Strategies to reduce emissions and improve air								

<sup>7</sup> Yorkshire and Lincolnshire Pollution Advisory Group – a group consisting of air quality officers from across the Yorkshire and Lincolnshire region (formally known as YAHPAC)

Measure No.	Measure	EU Category	EU Classification	Lead Authority	Planning Phase	Implementation Phase	Key Performance Indicator	Target Pollution Reduction in the AQMA	Progress to Date	Estimated Completion Date	Comments
Page 126	Development of low emission vehicle guidance	Policy Guidance and Development Control	Low Emission Strategy	NYCC	2018	2019 onwards	Publication of new NYCC low emission vehicle policy	Not quantified	NYCC has already commenced a review of regional policy	June 2018	The NYCC air quality strategy is currently under review. A NYCC electric vehicle chargepoint strategy will be developed as part of this process. It will cover issues such as potential for on-street charging, charging at NYCC properties and an investigation into the potential use of EVs in the NYCC fleet. The scope of the NYCC Air Quality/Electric Vehicle strategy is currently being finalised and will be agreed with NYCC Councillors before proceeding. The current aim is to finalise the strategy by end of 2018/ early 2019.
				Selby DC			Publication of Selby DC low emission vehicle guidance		Selby DC currently does not have low emission vehicle guidance		NYCC operates a limited number of vehicles within the Selby District area and controls some on-street parking. NYCC EV charging infrastructure projects are currently only planned for outside Selby DC area (mainly at P&R sites). The new NYCC low emission policy is not expected to impact significantly on air quality in Selby.
											Selby DC will develop a local low emission vehicle guidance which will identify how the use of low emission vehicles will be further supported and promoted throughout the Selby District, This will cover issues such as an infrastructure strategy, promotional activities and incentivising the use of EVs.

Measure No.	Measure	EU Category	EU Classification	Lead Authority	Planning Phase	Implementation Phase	Key Performance Indicator	Target Pollution Reduction in the AQMA	Progress to Date	Estimated Completion Date	Comments
8	Provide publicly accessible EV charging infrastructure and priority parking for low emission vehicles in Selby	Promoting Low Emission Transport	Procuring alternative Refuelling infrastructure to promote Low Emission Vehicles, EV recharging, Gas fuel recharging	Selby DC	2018	2019	Number of EV charging points provided in Selby DC car parks	See comments above on possible emission savings from short distance local trips being converted to electric vehicles (see measure 3)	None	Ongoing	<p>Following the development of the wider low emission vehicle strategy (measure 7) Selby DC will aim to commence delivery of publicly accessible EV charging infrastructure as soon as possible.</p> <p>There is currently no funding available for the provision of EV charging infrastructure within the Selby District. Selby DC will continue to explore all possible funding opportunities and will also pursue the provision of public EV charging points via the planning system (measure 6).</p> <p>SDC is currently working on a Car Park Strategy. Priority 3 of the draft strategy is 'to provide well-maintained car park facilities which meet the needs of customers'. This is underpinned by an action to ensure electric vehicle charging points are made available in appropriate car parks.</p> <p>This strategy also has an action that will assess car parks for the need for specialist parking bays; this may be family, disabled or priority parking for LEV's. The AQMA steering group fed into the consultation process asking for this to be considered as part of the strategy.</p>

Measure No.	Measure	EU Category	EU Classification	Lead Authority	Planning Phase	Implementation Phase	Key Performance Indicator	Target Pollution Reduction in the AQMA	Progress to Date	Estimated Completion Date	Comments
9	Investigate opportunities for developing sustainable procurement policies within Selby DC and NYCC	Promoting Low Emission Transport	Public Vehicle Procurement - Prioritising uptake of low emission vehicles	Selby DC NYCC	2018	2019	Number of low emission vehicles procured by Selby DC and NYCC	Not quantified	NYCC air quality strategy currently under review.  Review includes identifying opportunities for use of low emission vehicles in NYCC fleet  Selby low emission vehicle procurement policy not yet developed	NYCC air quality strategy review due to be completed late 2018 / early 2019	Selby DC and NYCC will review their vehicle procurement policies to ensure ultra low emission vehicles are purchased whenever possible. This is in line with the recent draft NICE guidelines. As both authorities currently operate relatively new vehicles this measure is considered to be low priority.
10	Undertake a review of current taxi fleet to identify current ages and emission standards. Investigate use of a taxi incentive grant to promote uptake of hybrid vehicles in the fleet	Promoting Low Emission Transport	Taxi emission incentives	Selby DC	2017	2018	% reduction in number of diesel taxis in the fleet	Not quantified	Initial fleet review completed	Grant dependant	A review has already commenced of the current taxi fleet in Selby. The majority of the fleet are currently relatively modern diesel vehicles. There is scope to reduce emissions from the taxi fleet by offering incentives for the uptake of petrol hybrid vehicles in preference to diesel cars but this would require significant levels of funding which currently do not exist Selby will continue to review and analyse the taxi fleet and to try and secure funding to promote alternatives as and when possible.

Measure No.	Measure	EU Category	EU Classification	Lead Authority	Planning Phase	Implementation Phase	Key Performance Indicator	Target Pollution Reduction in the AQMA	Progress to Date	Estimated Completion Date	Comments
11	Improve public access to air quality information and advice	Public Information	Leaflets	Selby DC	2017	2018	Review and update of Selby DC air quality web pages completed	n/a	None	December 2018	The Selby DC air quality website will be update to reflect the aims and objectives of the AQAP and to highlight how members of the public can help improve air quality on New Street through better travel choices and vehicle purchasing decisions. Further information will also be provided on the health impacts of air quality and how people can reduce their own personal exposure levels. This is in line with the recent draft NICE guidelines. An information leaflet will be produced for local business highlighting the most effective transport routes around the town centre and highlighting other issues such as illegal parking (leading to congestion) and idling emissions.
			Internet								

Measure No.	Measure	EU Category	EU Classification	Lead Authority	Planning Phase	Implementation Phase	Key Performance Indicator	Target Pollution Reduction in the AQMA	Progress to Date	Estimated Completion Date	Comments
12	Continue to improve opportunities to cycle in Selby district.	Transport Planning and Infrastructure	Cycle network	NYCC	Ongoing	Ongoing	Km of new cycle network provided in Selby DC	A 5% reduction in private car trips in New Street could deliver a 5.68kg/y (3.89%) reduction in NOx emission per year (in New Street AQMA only). If this was increased to a 10% reduction in private car trips the emission savings would increase to 11.37kg/y and 7.79%. The total emission savings across the whole district would be much greater than this. Reducing emissions from private cars is a key priority for the Selby AQAP	NYCC already delivers and maintains cycling based measures across the North Yorkshire region through the NYCC Transport Plan.	Ongoing	Themes 3n and 3j of the NYCC Transport Plan set out NYCCs approach to improving air quality through sustainable travel measures. Any new cycle facilities for the Selby district will have to be negotiated via planning decisions and paid for by developers or by grant funding opportunities. This will be considered during the preparation of low emission planning guidance (measure 6). When planning the provision of new cycling infrastructure regard will be given to the draft NICE guidelines which highlight the need to place cycle lanes as far away from busy roads as possible and ideally in off-road locations.
			Public Cycle Hire Scheme								NYCC public health department are working with Selby Health Matters to promote active travel in the district. A cycle map to promote active work and family travel is currently being produced as part of this project.
											A number of bike libraries operate in the Yorkshire region as part of the welcome to Yorkshire 'Borrow Bike Scheme'. <a href="#">Home   Yorkshire Bank Bike Libraries</a> It may be possible to set up a similar scheme in Selby.

Measure No.	Measure	EU Category	EU Classification	Lead Authority	Planning Phase	Implementation Phase	Key Performance Indicator	Target Pollution Reduction in the AQMA	Progress to Date	Estimated Completion Date	Comments
13	Continue to promote sustainable travel in Selby	Promoting Travel Alternatives	Intensive active travel campaign and infrastructure	NYCC	Ongoing	Ongoing	Further investment in promoting travel alternatives in Selby	A 5% reduction in private car trips in New Street could deliver a 5.68kg/y (3.89%) reduction in NOx emission per year (in New Street AQMA only). If this was increased to a 10% reduction in private car trips the emission savings would increase to 11.37kg/y and 7.79%. The total emission savings across the whole district would be much greater than this.  Reducing emissions from private cars is a key priority for the Selby AQAP	NYCC already delivers sustainable travel promotional activities across the county	Ongoing	Themes 3n and 3j of the NYCC Transport Plan set out NYCCs approach to improving air quality through sustainable travel measures. NYCC, together with its partners, will seek funding opportunities to promote active travel and travel alternatives.
			Personalised travel planning								Intensive active travel planning measures and personalised travel planning schemes exist in other parts of the NYCC area and there is scope to extend these to the Selby District if additional funding can be found.
			Promotion of walking								The Selby Health Matters group recently submitted a bid (March 2018) to further develop active workplace and family travel initiatives in Selby.
			School Travel Plans								NYCC will continue to work with Selby DC to deliver travel planning in schools, and will continue to try and attract additional funding to support sustainable transport measures both within the Selby District and the wider NYCC area. These activities support the recent draft NICE guidelines on air quality.
14	Rapid review of existing signalling and junction priorities around New Street	Traffic Management	Congestion management	NYCC	2018	2018	Reduction in queue length on New Street	Not yet assessed	Not yet implemented	2018	There may be scope to significantly reduce queue lengths and idling times on New Street for all vehicles by making simple adjustments to the traffic light timings and priorities on surrounding junctions. A rapid review will be completed as soon as possible to identify and implement any such changes.

## **Appendix A: Source apportionment and emission reduction calculations**

This appendix provides further information on the source apportionment and emission reduction calculations set out in section 3.3 and 3.4.

### **Source Apportionment Study (January 2016)**

#### **Background**

In January 2016 a source apportionment study was undertaken for New Street to define what improvement in air quality, and corresponding reduction in emissions was needed on New Street.

Source apportionment refers to the process of looking at how different source categories contribute to overall concentrations of a certain pollutant in a particular area. Different source categories are typically expressed as contributing a certain percentage of the overall emissions.

Source apportionment studies can be relatively simple, breaking emissions down into, for example, road sources, domestic sources, industry and other sources. Alternatively, more detail can be achieved by, for example, breaking the road source emissions down into different vehicles types. Whatever approach is taken, LAQM.TG(16) states that source apportionment should be detailed enough to allow the authority to identify the predominant sources that contribute to the air quality exceedences within an AQMA.

The first step is to separate emissions into regional background (which the authority is unable to influence); local background (which is the authority should have some influence over); and local sources (which will add to the background to give rise to the hotspot area of exceedence). Local sources will be the main target for a local authority to control within an Air Quality Action Plan. As traffic is known to be a significant contributor to poor air quality in Selby the 2016 source apportionment study considered different vehicle types and their respective emissions.



Source apportionment for nitrogen dioxide (NO<sub>2</sub>) is not straightforward due to the non-linear relationship between the emissions of NO<sub>2</sub> and NO<sub>x</sub>. This is additionally complicated by the different proportions of NO<sub>2</sub> in the NO<sub>x</sub> emission from different sources, for example, petrol cars or diesel cars. The following issues therefore apply to NO<sub>2</sub> source apportionment:

- a) Background concentrations – the total background NO<sub>2</sub> concentration should be apportioned to regional and local background using the ratio of the background NO<sub>x</sub> concentrations attributable to these two sources (also available in the background maps)
- b) Local contributions – the local contribution to NO<sub>2</sub> is the difference between the total NO<sub>2</sub> and the total background NO<sub>2</sub>. This is then apportioned to the local sources, for example, buses, HGVs and cars, using the relative contributions of these sources to the local NO<sub>x</sub> concentration.

The source apportionment of nitrogen dioxide concentrations on New Street was carried out in accordance with LAQM.TG(16) and is explained below. It was considered unlikely that domestic smoke emissions would be significant on New Street as it is contained within a Smoke Control Area (*Selby No.1 Smoke Control Order 1980*). There may be a minor influence from emissions associated with commercial and domestic heating on New Street but this is likely to be insignificant compared to the impact of local traffic.

## Methodology

DEFRA's Emission Factor Toolkit (EFT) version 6.0.2 was used to predict emissions from different vehicle categories using New Street. The '*Detailed Option 1*' was used to enter the traffic data, which allows an Annual Average Daily Traffic (AADT) flow and speed to be entered for a road link, together with a % Cars, % LGVs, % HGVs, % Bus/Coach and % Motorcycle.

EFT calculations are based on average UK fleet composition for a given year and for a given road type (and whether the road is in London or outside London). In the

absence of detailed traffic age and fuel type information, the default EFT fleet compositions were used in the January 2016 source apportionment study. A modelled year of 2014 was chosen to correspond to the latest available bias-corrected monitoring data.

Concentrations of pollution are usually higher on roads approaching junctions due to increased emissions associated with stop-start driving conditions. LAQM technical guidance states that it may prove useful to split roads up into much smaller sections, which will then allow a more accurate definition of changing vehicle speeds close to junctions. The guidance states that for junctions, it is reasonable to assume that traffic approaching the junction slows to an average of 20kph. In general, these speeds are relevant for approach distances of approximately 25m and help to more accurately represent junctions that experience congestion and stopping traffic.

The EFT was used to model each direction of flow on New Street independently. A speed of 20kph was assumed for a 25m approach to the New St / Ousegate junction on the north east bound carriageway only. South west bound traffic was assumed to be travelling at the speed limit of 30mph (~48kph). A total road length of 125m was modelled in the EFT. This length corresponds to the length of New Street proposed included in the AQMA.

### **Traffic Data**

Traffic data for New Street was obtained from North Yorkshire County Council (NYCC) in the form of long term count data from an Automatic Traffic Counter (ATC). Average hourly traffic flows for the whole of 2014 were used for the study. The ATC provided counts according to a number of length categories as shown in table A1 below.

**Table A1: ATC length Classifications**

Length	Assumed Classification
<2.8m	Motorcycle
2.8-5.2m	Car (may also include car-derived van)
5.2-6.5m	Van/light goods vehicle
6.5-11.5m	Other goods vehicle (HGV)
>11.5m	Other goods vehicle (HGV)

Summary information for the ATC is shown in table 2 below. The summary data has shown that AADT flows and vehicle proportions are similar in both directions on New Street.

**Table A2: Long-term Automatic Traffic Counter (ATC) Summary for 2014**

Direction	MC (<2.8m)	Car (2.8 – 5.2m)	Van/LGV (5.2 – 6.5m)	OGV1/HGV (6.5m – 11.5m)	OGV2/HGV (>11.5m)	AADT (2014)
East Bound	21	4976	136	130	14	5277
East Bound %	0.40%	94.30%	2.58%	2.46%	0.27%	<b>100%</b>
West Bound	21	5049	145	126	11	5352
West Bound %	0.39%	94.34%	2.71%	2.35%	0.21%	<b>100%</b>
Combined	40	10025	280	258	25	10628
Combined %	0.38%	94.33%	2.63%	2.43%	0.24%	<b>100%</b>

### Bus Information

North Yorkshire County Council’s Passenger Transport team advised that there were two Arriva bus services that operated through New Street, namely service 415/416 to York and Service 4 to Goole. A review of bus timetables was undertaken to establish bus numbers per during a typical weekday and weekend service.

An Annual Average Daily Traffic (AADT) flow for buses was derived using a weighted average, as follows:

$$Bus\ AADT = \frac{(5 \times Weekday\ bus\ trips) + (1 \times Sat\ bus\ trips) + (1 \times Sun\ bus\ trips)}{7}$$

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Summary information for each bus service is provided in the tables below.

**Table A1: Arriva Service 415/416 - Selby to York (from 2015 timetable)**

Day	North East Bound Trips	South West Bound Trips
Weekday (Mon – Fri)	51	51
Weekend (Sat)	50	49
Weekend (Sun)	21	22
<i>AADT (Weighted average)</i>	46.6	46.6

**Table A2: Arriva Service 415/416 - Selby to York (from 2014 timetable)**

Day	North East Bound Trips	South West Bound Trips
Weekday (Mon – Fri)	39	39
Weekend (Sat)	40	40
Weekend (Sun)	21	21
<i>AADT (Weighted average)</i>	36.6	36.6

For Arriva service 415/416 Selby to York, the 2014 timetable information has been used for the source apportionment however, it should be noted that this service became more frequent from 1<sup>st</sup> September 2015. An additional 10 buses per day in each direction are currently operating along New Street on route 416/416, compared with 2014.

### **Vehicle proportions used for source apportionment**

The final AADTs and vehicle proportions used for the source apportionment are shown in table A5 below.

Table A5: Proportion of vehicles used for source apportionment

Direction of travel along New Street	AADT*	Percentage (%) of total flow				
		Motorcycle	Car	LGV	HGV	Bus
Both directions	10628	0.376	94.326	2.635	1.919	0.743
North East Bound	5277	0.398	94.296	2.577	1.971	0.758
South West Bound	5352	0.392	94.339	2.709	1.831	0.729

\*AADT rounded to nearest whole number

## Final Source Apportionment

The final source apportionment for New Street is presented below.

**Table A6: Explanation of values used in Source Apportionment**

Abbreviation	Explanation	Value ( $\mu\text{g}/\text{m}^3$ )
[T-NO <sub>2</sub> ]	Highest annual mean NO <sub>2</sub> concentration at a relevant receptor from diffusion tube monitoring in 2014	46.00
[TB-NO <sub>2</sub> ]	2014 Total background NO <sub>2</sub> (from background maps)	14.41
[TB-NO <sub>x</sub> ]	2014 Total background NO <sub>x</sub> (from background maps)	19.66
[RB-NO <sub>x</sub> ]	Regional background NO <sub>x</sub> (from background maps)	8.00
[LB-NO <sub>x</sub> ]	Local background NO <sub>x</sub>	11.66 (see step 1)
[RB-NO <sub>2</sub> ]	Regional background NO <sub>2</sub>	5.86 (see step 2)
[LB-NO <sub>2</sub> ]	Local background NO <sub>2</sub>	8.55 (see step 2)
[L-NO <sub>2</sub> ]	Local NO <sub>2</sub> contribution at the worst-case location	31.59 (see step 3)

**Step 1:** From the total and regional background NO<sub>x</sub> derive a local background NO<sub>x</sub>:

$$[\text{LB-NO}_x] = [\text{TB-NO}_x] - [\text{RB-NO}_x]$$

$$[\text{LB-NO}_x] = 19.66 - 8.00 = 11.66\mu\text{g}/\text{m}^3$$

**Step 2:** Apportion the total background NO<sub>2</sub> into regional and local using the regional and local NO<sub>x</sub> proportions:

$$[\text{RB-NO}_2] = [\text{TB-NO}_2] \times ([\text{RB-NO}_x]/[\text{TB-NO}_x]) = 5.86\mu\text{g}/\text{m}^3$$

$$[\text{LB-NO}_2] = [\text{TB-NO}_2] \times ([\text{LB-NO}_x]/[\text{TB-NO}_x]) = 8.55\mu\text{g}/\text{m}^3$$

**Step 3:** Calculate the local NO<sub>2</sub> contribution at the worst-case location ([L-NO<sub>2</sub>]) from the total measured minus background:

$$[L-NO_2] = [T-NO_2] - [TB-NO_2] = 46.00 - 14.41 = 31.59 \mu\text{g}/\text{m}^3$$

**Step 4:** Apportion the local contributions to total NO<sub>2</sub> concentration using the modelled emission results for NO<sub>x</sub>. The percentage of NO<sub>x</sub> emissions from each vehicle category is shown in table A7 below:

**Table A7: Apportioned local concentrations of nitrogen dioxide from traffic sources**

Vehicle category	New Street Modelled NO <sub>x</sub> (kg/y)	New Street Modelled NO <sub>x</sub> (%)	Local NO <sub>2</sub> contribution (µg/m <sup>3</sup> )
Car (Petrol)	26.03	12.68	4.01
Car (Diesel)	120.77	58.86	18.59
Car (Hybrid)	0.27	0.13	0.04
LGV (Petrol)	0.16	0.08	0.03
LGV (Diesel)	10.47	5.10	1.61
Rigid HGV	24.11	11.75	3.71
Articulated HGV	6.59	3.21	1.01
Bus	16.54	8.06	2.55
Motorcycle	0.24	0.12	0.04
<b>Totals</b>	205.19	100%	31.59µg/m <sup>3</sup>

**Step 5:** The final source apportionment of the highest annual mean NO<sub>2</sub> concentration at a relevant receptor on New Street (46µg/m<sup>3</sup>)

Table A8: Final source apportionment of nitrogen dioxide

Source category		Estimated Local NO <sub>2</sub> contribution (µg/m <sup>3</sup> )	% of NO <sub>2</sub>
Background	Regional background	5.86	12.74
	Local background	8.55	18.59
	<b>Background total</b>	<b>14.41</b>	<b>31.33</b>
Local Traffic Sources	Car (Petrol)	4.01	8.71
	Car (Diesel)	18.59	40.42
	Car (Hybrid)	0.04	0.09
	<b>Car Total</b>	<b>22.64</b>	<b>49.22</b>
	LGV (Petrol)	0.03	0.05
	LGV (Diesel)	1.61	3.51
	<b>LGV Total</b>	<b>1.64</b>	<b>3.56</b>
	Rigid HGV	3.71	8.07
	Articulated HGV	1.01	2.21
	Bus	2.55	5.54
	<b>Heavy Diesel Total</b>	<b>7.27</b>	<b>15.81</b>
	Motorcycle	0.04	0.08
	<b>Totals</b>	<b>46µg/m<sup>3</sup></b>	<b>100%</b>

A pie chart summarising the main outcomes of the January 2016 source apportionment study is included in the main report section 3.3.



## Selby AQAP modelled emission reduction scenarios

Following consultation on the first draft of Selby’s AQAP (Appendix B) further work was undertaken to model the level of emission reduction expected to arise from various ‘packages’ of measures included in the AQAP. The results of this study were used to re-prioritise some of the measures in the AQAP.

The list of modelled AQAP emission reduction scenarios are shown in Table A9 below.

A summary of the outcomes of this modelling work is provided within the main report (section 3.5)

**Table A9: Modelled AQAP emission reduction scenarios**

Scenario Reference	Scenario Name	Year	Description	Assumptions
1	Base	2018	Base model, reflecting current traffic emissions along New Street	Daily traffic flows and vehicle proportions have been taken from the source apportionment work, presented in section 3.4.
2a	Sustainable Transport 5%	2018	Reflects a scenario where 5% of car travel is shifted to more sustainable modes such as walking, cycling and public transport. A 5% reduction from the measures in the interim AQAP is considered an optimistic but realistic target	<p>Modal shift to walking, cycling and public transport. Sensitivity testing between 5-50% reduction in car use.</p> <p>Likely to also require delivery of low emission planning guidance to ensure travel plans are implemented on new developments and opportunities for sustainable travel are</p>

Scenario Reference	Scenario Name	Year	Description	Assumptions
2b	Sustainable Transport 10%	2018	Reflects a scenario where 10% of car travel is shifted to more sustainable modes such as walking, cycling and public transport. A 10% shift to sustainable transport would require significant investment by NYCC in sustainable transport infrastructure and promotion in Selby. NYCC currently have no budget to provide this level of investment in Selby	maximised, such as implementation of low emission car clubs
2c	Sustainable Transport 15%	2018	Reflects a scenario where 15% of car travel is shifted to more sustainable modes such as walking, cycling and public transport. Modal shift above 15% is only likely to occur with large scale investment in sustainable transport infrastructure and reallocation of road space to pedestrians and cyclists.	
2d	Sustainable Transport 20%	2018	Reflects a scenario where 20% of car travel is shifted to more sustainable modes such as walking, cycling and public transport	
2e	Sustainable Transport 30%	2018	Reflects a scenario where 30% of car travel is shifted to more sustainable modes such as walking, cycling and public transport	
2f	Sustainable Transport 40%	2018	Reflects a scenario where 40% of car travel is shifted to more sustainable modes such as walking,	

Scenario Reference	Scenario Name	Year	Description	Assumptions
			cycling and public transport	
<b>2g</b>	Sustainable Transport 50%	2018	Reflects a scenario where 50% of car travel is shifted to more sustainable modes such as walking, cycling and public transport. This level of traffic reduction is only likely if restrictions are in place to prevent traffic movements through New Street (e.g. one way flow through New Street, restricting hour of access etc)	
<b>3a</b>	Reduce all vehicles by 5%	2018	Reduce all vehicle classes (except bus services) by 5%. A 5% reduction from the measures in the interim plan is considered an optimistic target	Reduce all vehicle classes by specified amount. Bus service provision is maintained at current frequency.
<b>3b</b>	Reduce all vehicles by 10%	2018	Reduce all vehicle classes (except bus services) by 10%. A 10% reduction in all traffic is considered beyond the scope of the current interim AQAP	Sensitivity testing to consider 5 and 10% reduction in overall traffic
<b>4a</b>	Reduce HGVs by 25%	2018	Reflects a scenario where HGVs movements along New Street are reduced by 25%. A conservative figure of 25% reduction is considered possible based on a review of signage, education and enforcement activities.	SDC have undertaken some observations of HGV movements along New Street and over the survey period 33 out of 84 HGVs (39%) were estimated to be in excess of the of 7.5 tonne limit and a large proportion of these were not considered as being

Scenario Reference	Scenario Name	Year	Description	Assumptions
4b	Reduce HGVs by 50%	2018	Reflects a scenario where HGVs movements along New Street are reduced by 50%. This could potentially be achieved by restricting hours of access for HGVs or further consideration of allowed weight limits.	used <i>'for or in connection with the conveyance of goods to or from any premises on adjacent to that road or length of road'</i> , or in connection with any of the permitted operations. A conservative figure of 25% reduction is considered possible based on a review of signage, education and enforcement activities.
4c	Ban HGVs	2018	Reflects a scenario where HGVs are banned on New Street. 100% of HGV movements removed compared to base model.	Additional scenarios have also been considered where HGVs are reduced by 50% and 100% (i.e. HGV ban)
5	Reduce LGVs by 25%	2018	Reflects a scenario where LGV movements are reduced by 25%. This would require significant work with local businesses starting with the survey as detailed in this interim AQAP	Assumes that SDC works with the business community to identify opportunities to reduce the total number of trips made by light goods vehicles using New Street
6	Electric cars 5%	2018	Reflects a scenario where 5% of car journeys through New Street are made in electric vehicles with zero tailpipe emissions. This is considered an optimistic but realistic target for the interim AQAP.	This assumes SDC implements a low emission vehicle policy and seeks opportunities to provide EV charging infrastructure with SDC car parks. It also assumes that incentives are developed for promotion of low emission vehicle use in Selby district to maximise uptake of low emission vehicles.

Scenario Reference	Scenario Name	Year	Description	Assumptions
7	Euro VI Buses	2018	All buses using New Street achieve a Euro 6 Emission Standard	<p>Assumes that all buses using New Street are Euro VI emission standard. This scenario gives an indication of the emissions improvements associated with changing the default bus Euro proportions in the Emission Factor Toolkit to 100% Euro VI.</p> <p>The default EFT Euro Standard proportions for a 2018 modelled year were Euro II (~2%), Euro III (~10%), Euro IV (~9%), Euro V EGR (~7%), Euro V SCR (~22%) &amp; Euro VI (~49%).</p> <p>The results of this scenario is could be refined by obtaining further detail about the local bus fleet mix in Selby. This scenario broadly assumes that half the buses currently operating on New Street are currently not achieving the Euro 6 standard and would be upgraded.</p>

Scenario Reference	Scenario Name	Year	Description	Assumptions
8	Interim AQAP	2018	<p>A combination of scenarios 2a, 4a, 6 and 7.</p> <p>This combination of scenarios provides an indication of the likely impact of the interim AQAP</p>	Assumes scenarios 2a, 4a, 6 and 7 are delivered in full

## Appendix B: Response to Consultation

### Air Quality Action Plan (AQAP) consultation questionnaire and responses

An online consultation questionnaire was made available on the SDC website between 25 September and 26 November 2017. The following questions were asked:

**Question 1:** To help us understand who we have consulted with please indicate which of these best describes your view point in relation to this consultation. Tick all that apply.

I am a local resident and these are my personal views (please now go to question 3)	
I am a non-Selby resident and these are my personal views (please now go to question 3)	
I am responding in a professional / business capacity (please now go to question 2)	

**Question 2:** If responding in a professional or business capacity please state which type of organisation or industry you represent (tick all that apply)

Local / regional council	
Central government organisation	
Local retailer / trader / service provider	
Bus operator/driver	
Freight operator / haulier	
Taxi operator /driver	
Environmental charity or pressure group	
Health based charity or pressure group	
Healthcare professional	
Industrial process / large scale manufacturing	
Land use planner / planning consultant	
Developer / house builder	
Academic organisation	
Environmental consultant / lawyer	
Low emission vehicle industry / EV infrastructure provider	

Other (please state) .....

**Question 3:** What is your postcode?

If responding in a personal capacity provide postcode of home address	
If responding in a professional or business capacity provide postcode of your work address / business premises	

If you do not wish to provide your postcode please leave blank and proceed to Question 4

**Question 4:** Which of these statements applies to you (tick all that apply)

I live and work / study in Selby	
I commute into Selby daily from outside the district to work / study	
I own / manage a small or medium size business in Selby	
I regularly use the shops and services in Selby town centre	
None of the above applies to me	

**Question 5:** Before reading the draft air quality action plan how concerned were you about air quality in the Selby area?

Seriously concerned	
Moderately concerned	
Slight concerned	
Not at all concerned	

**Question 6:** After reading the draft action plan how concerned are you now about air quality in the Selby area?

Seriously concerned	
Moderately concerned	
Slight concerned	
Not at all concerned	

**Question 7:** The draft air quality action plan has identified traffic emissions as the main cause of the air pollution problem on New Street. Do you agree with this conclusion?

Yes	
No	
Don't know	

If you have answered no to question 7 please indicate here what you consider to be the main cause of the air pollution problem on New Street.

.....



**Question 8:** The draft Air Quality Action Plan sets out categories of measures that the Council proposes should be the focus of attention to improve air quality in Selby. These have been provisionally prioritised by the Council.

In your view, what importance should be given to these categories?

	High importance	Medium importance	Low importance	Don't know
Access Management study				
Erection of anti-idling signs				
Low emission car club <sup>8</sup>				
Support for local businesses to reduce transport emissions and number of vehicle trips				
Better awareness and enforcement of HGV weight limits				
Development of low emission planning guidance by SDC				
Use of lower emission vehicles by SDC.				
Provision of charging points for electric vehicles				
Procurement of low emission goods and services by SDC				
Setting of emission standards for taxis				
Improve access to air quality advice				
Improve opportunities to cycle in SDC area				
Promote sustainable travel in SDC area				

**Question 9:** Are there any other measures you feel the council should be taking to improve air quality which are currently not included in the draft air quality action plan?

**Question 10:** Do you think the proposed measures will improve air quality in Selby?

Yes	
No	
Not Sure	

<sup>8</sup> Membership of a car club provides access to a vehicle when you need one reducing the need for personal car ownership. Membership costs are usually lower than the cost of purchasing, insuring and taxing your own vehicle. They can be particularly good for reducing the need for second car ownership and can also be used by businesses instead of operating private pool vehicles.

**Question 11:** Which of these measures would you personally consider taking to improve air quality in Selby DC. Please tick all that apply

Walk more	
Cycle more	
Use the bus	
Share a lift	
Use a lower emission vehicle	
Join a car club	
None of the above	

If there is anything which prevents you from doing these things at the moment please provide a brief list here. Please use short statements only, for example 'I can't ride a bike', 'there is no bus route near my house'

**Question 12:** Do you have any further comments or suggestions relating to the improvement of air quality in Selby?

## Consultation Questionnaire Responses

A total of 22 questionnaire responses were received during the consultation period. A summary of the responses is provided below.

### Question 1

*To help us understand who we have consulted with please indicate which of these best describes your view point in relation to this consultation.*

*Number of responses to this question: 21*

Responses were received from 17 local residents (one resident indicated that their response reflected views both as a resident and in a professional/business capacity) and 4 people responding in a solely business/professional capacity. One respondent did not answer this question.

### Question 2

*If responding in a professional or business capacity please state which type of organisation or industry you represent (tick all that apply)*

*Number of responses to this question: 5*


Of the 5 respondents that indicated they were responding in a professional / business capacity, 2 were responding on behalf of a local authority, 2 represented local retailers/traders/service providers and 1 was a landlord.

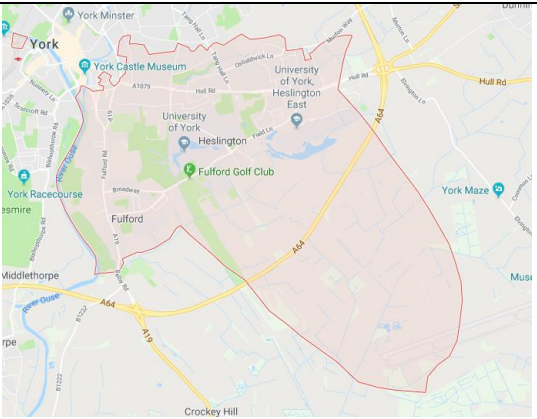

### Question 3

*What is your postcode?*

*Number of responses to this question: 19*

Where respondents indicated their postcode, these are summarised below

Postcode Area		Number of responses	View point
YO8 (Selby)		17	15 x local resident 2 x local retailer

<p>YO10 (S.E York)</p>		<p>1</p>	<p>1 x local authority (York)</p>
<p>DN14 (Whitley, Goole)</p>		<p>1</p>	<p>1 x local resident</p>

**Question 4**

*Which of these statements applies to you (tick all that apply)*

*Number of responses to this question: 21*

<p>I live and work / study in Selby</p>	<p>14 (1 respondent indicated that they were a small/medium size business owner)</p>
<p>I commute into Selby daily from outside the district to work / study</p>	<p>0</p>
<p>I own / manage a small or medium size business in Selby</p>	<p>4 (1 respondent indicated that they 'lived, worked or studied' in Selby)</p>
<p>I regularly use the shops and services in Selby town centre</p>	<p>7 (4 respondents indicated that they 'lived, worked or studied' in Selby)</p>
<p>None of the above applies to me</p>	<p>1 (this was a response from a neighbouring local authority)</p>

**Question 5**

*Before reading the draft air quality action plan how concerned were you about air quality in the Selby area?*

*Number of responses to this question: 21*

Seriously concerned	4 (2 residents with no business interests, 1 resident also with a business interest (landlord), 1 local retailer)
Moderately concerned	10 (8 residents with no business interests, 1 local retailer, 1 person responding in a non-specified professional/business capacity)
Slight concerned	4 (all residents with no business interests)
Not at all concerned	3 (2 residents, 1 local authority)

**Question 6**

*After reading the draft action plan how concerned are you now about air quality in the Selby area?*

*Number of responses to this question: 21*

Seriously concerned	4 (these were the same 4 respondents that indicated they were 'seriously concerned' in question 5)
Moderately concerned	13 (10 of these had not changed their viewpoint from question 5, 2 residents who were only 'slightly concerned' prior to reading the AQAP indicated they were now 'moderately concerned', and a local authority that indicated they were 'not concerned at all' prior to reading the AQAP now indicated they were 'moderately concerned').
Slight concerned	4 (2 respondents had not changed their viewpoint from question 5, 2 residents who were 'not concerned at all' prior to reading the AQAP now indicated that they were 'slightly concerned')
Not at all concerned	No respondents indicated that they were 'not concerned at all'

**Question 7**

*The draft air quality action plan has identified traffic emissions as the main cause of the air pollution problem on New Street. Do you agree with this conclusion?*

*Number of responses to this question: 21*

Yes	20
No	0
Don't know	1 (resident)

*If you have answered no to question 7 please indicate here what you consider to be the main cause of the air pollution problem on New Street.*

Three of the respondents who answered 'Yes' provided some commentary. Two of these comments were related to traffic and restricted dispersion of pollution. The other respondent suggested that works on the bypass have contributed to the increased traffic in the town and that changes to the traffic light timings may cause more traffic queues outside Barlby School. This respondent also had some concerns about restricting access to HGVs as it was thought that new 'Euro 5' engines in HGVs were less polluting than older diesel cars.

**Question 8**

*The draft Air Quality Action Plan sets out categories of measures that the Council proposes should be the focus of attention to improve air quality in Selby. These have been provisionally prioritised by the Council. In your view, what importance should be given to these categories?*

*Number of responses to this question: 21*

	High importance	Medium importance	Low importance	Don't know
Access Management study	7 (33.3%)	13 (61.9%)	1 (4.8%)	0
Erection of anti-idling signs	8 (38.1%)	7 (33.3%)	6 (28.6%)	0
Low emission car club	3 (14.3%)	9 (42.9%)	6 (28.6%)	3 (14.3%)
Support for local businesses to reduce transport emissions and number of vehicle trips	9 (42.9%)	9 (42.9%)	2 (9.5%)	1 (4.8%)
Better awareness and enforcement of HGV weight limits	20 (95.2%)	0	1 (4.8%)	0
Development of low emission planning guidance by SDC	11 (52.4%)	7 (33.3%)	2 (9.5%)	1 (4.8%)
Use of lower emission vehicles by SDC.	9 (42.9%)	7 (33.3%)	4 (19%)	1 (4.8%)
Provision of charging points for electric vehicles	6 (28.6%)	7 (33.3%)	8 (38.1%)	0
Procurement of low emission	8 (38.1%)	8 (38.1%)	5 (23.8%)	0

	<b>High importance</b>	<b>Medium importance</b>	<b>Low importance</b>	<b>Don't know</b>
goods and services by SDC				
Setting of emission standards for taxis	7 (33.3%)	14 (66.7%)	0	0
Improve access to air quality advice	8 (38.1%)	10 (47.6%)	3 (14.3%)	0
Improve opportunities to cycle in SDC area	12 (57.1%)	5 (23.8%)	4 (19.0%)	0
Promote sustainable travel in SDC area	13 (61.9%)	5 (23.8%)	3 (14.3%)	0

**Question 9**

*Are there any other measures you feel the council should be taking to improve air quality which are currently not included in the draft air quality action plan?*

*Number of responses to this question: 11*

The responses to this question, together with SDC’s viewpoint are summarised are summarised in the table below.

Comment/Suggestion	Type of Respondent	Issue summary and SDC Comment
<p><i>“Now we have a bypass. Ban traffic except taxis &amp; buses from the old toll bridge to Scott road traffic lights. Motorists can still access all the car parks &amp; residential areas using the bypass. Deliveries could be made using back doors to the various businesses along the affected route. Others who do not have back doors would have to apply for permission to deliver”</i></p>	<p>Resident</p>	<p><b>Issue raised:</b> Restrict access to buses and taxis, with deliveries to businesses via back door routes</p> <p><b>Comment:</b> will be considered as part of access management study, already included as a measure in AQAP (Measure 1)</p>
<p><i>“Control on busses in particular. They always seem to have a plume of black smoke at the rear. Similarly with HGV's but the Council really needs to regulate and ENFORCE limited access”</i></p>	<p>Resident</p>	<p><b>Issue raised:</b> Bus emissions and enforcement of HGV restriction</p> <p><b>Comment:</b> HGV restriction enforcement already included in AQAP (Measure 5). With respect to buses, it has been found that only a small number of buses operate through New Street (see origin destination study). The majority of these are services that operate between</p>



		<p>Selby and York and will be subject to the Clean Air Zone controls planned for York. It is considered that this will be sufficient to ensure future emission improvement for buses using New Street and no further action is needed at a local level.</p>
<p><i>“BOCM make BOCM land in to a car park and have park and ride problem solved no traffic on new street only buses. car share the amount of cars in the school car parks is a big concern”</i></p>	<p>Resident</p>	<p><b>Issue raised:</b> Use of BOCM land as P&amp;R site/ school travel</p> <p><b>Comment:</b> School travel plans already considered as part of Measure 13. Bus based P&amp;R has been considered (see AQAP Appendix B) and is not considered viable at this time. The origin destination study undertake to support the development of the AQAP has shown that many of the car based commuter, shopping and social trips into Selby town centre originate very close to the town centre and would be unlikely to be impacted upon by the provision of a bus based Park and Ride service.</p>

		<p>Funding has recently been obtained to progress the development of the BOCM/Olympia Park site.</p>
<p><i>“There should be a Selby wide 20mph limit. A general speed reduction across the town will improve air quality, reduce noise pollution and make it safer for other road users”</i></p>	<p>Resident</p>	<p><b>Issue raised:</b> Selby wide 20mph speed limit</p> <p><b>Comment:</b> Traffic flow through the New Street AQMA is already very slow due to the presence of the junction and traffic lights. Any measure to reduce the speed limit on New Street is unlikely to result in any air quality improvement. Wider speed restrictions may be considered as part of access management study, already included as a measure in AQAP (Measure 1)</p>
<p><i>“All measures to date are designed to clog up traffic in the centre of Selby It appears the planners philosophy is to slow down and stop traffic moving in Gowthorpe town centre seeing HGVs in Gowthorpe defies belief . Selby desperately needs a new road layout to keep traffic moving and to attract new shops and shoppers. New Street lacks commercial viability as it is too narrow and footpaths are unsafe to use”</i></p>	<p>Resident</p>	<p><b>Issue raised:</b> HGV access restrictions and road layout</p> <p><b>Comment:</b> HGV restriction enforcement already included in AQAP (Measure 5). Access management already considered as part of AQAP (Measure 1)</p>

<p><i>“The cycle lanes into Selby are old and narrow or none existent these could be vastly improved”</i></p>	<p>Resident</p>	<p><b>Issue raised:</b> Cycle lane improvement</p> <p><b>Comment:</b> Improvements to the cycle network will already be considered as part of AQAP (Measure 12)</p>
<p><i>“Park &amp; Ride and parking payments, this would mean I can park outside my own home and reduce the pressure from people coming in to Selby for work”</i></p>	<p>Resident</p>	<p><b>Issue raised:</b> Park and Ride and residents parking</p> <p><b>Comment:</b> Bus and rail based P&amp;R have been considered and are not considered viable at this time. Parking for employees is to be considered as part of AQAP (Measure 4) There are currently no plans to introduce permit parking in Selby</p>
<p><i>“Close New Street to all traffic - Join the Park to the Abbey. Make Station Road and New Millagte/Scott Road one-way. Improve access to Ousegate from Station Road”</i></p>	<p>Resident</p>	<p><b>Issue raised:</b> Access management issues</p> <p><b>Comment:</b> will be considered as part of traffic and access management study, already included as a measure in AQAP (Measure 1)</p>
<p><i>“Watching traffic in New St today I have seen at least 5 vehicles of more than 7. 5ton using New St. There is a sign on the A19 coming into Selby from York saying there is a weight limit on New St but a stranger wouldn't know which street that is. The traffic lights on the cross road at the toll bridge want seriously looking in to. Come and watch the traffic from my shop for a few days</i></p>	<p>Local Retailer</p>	<p><b>Issue raised:</b> HGV access restrictions / access management</p> <p><b>Comment:</b> will be considered as part of access management study, already</p>

<p><i>and you will see what I mean”</i></p>		<p>included as a measure in AQAP (Measure 1). AQAP Measure 5 covers active enforcement of HGV weight limit.</p>
<p><i>“Work with NYCC to ensure that bus companies that serve Selby from commuter areas such as Cawood, Thorpe, Drax etc have to provide sufficient services to allow commuters to arrive in town for a 9am start and for a 5, 5:30 and 6 pm finish”</i></p>	<p>Resident</p>	<p><b>Issue raised:</b> Bus service provision and frequency <b>Comment:</b> NYCC are unable to directly control the timing or frequency of bus services but will provide feedback to bus operators on this issue.</p>
<p><i>“The AQAP is very comprehensive and needs the resources to deliver. Some of these (e.g. EV charging) can be delivered through adopting low emission planning policies. York and other councils are adopting low emission taxi policies - these would be beneficial in Selby as 40% of NO<sub>2</sub> emissions are from diesel cars. More emphasis on safe walking and cycling, preferably away from polluted areas. Selby ideally suited to electric vehicles”</i></p>	<p>Neighbouring Local Authority</p>	<p><b>Issue raised:</b> Low emission taxi policy, electric vehicles, cycling and walking <b>Comment:</b> Low emission taxi incentives will be considered as part of AQAP (Measure 10), but taxi licensing conditions have only recently been reviewed and a further review is unlikely to take place within the lifetime of the AQAP. SDC will continue to monitor progress with taxi licensing and if an opportunity arises to influence emissions from the taxi fleet using this mechanism it will be added to the</p>

		AQAP measures at a later date. Cycling and sustainable travel are already considered (see Measures 12 and 13)
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**Question 10**

*Do you think the proposed measures will improve air quality in Selby?*

*Number of responses to this question: 21*

Yes	10 (47.6%)
No	2 (9.5%)
Not Sure	9 (42.9%)

**Question 11**

*Which of these measures would you personally consider taking to improve air quality in Selby DC. Please tick all that apply*

*Number of responses to this question: 21*

Walk more	10
Cycle more	5
Use the bus	1
Share a lift	1
Use a lower emission vehicle	7
Join a car club	2
None of the above	3

*If there is anything which prevents you from doing these things at the moment please provide a brief list here. Please use short statements only, for example 'I can't ride a bike', 'there is no bus route near my house'*

The comments received are summarised in the table below:

<b>Response to question 11</b>	<b>Respondent type</b>	<b>Comment</b>
None of the above	Resident	<i>"Yes I am an OAP with a disability badge and have walking problems"</i>
Walk more	Resident	<i>"N/A (my wife and I walk in to town)"</i>
Cycle more	Resident	<i>"Fear of cars and lorries on the road - Doncaster Road near crossing"</i>
<i>No response given</i>	Resident	<i>"Business where people travel into work from many surrounding areas so car share is not wholly feasible"</i>
None of the above	Resident	<i>"Unsafe on cycle , walking is unsafe in today's traffic aggressive drivers"</i>
Use a lower emission vehicle	Resident	<i>"Q11 only allows one answer, think most are important. Cost of new vehicle would be prohibitive"</i>
Cycle more	Resident	<i>"Dangerous roads"</i>
Walk more	Resident	<i>"Need to be more cycle and pedestrian friendly. Too car/traffic focused design"</i>
None of the above	Resident	<i>"I already walk everywhere so no"</i>
Cycle more	Resident	<i>"Lack of safe cycle routes"</i>
Walk more	Resident	<i>"Disabilities"</i>
Cycle more / use a lower emission vehicle	Resident	<i>"Lack of safe cycle routes"</i>
Walk more, cycle more, use the bus, use a lower emission vehicle, join a car club	Resident	<i>"This doesn't prevent me doing some of the above, but just to note, I already have a hybrid car"</i>

A common theme in the feedback to this question was the lack of safe pedestrian and cycle routes in Selby.

**Question 12**

*Do you have any further comments or suggestions relating to the improvement of air quality in Selby?*

*Number of responses to this question: 16 respondents provided comments*

<b>Suggestion</b>	<b>SDC Response</b>
<p><i>“I am sure my proposals in Q9 would make Selby a more pleasant town to visit (it works in Goole)” Comment provided at Q9</i></p>	<p>Comments provided at question 9 related to traffic and access management. These issues will be considered as part of the access management study, already included as a measure in the draft AQAP (see Measure 1)</p>
<p><i>“No, I think you have identified the major problem with HGV’s and buses As a matter of interest I have a Motorbility diesel car but it has ECO start. When I stop the engine stops so there is no idling pollution I do not think you have differentiated enough about people who live in Selby and those who live in the small villages. Many of these people never go into Selby”</i></p>	<p>Comments provided relate to HGVs and bus movements which have already been considered as part of the AQAP</p>
<p><i>“The mothers might try walking there kids to school cutting out car journeys the school leaving times are horrendous in Selby”</i></p>	<p>Comments relate to school travel plans which are already covered by in the draft AQAP (see Measure 13)</p>



<p><i>"This questionnaire has a slight programming fault and does not allow multiple selection where that is requested - I have therefore chosen the option which is most important to me. I am happy with the proposals in the report but do not think it goes far enough – one area of the poorest air quality does need action but there are wider issues that should be addressed at the same time. I'm sceptical about car share schemes and electric charging points having anything but minimal impact. Instead I favour a reduction in congestion by a more dramatic one way system coupled with traffic calming to ensure that speeds do not rise. With this is the need for a 20mph limit throughout the town - going virtually entirely to the town boundaries. For example we have a 20mph limit on Baffam Lane passed the school but not the High School or outside the doctors or the hospital. A limit should be in place all the way from the existing into town and on other arterial roads. I know drivers will exceed this but the average speed will fall from the existing 30 limit which is generally exceeded. This would reduce pollution across the entire town to include noise pollution from tyres and make the roads significantly safer and mean I would cycle to town instead of driving. I don't see anything in this survey for contact - I am &lt;&lt;email address provided&gt;&gt; - if you wish for any further views from me"</i></p>	<p>Comments relate to access management, including a town wide 20mph limit. These issues will be considered as part of access management study, already included as a measure in the draft AQAP (see Measure 1). It should be noted, however, that traffic moving through the New Street AQMA is already very slow moving due to the presence of the junction and the traffic lights. Measures to reduce the speed limit on New Street is unlikely to result in air quality improvement. This issue has previously been considered (see AQAP Annex B)</p>
<p><i>"There is a sign on the A19 stating a 7.5 T Limit in New Street .How does a stranger know where New Street is? There should be a sign on the gable end of the hairdresser stating this. If parking on Ousegate (From toll Bridge to Church</i></p>	<p>Comments relate to HGV restriction enforcement, already included in AQAP (see Measure 5).</p>

<p><i>Hill) was abolished traffic would not queue. IF YOU WOULD LIKE TO COME AND WATCH FROM MY SHOP I AM SURE YOU WOULD SOON SEE WHAT I AM TALKING ABOUT. WHO WOULD POLICE THESE CHANGES?"</i></p>	
<p><i>"A simple measure would be to pedestrianise from the town hall to the abbey traffic lights and possibly even include The Crescent. This would have a number of effects 1. Practically eliminate air pollution in the centre of the town 2. Enhance the shopping experience in the centre of town 3. Probably bring new and better shops to the town centre 4. Provide an opportunity to enhance the image of the abbey as per York Minster This is all easily 'do-able' if anyone can be bothered"</i></p>	<p>Comments relate to pedestrianisation SDC is concerned regarding the impact of moving the traffic from the town centre on to those around the centre which have many domestic properties. This could cause further air quality issues but will be considered as part of the traffic management study.</p>
<p><i>"Q11 will not allow more than one choice. I would consider walking, lift share and car club options"</i></p>	<p>General comments to supplement response provided at Qu.11.</p>
<p><i>"Close Selby to through traffic , build mini roundabouts at the Abbey Junction and Gowthorpe Doncaster Road Scott Road Junction . Stop vehicles using the loading only bays in Gowthorpe which obstructs traffic queuing to turn left into Doncaster Road"</i></p>	<p>These issues will be considered as part of the access management study, already included as a measure in the draft AQAP (see Measure 1)</p>
<p><i>"As I spend 6 days a week in a shop with the door open I breath the Selby town air and its quality should be the best possible"</i></p>	<p>General comment – noted.</p>
<p><i>"My main concern is that in trying to reduce emissions in New Street traffic will be diverted into more densely populated areas increasing the air pollution in those areas"</i></p>	<p>Diversion of traffic and potential air quality implications for other areas will be considered as part of the access management study, already included as a measure in the draft AQAP (see Measure 1)</p>

<p><i>"We live on a new development and I can't see any evidence of cycling or walking being promoted"</i></p>	<p>Comments relate to promotion of sustainable travel initiatives across the district in conjunction with NYCC. This will be addressed through continued promotion of sustainable travel in Selby (see Measures 12 and 13). Development of low emission planning guidance (see Measure 6) will also pick up the issue of requiring low emission travel plans as part of new development proposals.</p>
<p><i>"A park and ride with electric buses"</i></p>	<p>Comments relate to P&amp;R with electric buses. This option has been considered as part of the draft AQAP is not considered feasible at this time (see Appendix B, table B.1 for reasoning)</p>
<p><i>"30mph limit on Bawtry road. Don't build the new Lidl with the new junction/roundabout which will create more stop/start traffic"</i></p>	<p>Speed limits will be considered as part of the access management study, already included as a measure in the draft AQAP (see Measure 1). Comments also raised in relation to a specific named development. The air quality implications of any development in the district will be considered on a case by case basis.</p>
<p><i>"Scrap all the signs which are used now and turn off the traffic lights because no one takes any notice, especially drivers with personalised number plates. They have a law to themselves"</i></p>	<p>General comment in relation disregard for traffic lights. Not relevant to AQAP development.</p>
<p><i>"Given that large lorries have to access Westmill, that bus services have use New St to come into the bus station and that diverting via Ousegate or Water Lane is impossible (Rail bridge, Masonic Lodge), it would not be possible to put a 'gate' to stop to large vehicles on Barlby Road, and vehicles can't be diverted to left or right. Thus the New Street problem seems insoluble outside of large and presumably impossible solutions such as ...demolition of the properties on the left hand (not Abbey) side of New St,</i></p>	<p>Comments raised in relation to 'gating' of larger vehicles and low emission bus services. Access management issues will be considered as part of the access management study, already included as a measure in the draft AQAP (see Measure 1)</p>

<p><i>or ...assisted relocation of Westmill to an out-of town site or ...construction of a new bus depot on part of the former BOCM site for large York bus services to start/finish, with the journey into/out from Selby completed on green/electric vehicles (as run in York)"</i></p>	
<p><i>"In the case of New Street which is the main problem area - A one way system which could be reversed in case of bypass problems is the only answer"</i></p>	<p>Access management issues will be considered as part of the access management study, already included as a measure in the draft AQAP (see Measure 1)</p>

**Additional consultation responses received**

**Issues raised on draft AQAP by Public Health Registrar (North Yorkshire County Council)**

- Made reference to DPH guidance on air quality that states that local authorities should lead by example if they expect the public to do the same (in relation to use of LEVs)
- Suggests that there is focus on electric vehicles as a longer term measure but suggests plan is lacking in the sense of moving away from diesel as a fuel
- Suggests greater emphasis is needed on the use of public transport rather than private transport
- Raised the issue of park and walk, and more conveniently located car parks.
- Suggests that the AQAP should empower the community (via use of community air quality groups) to take a more active role to ensure they take some ownership of the problem
- Appendix B states that there is no parking permit system in Selby but it is not said why (financial, logistical, unnecessary)

*Also raised:*

- There are no comments around media engagement, which should be considered as part of wider comms strategy and public engagement.
- It is not stated very clearly what the acceptable level of NO<sub>2</sub> is and what the local level is.
- It would be helpful for context to include the number of residences situated within the AQMA area

**Issues raised on draft AQAP by DEFRA (via Air Quality Helpdesk)**

- There are no details provided of the current status of air quality in the AQMA or a map of the AQMA within the draft Action Plan.

- The management of queuing traffic and monitoring engine switch-off should be considered as key priorities within the developing action plan.
- Commented that most measures remain to be fully developed and are waiting the outcome of surveys or studies, and may also be waiting for funding streams to enable measures to be taken forward.
- DEFRA commented that the cost screening exercise does not fulfil the ambitions detailed within the latest technical guidance (i.e. prioritising measures on the basis of their ability to provide the required levels of emission reduction to achieve the air quality objectives within specified timescales). SDC is advised to consider the guidance further to provide clear prioritisation of effective measures to address the pollution hotspot on New Street.
- Air pollution emissions reduction targets should underpin the further development of the action plan, based on required emissions reduction across the AQMA.

*The latest Technical Guidance LAQM TG(16), para 2.69 makes clear, as a minimum AQAP's should include the following:*

*Quantification of source contributions (e.g. HGVs, buses, taxis, other transport, industrial or domestic sources etc.) responsible for the exceedance of the relevant objective; knowing the source of the problem will allow the AQAP measures to be effectively targeted;*

*Quantification of impacts of proposed measures including, where feasible, expected emission and concentration reductions (either locally obtained and/or via national monitoring/modelling statistics). It is important that the local authority shows how it intends to monitor and evaluate the effectiveness of the plan;*

- DEFRA state that there is a requirement to undertake measures selection and impact assessment. There is no evidence to date that this process has been followed [TG(16) para2.36-2.42]
- DEFRA state that for every AQMA it is expected that there will be an assessment of how the individual measures contribute to the emission reduction targets identified within the source apportionments, and when the measures within the

AQAP can expect to deliver the objectives. These are expected to be reflected within future ASR reports.

## Summary and recommendations

### Scope of consultation (Questions 1 to 4)

Only a small number of responses were received to the consultation but these were representative of both residents and businesses within Selby. Responses were also received from outside the district and from other public bodies. This indicates that the consultation was accessible to a range of targeted audiences but either awareness of the consultation was low or people were not concerned enough about the issue to respond.

It is notable that there was no direct response to the consultation from local transport providers, hauliers or developers. As all these sectors could be significantly impacted on by measures proposed in the AQAP it is important that any further consultation on the AQAP measures is directly targeted at these sectors.

The majority of the respondents stated that they live / work within Selby district. None of the responses were from people who regularly commute into Selby from outside the district. As some of the measures proposed in the AQAP could impact on commuters any further consultation should consider how the views of these people can be captured.

### Recommended actions:

*Further consultation on the AQAP development (or implementation of proposed AQAP measures) could be more widely advertised via local media / social media to try and improve response rates from the general population.*

*Consultation on measures with direct implications for transport operators, hauliers or developers should be directly targeted at these sectors.*

*Consideration should be given as to how commuters from outside Selby can be better consulted on the AQAP measures. For example it may be worth contacting media organisations in surrounding council areas e.g. York, East Yorkshire, Doncaster, Wakefield or providing posters / leaflets in local work places.*



### **Level of concern about air quality (Questions 5 and 6)**

Before reading the AQAP the range of concern about air quality amongst the consultation respondents ranged from not at all concerned to seriously concerned, with moderately concerned being the most common response. This indicates that the majority of the respondents to the consultation already had some level of knowledge and pre-existing interest in air quality issues.

Three of the respondents stated that they had no concerns about air quality before reading the AQAP. After reading the document the levels of concern of these respondents was increased to 'slight' or moderate'. None of the respondents stated that their level of concern about air quality issues had dropped after reading the document. This suggests that at present there may be a lack of knowledge amongst some of the population about current air quality in Selby and the potential health impacts of this.

The written consultation from the Public Health Registrar (North Yorkshire County Council) suggests that the AQAP should empower the community (via use of community air quality groups) to take a more active role to ensure they take some ownership of the problem. It also makes reference to the need for improved media engagement and a wider air quality communications strategy.

### **Recommended actions:**

*Consider giving greater priority within the AQAP to better engagement with the public on air quality issues. Consider the possibility of setting up an air quality community group around New Street and provide more detail within the AQAP of the measures to be taken to raise awareness and understanding of air quality and health issues in Selby.*

*At present the plan states that it will 'Improve public access to air quality information and advice' but this is not listed as one of the priority measures (section 3.6).*

### **Cause of the air quality problem in Selby (Question 6)**

The technical source apportionment work presented within the AQAP indicates that traffic is the main source of air pollution on New Street. Of the 21 responses to the consultation received, 20 agreed with this conclusion and 1 person said they

didn't know. The responses to the consultation confirm the findings of the technical source apportionment work and provide no reason to suspect that any other sources of pollution are having a major impact on air quality within the AQMA.

### **Prioritisation of measures (Question 8)**

Based on the 21 responses received to the questionnaire the three measures most people wanted to see as high priority were:

- Better awareness and enforcement of HGV limits
- Promotion of sustainable travel in SDC area
- Improve opportunities to cycle in SDC area

The next most popular measures were:

- Development of low emission planning guidance
- Support for local businesses to reduce transport emissions and vehicle trips
- Use of lower emission vehicles by Selby DC

Provision of public EV charging points was considered the lowest priority amongst the consultation respondents.

This list of public priorities suggests that HGVs are the major source of concern for local residents and businesses and that there is a general feeling that more could be done to promote safe walking and cycling in the town. There also appears to be a recognition that further development will add to the existing problems and that low emission planning guidance could assist with this.

The respondents to the questionnaire appear to have limited interest in provision of public EV charging points but would like to see uptake of cleaner vehicles by the council. One respondent has cited later in the questionnaire that the cost of electric vehicles is a hurdle to ownership. Concerns about the cost of electric vehicles may be one of the reasons why EV charging provision is not highlighted as a priority amongst the questionnaire respondents.

The undertaking of an access management study has not been highlighted as a high priority by local residents / businesses. This may be due to personal concerns about changes to their own access rights. Some of the respondents have made suggestions as to how traffic could be reduced on New Street and these will need to be considered in more detail. Although not a popular choice amongst residents some form of improved traffic management is likely to be needed for delivery of a successful AQAP.

The response from DEFRA on the AQAP states that management of queuing traffic and monitoring engine switch-off should be considered as key priorities within the developing action plan. DEFRA have also requested that further work is undertaken to assess the emission impact of the proposed measures and to use this as a basis for prioritisation of measures, including the setting of emission reduction targets.

**Recommended actions:**

*Further to the consultation responses it is recommended that the following action is taken:*

*a) Clarification is sought from DEFRA about what detail of emission reduction calculation is required prior to completion and publication of the AQAP. As detailed in the draft AQAP a number of the measures (such as possible access management solution) require the undertaking of detailed feasibility studies to establish what might be practicably possible before detailed emission reduction assessments can be undertaken. Other measures (such as improving access to air quality advice) are very difficult to quantify in terms of potential emission reduction. It may be possible to complete a basic emission reduction assessment by making some broad brush assumptions about what percentage and type of traffic movements might be possible from the various measures proposed. Possible options for completing this aspect of the work will need to be agreed with DEFRA.*

*b) The questionnaire responses clearly indicate that there is a general feeling that more needs to be done to promote the use of sustainable transport measures in Selby and maintain the existing facilities to a good standard. At present the AQAP is relatively weak in this area as NYCC have previously indicated that they do not have any further resources to invest in Selby. As a result of the questionnaire responses it is recommended that public opinion on this issue is brought to the attention of NYCC*

*and that a further discussion is held regarding NYCC support for the Selby AQAP delivery. If improving sustainable transport opportunities is considered a priority for the Selby AQAP that can not currently be delivered then this should be brought to the attention of DEFRA and steps taken to try and improve the funding situation.*

*c) At present aspirations for EV ownership in Selby appear to be low. Further information and awareness raising on this issue may need to be given greater priority within the AQAP if uptake of these vehicle types amongst members of the public is to be improved and encouraged. The local authority should also look to lead by example by integrating low emission vehicles into its own fleet.*

*d) DEFRA are expecting that management of queuing traffic and monitoring engine switch-off should be considered as key priorities within the developing action plan. Selby DC needs to give further consideration as to how this expectation will be managed during finalisation of the AQAP.*

### **Other ideas for inclusion in AQAP3**

A number of specific ideas have been raised by the questionnaire respondents for improving air quality within the current AQMA and the wider Selby district. These can be broadly grouped as:

- Specific recommendations for traffic management e.g. suggested road closures, one way systems, removal of certain vehicle types
- Improved emission limits for buses
- Park and Ride on the BOCM site
- 20mph zone
- Improvement to cycle infrastructure
- Improvements to bus service frequency
- Improvements to taxi emission limits

All these suggestions (with the exception of the bus service frequency) have already been looked at as part of the current AQAP development process or can be

incorporated into the planned review of access control / traffic management measures.

**Recommended actions:**

- *Before commencing any review of traffic management / access controls review the consultation responses and ensure any specific ideas are given due consideration in developing the scope for any future study.*
- *Review the current provision of bus services from commuter villages and include a question regarding staff access to bus services when consulting with local businesses on possible improvement measures.*

**Public confidence in the AQAP measures (Question 10)**

Of the 21 responses received 9 respondents indicated that they were unsure if the AQAP would deliver the required level of air quality improvement and 2 said it would not. The remaining 10 felt it would adequately address the issue. This indicates that currently there is insufficient information in the AQAP to convince people that it will be effective.

DEFRA have indicated that more information is needed in the AQAP about the required level of emission reduction and the level of emission reduction likely to be delivered from the different types of improvement measures.

**Recommended actions:**

*As detailed above estimating emission reduction potential of the different measures is currently quite difficult, especially where there are a number of different traffic management solutions that could be instigated or where the overall impact of a measure is difficult to quantify. Some broadbrush estimates of the emission reduction potential of different measures (in consultation with DEFRA) would provide a starting point for further discussion on prioritisation of measures and probably increase public confidence in the likely effectiveness of the plan. This work should be completed prior to final publication of the AQAP (subject to the response from DEFRA on next steps to be taken).*

**Opportunities for behaviour change (Question 11)**

During the public consultation an opportunity has been taken to explore the likelihood of instigating behaviour change amongst the Selby population. This has identified that amongst the respondents most would be willing to make some change to their current behaviour to help improve air quality. The most likely behaviour changes identified were:

- Walk more
- Cycle more
- Use a lower emission vehicle

People were least likely to share a lift or use the bus.

Three respondents did not feel able to make any of these changes. Some stated this was due to physical disabilities.

The response to this question (and others) indicates that there is currently a potential to shift more trips in Selby to more sustainable modes such as walking, cycling or public transport. As already highlighted above the sustainable travel aspects of the current draft plan are currently quite weak and could be improved if NYCC were able to invest more into this area of work.

The response to this question also seems to indicate a lack of enthusiasm for bus travel which requires further investigation.

**n.b. Some of the responses to question 11 (and 12) seem to indicate that some people may have struggled to provide more than one answer to question 11. This may have influenced the scope of the answers given.**

**Recommended actions:**

- 1. As already recommended above the lack of investment in sustainable travel measures in Selby needs to be raised again with NYCC and if necessary referred back to DEFRA as a funding gap issue for the AQAP.*
- 2. The reasons for lack of enthusiasm in bus travel require further investigation to determine if it is the coverage of services, the quality of services, the cost of services or any other issue which is the main barrier to bus travel in Selby.*
- 3. If possible the respondents who only provided one option for question 11 should be contacted to determine which (if any) of the other options they would have ticked if the questionnaire had operated as planned.*

**Additional comments (Question 12)**

Question 12 provided the respondents to make any final comments regarding the AQAP.

The majority of these comments were generally supportive of the draft AQAP and did not raise any issues which had not already been addressed to some extent in the draft plan. The majority of the answers given to question 12 related to detailed individual ideas for potential traffic management schemes. These included suggested road closures, one way systems and restriction of loading bays to reduce congestion. One respondent was concerned about the potential to move the air quality problem to other parts of Selby.

Another respondent suggested that part of the HGV problem related to drivers not understanding where the restriction was in place due to lack of local knowledge.

The responses to question 12 also highlighted a potential issue with the functionality of some parts of the questionnaire.

**Recommended actions:**

- 1. When developing the scope for any future traffic management study the traffic management ideas provided in response to question 12 should be given due consideration.*
- 2. Any new signage relating to the HGV access restriction takes account of the fact that drivers from outside the area may not know where New Street is located.*
- 3. Where possible respondents should be re-contacted to ensure their response is fully representative of their views.*

**Summary**

The consultation on the draft AQAP indicates that the respondents agree that traffic is the main source of air pollution within the AQMA and that a traffic based solution is needed. Selby residents have some useful ideas about potential traffic management improvements and these should be taken on board and fully considered as the AQAP is further developed. There also appears to be a feeling locally that not enough is currently being done to promote and maintain sustainable transport measures in Selby and this needs to be re-examined in terms of priorities for the AQAP (recognising that NYCC have highlighted that no additional funding is currently available for Selby).

The main outcome of the consultation is that further work is needed to try and assess the emission reduction needed in the AQMA, and the level of emission reduction likely to be provided by the measures currently being suggested. Priorities for delivery should be based around this work. It is recommended that Selby DC contact DEFRA to discuss their exact requirements prior to the final publication of the AQAP, recognising that detailed emission reduction calculations can not be undertaken until more detailed traffic management proposals have been drawn up and subjected to a detailed feasibility study.



## Appendix C: Reasons for Not Pursuing Action Plan Measures

**Table B.1 – Action Plan Measures Not Pursued and the Reasons for that Decision**

Action category	Action description	Reason action is not being pursued (including Stakeholder views)
Alternatives to private vehicle use	Bus based Park and Ride	The origin destination study undertaken to support the development of the AQAP has shown that many of the car based commuter, shopping and social trips into Selby town centre originate very close to the town centre and would be unlikely to be impacted upon by the provision of a bus based Park and Ride system on the outskirts of the town (which people would have to drive to). Such a facility is likely to require a large financial investment and is unlikely to be commercially viable at this time. Encouraging modal shift to walking and cycling is considered a greater priority for local based car trips and this will also offer other health improvement benefits. There are also concerns about the additional noise and emissions Park and Ride buses could create in the district, particularly for those living along the route of any such service. These impacts could be reduced by the use of zero emission (electric buses) but the power generation for such vehicles could impact on other areas of Selby given that there are power stations very close by. The cost of an electric service would also be a major hurdle at this time.
Alternatives to private vehicle use	Rail based Park and Ride	Due to the location of the rail station in Selby it is considered unlikely that commuter trips to the station are currently impacting significantly on the AQMA. It is also considered unlikely that there would be sufficient demand to make a Park and Ride service to the rail station viable unless it was

		combined with a wider town centre service. This could increase noise and emissions in the town centre and as detailed above there are also concerns about the viability of a Park and Ride service aimed at users of Selby town centre. Selby DC will continue to work with the station to identify opportunities for improving current access and parking arrangements and will continue to promote walking and cycling to the station where possible.
Alternatives to private vehicle use	Car club operated by North Yorkshire County Council	As most of the car parking in Selby is under the control of Selby DC they are best placed to pursue the idea of a car club.
Freight and Delivery Management	Freight Consolidation Centre for HGVs	Selby town centre is not considered large enough to make the development of a freight consolidation centre for HGVs viable. Such a facility would be better hosted in one of the larger neighbouring authorities such as York where the majority of the larger chain stores and supermarkets are located. Consolidated deliveries to Selby could run from a more centralised facility of this type. City of York Council have identified a freight consolidation centre as an aim of their current air quality action plan and Selby DC will engage with CYC on this issue as the opportunity arises. Selby DC will also undertake further discussion with local businesses and residents about the possibility of setting up more centralised collection points for goods delivered LGVs.
Promoting Low Emission Transport	Emission based permit parking	There is currently no permit parking in Selby or plans to introduce it.
Promoting Low Emission Transport	On street vehicle emission testing	The resource cost of undertaking such an exercise in Selby is considered likely to far outweigh the likely benefit. Selby DC has in the past undertaken on-street testing of taxis and found most vehicles to be compliant. Pulling up vehicles for

		testing can result in additional congestion which could impact on air quality in other parts of the district. Any available budget for enforcement action is considered better targeted at enforcing the HGV weight limit on New Street.
Promoting Low Emission Transport	Clean Air Zone (CAZ)	Selby's AQMA is small and concentrated on a single street. The cost of implementing and enforcing a CAZ would be disproportionate to the issue and likely to have a severe detrimental impact on the local economy. A CAZ will only be considered a last resort if other strategic highway improvements (to be considered as part of the New Street Access feasibility study) are found unlikely to successfully reduce pollutant concentrations on New Street.
Promoting Low Emission Transport	Taxi Licensing conditions	Taxi licensing conditions in Selby have only recently been reviewed (2016). A further review is unlikely to take place within the lifetime of this action plan. Selby DC will continue to monitor progress with taxi licensing and if an opportunity arises to influence emissions from the taxi fleet using this mechanism it will be added to the action plan measures at a later date.
Public Information	Via television	Public information via leaflets, internet and possibly radio will form an important part of the Selby AQAP but there is unlikely to be enough resources to extend this to television
Traffic Management	Anti-idling enforcement	As part of the AQAP Selby DC will look at the possibility of erecting anti-idling signage along New Street but at this stage are not proposing to undertake enforcement action against idling vehicles due to the difficulty in taking action against traffic queuing for the traffic signals. There is very limited resource for enforcement activity within Selby or North Yorkshire and what resource is available will be used to enforce the HGV weight limit on New Street.

Traffic Management	Reduction of speed limits, 20mph zones	Traffic flow through the New Street AQMA is already very slow due to the presence of the junction and traffic lights. Any measure to reduce the speed limit on New Street is unlikely to result in any air quality improvement.
Traffic Management	Road User Charging (RUC)/ Congestion charging	Selby's AQMA is small and concentrated on a single street. The cost of implementing and enforcing congestion charging would be disproportionate to the issue and likely to have a severe detrimental impact on the local economy. Congestion charging will only be considered a last resort if other strategic highway improvements (to be considered as part of the New Street Access feasibility study) are found unlikely to successfully reduce pollutant concentrations on New Street.
Traffic Management	Workplace Charging Levy	The level of workplace charging in Selby town centre is currently not well understood. Selby DC proposes to work closer with local businesses to identify how staff and goods travel to and from the town centre and to develop a series of improvement measures to reduce the impact on New Street. It is recognised that workplace charging would have a direct economic impact on people employed in Selby and may affect the ability of town centre shops and businesses to recruit the right calibre of staff. Workplace charging would only be introduced as a last resort if other effective air quality improvement measures can't be agreed with the local business community.
Transport Planning and Infrastructure	Public transport improvements-interchanges stations and services	There are currently some discussions taking place around possible improvements to Selby rail station and improving its offer as an alternative to the private car. These negotiations are in their early stages and it is too early to commit to specified improvements within this AQAP. Selby DC will continue to monitor developments around the station

		and will update the AQAP at a later date if firmer plans are put in place.
Vehicle Fleet efficiency	Fleet efficiency and recognition schemes	Many local authorities within the Yorkshire region have already signed up to the Eco-stars fleet recognition scheme. Many of the vehicles travelling in and around Selby will be members of these schemes and large fleets operating out of Selby into these other areas will be eligible to join them. Developing a local fleet recognition scheme is expensive and likely to be of little benefit to air quality in Selby.
Vehicle Fleet efficiency	Promoting low emission public transport	It has been found that only a small number of buses operate through New Street (see origin destination study). The majority of these are services that operate between Selby and York and will be subject to the Clean Air Zone controls planned for York. It is considered that this will be sufficient to ensure future emission improvement for buses using New Street and no further action is needed at a local level.

## Appendix D: Cost / benefit screening of measures

This Appendix should be read in conjunction with the detailed Action Plan Matrix submitted as a separate pdf document to this report. It can be found via the link under April 2018 on the Air Quality Management Area page of Selby District Council website at <https://www.selby.gov.uk/air-quality-management-area> or directly via

[https://www.selby.gov.uk/sites/default/files/Final%20Action%20Matrix%2030\\_17%201200dpi.pdf](https://www.selby.gov.uk/sites/default/files/Final%20Action%20Matrix%2030_17%201200dpi.pdf)

As detailed in section 5.2.4 of the main report a simple cost benefit screening exercise was undertaken for all the measures originally put forward for inclusion in the air quality action plan. The first stage of this process was to examine the general level of likely acceptability taking into account the following considerations:

### **Feasibility**

**Red** – Project is of a scale or type that will be unaffordable, and / or politically unacceptable, and/or not legally possible. Does not warrant further investigation

**Amber** – Current feasibility is unknown but considered worthy of further investigation

**Green** – Project is of a size that should be relatively simple to implement, wouldn't have major planning issues and is legally possible

### **Economic impact**

**Red** – Project considered to have significant negative economic implications for Selby which are unlikely to be acceptable

**Amber**- Economic impact needs further investigation

**Green**- Considered likely to improve access, create a better shopping environment, improve conditions for local traders, create job opportunities.

### **Impact on congestion**

**Red** – Likely to create significant congestion problems elsewhere around Selby

**Amber** – Impact on congestion requires further investigation

**Green** – Expected to reduce congestion on New Street without significant congestion impacts elsewhere around Selby

**Impact on local air quality**

**Red** – likely to make air quality worse on New Street

**Amber** – potential impact on New Street requires further investigation

**Green** – likely to improve air quality on New Street

**CO<sub>2</sub> impact**

**Red** – Likely to give rise to an overall increase in CO<sub>2</sub> across Selby District

**Amber** - potential impact on CO<sub>2</sub> emissions requires further investigation

**Green** – Likely to reduce total CO<sub>2</sub> emissions across the Selby District

**Compatibility with SDC planning policies**

**Red** – Known to be incompatible

**Amber** – Needs further investigation

**Green** – Known to be compatible

**Compatibility with NYCC planning policies**

**Red** – Known to be incompatible

**Amber** – Needs further investigation

**Green** – Known to be compatible

**Public Perception**

**Red** – Likely to give rise to significant public concern and opposition

**Amber** – Public perception currently unknown – needs further consultation

**Green** – Measure likely to have general public support with limited opposition likely

**Socio Economic Impacts / Equalities**

**Red** – Likely to impact on some members of the population more than others

**Amber** – Needs further investigation

**Green** – No socio economic or equality issues identified

Any measures which returned numerous 'red' results during this process were removed from the list of initial measures and not considered further during development of the action plan. These measures are included in Appendix B where a further explanation for their removal is provided.

The remaining measures were then considered in terms of their ability to address the main air quality issues in Selby and their likely costs. Those measures which cost the least and are able to impact on the most journeys (or key journey types) will be prioritised within the plan. Reducing and preventing the impact of car based shopping trips is a major challenge for the Selby AQAP.



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**Appendix E: New Street Traffic Order**

THIS ISA COPY OF A SEALED ORDER  
NORTH YORKSHIRE COUNTY COUNCIL  
(PROHIBITION OF HEAVY COMMERCIAL VEHICLES)  
(NEW STREET AND THE CRESCENT (PART) SELBY  
ORDER 2005

North Yorkshire County Council (hereinafter referred to as “the Council”) in exercise of their powers under Sections 1(1), 2(1) and 2(4) of the Road Traffic Regulation Act 1984 (“the Act”) and of all other enabling powers, and after consultation with the Chief Officer of Police in accordance with Part III of Schedule 9 to the Act, hereby make the following Order-

PART I - GENERAL

This Order shall come into operation on 18 April 2005 and may be cited as “North Yorkshire County Council (Prohibition of Heavy Commercial Vehicles) (New Street and The Crescent (Part) Selby) Order 2005”.

2. In this Order “Heavy Commercial Vehicle” has the meaning given to that expression by Section 138 of the Act.

PART 2- RESTRICTIONS ON HEAVY COMMERCIAL VEHICLES

3. Save as provided in article 4 of this Order no person shall except upon the direction or with the permission of a Police Constable in uniform or of a Traffic Warden cause or permit any heavy commercial vehicle to proceed in either direction along the road or length of road specified in the Schedule to this Order.

4. (1) Nothing in article 3 of this Order shall render it unlawful for any heavy commercial vehicle to proceed along the road or length of road specified in article 3 if the vehicle is being used:

- (a) for or in connection with the conveyance of goods to or from any premises on or adjacent to that road or length of road,
- (b) in connection with the carrying out of any of the following operations, namely:
  - (i) building industrial or demolition operations,
  - (ii) the removal of obstructions to traffic,
  - (iii) the maintenance, improvement or reconstruction of any road,
  - (iv) the laying, erection, alteration or repair in or in land adjacent to any road of any sewer or any main, pipe, cable or apparatus for the supply of water, gas or electricity or any telecommunications apparatus as defined in the Telecommunications Act 1984,
- (c) for fire brigade, police or ambulance purposes,
- (d) to proceed to or from any premises at which the vehicle on that occasion is to be or has been garaged, serviced or repaired,
- (e) in the service of a Local Authority or Water Authority in pursuance of statutory powers or duties of that Authority,
- (f) for the purpose of access to or from any premises or land situated on or adjacent to any other public road which has a junction with the road or length

of road specified in the Schedule to this Order.

(2) In this article any reference to premises or land is a reference to premises or land, in whole or in part, to which access for heavy commercial vehicles can be obtained by means only of a road or length of road specified or referred to in article 3 of this Order and any reference to the carrying out of any operations is a reference to the carrying out of such operations on any premises, land or road specified in article 4 of this Order.

5. The prohibitions and restrictions imposed by this Order shall be in addition to and not in derogation from any restriction or requirement imposed by any Order or regulations made or having effect as if made under the Act or by or under any other enactment.

THE SCHEDULE  
Roads in the Town of Selby

Column 1 Item	Column 2 Road	Column 3 Length
1	New Street and The Crescent (part)	Between Ousegate and Park Street

THE COMMON SEAL

of NORTH YORKSHIRE COUNTY COUNCIL  
was hereunto affixed this 16 day of March  
2005 in the presence of:-

## Glossary of Terms

Abbreviation	Description
AQAP	Air Quality Action Plan - A detailed description of measures, outcomes, achievement dates and implementation methods, showing how the local authority intends to achieve air quality limit values'
AQMA	Air Quality Management Area – An area where air pollutant concentrations exceed / are likely to exceed the relevant air quality objectives. AQMAs are declared for specific pollutants and objectives
AQS	Air Quality Strategy
ASR	Air quality Annual Status Report
Defra	Department for Environment, Food and Rural Affairs
EU	European Union
LAQM	Local Air Quality Management
NO <sub>2</sub>	Nitrogen Dioxide
NO <sub>x</sub>	Nitrogen Oxides
PM <sub>10</sub>	Airborne particulate matter with an aerodynamic diameter of 10µm (micrometres or microns) or less
PM <sub>2.5</sub>	Airborne particulate matter with an aerodynamic diameter of 2.5µm or less

## References

- Air Quality Annual Status Report (ASR), Selby District Council, June 2016 – available online at:  
<http://www.selby.gov.uk/sites/default/files/air%20quality%20management.pdf>
- North Yorkshire Local Transport Plan 2016 - 2045 (LTP4), North Yorkshire County Council, available online at:  
<http://www.northyorks.gov.uk/article/30583/Local-transport-plan-four-LTP4>
- North Yorkshire joint Health and Well Being Strategy 2015 – 2020 available online at: <http://www.nypartnerships.org.uk/index.aspx?articleid=20933>



**Report Reference Number: E/18/18**

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**To: Executive**  
**Date: 6 September 2018**  
**Status: Key Decision**  
**Ward(s) Affected: All**  
**Author: Karen Iveson, Chief Finance Officer**  
**Lead Executive Councillor Cliff Lunn, Lead Executive**  
**Member: Member for Finance and Resources**  
**Lead Officer: Karen Iveson, Chief Finance Officer**

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**Title: Medium Term Financial Strategy**

## **Summary:**

This report presents an update to the Medium Term Financial Strategy (MTFS) covering both the General Fund and Housing Revenue Account (HRA) prior to consideration by Council later this month.

The key assumptions that underpin the strategy have been updated - Policy Review Committee members will be consulted prior to Council considering it later in September.

The MTFS highlights the potential for New Homes Bonus to be withdrawn after 2019/20 and the additional renewable energy business rates receipts expected in this final year before the system is reset.

The MTFS identifies risk and uncertainty around business rates retention and on-going reductions to Government funding for the General Fund and on-going reductions to HRA rents as the key issues for the Council. The MTFS confirms the Council's strategic approach to reducing its base revenue budget and investing 'one-off' or finite resources to stimulate local economic growth and achieve sustainable income through Council Tax and Business Rates growth.

The MTFS also sets out the Council's reserves strategy which seeks to set aside sums to cover known commitments and cover financial risk as well as earmarking resources to support delivery of the Council's Corporate Plan.

Taking into account prudent forecasts in Business Rates income, alongside our on-going savings plans, a target net General Fund revenue budget of £17.8m and £11.6m for the HRA are proposed for the 2018/19 budget, which includes a savings target of £1.5m for the General Fund.

Based on the assumptions within the MTFS the savings requirement is estimated to rise to £2.9m over the next 3 years.

### **Recommendations:**

It is recommended that:

- i) The Medium Term Financial Strategy be submitted to Council for approval;**
- ii) Delegated authority be given to the Chief Finance Officer, in consultation with the Lead Member for Finance and Resources, for the submission of an application for a 75% Business Rates Pilot, as part of a wider North Yorkshire pool, should this present a favourable outcome for Selby District Council.**

### **Reasons for recommendation:**

To set the framework for the 2019/20 budget and Medium Term Financial Plan to 2021/22.

## **1. Introduction and background**

- 1.1** This report presents an update taking into account changes to the key assumptions within the strategy. The draft MTFS including associated appendices is attached at **Appendix 1**.
- 1.2** The strategy covers both the General Fund and HRA to provide a holistic view of the Council's finances.
- 1.3** Comments on the MTFS will be invited from Policy Review Committee members prior to consideration by full Council.

## **2. Report**

- 2.1** The attached update paper models the Council's revenue budgets over the next 10 years although major risk and anticipated changes within the financing system mean that meaningful future forecasting is extremely difficult. A mid-range forecast is the scenario that is proposed as the basis for the budget round for 2019/20.

- 2.2** Significant changes to the Business Rates Retention Scheme were previously anticipated following the Government's announcement that in future 100% of Business Rates will be retained by Local Government and Revenue Support Grant will be phased out. However since the General Election, plans for 100% rates retention are uncertain as bids for 75% pilots in 2019/20 have recently been invited. This report seeks delegated authority for the Chief Finance Officer to submit an application as part of a wider North Yorkshire pool, on behalf of the Council, should this present a favourable outcome.
- 2.3** The MTFs takes account of the multi-year settlement offer confirmed last year, which sees settlement funding reducing by around £1m by 2019/20. We await the outcome of the Fair Funding Review, which is anticipated in 2019, to clarify funding from 2020/21 and beyond.
- 2.4** For the HRA the MTFs models the on-going 1% reduction in housing rents (2019/20 being the final year of the Government's 4 year reduction plan).
- 2.5** The MTFs mid-case scenario assumes a Council Tax rise of £5, which is in line with the current approved strategy, although a maximum of 3% (£5.25) is allowable under proposed referendum principles.
- 2.6** The Council's approach to the management of its reserves is also re-confirmed in the MTFs – earmarking resources to cover commitments, manage risk and support growth, with £1.5m retained as a minimum general working balance for both the General Fund and HRA.
- 2.7** Based on the assumptions updated within the MTFs, taking the forecast resources available and assuming costs are contained within the net revenue budget, savings of £1.5m p.a. (General Fund) are still anticipated for 2019/20 and the deficit rises to £2.9m by 2021/22. Over the 4 years including this current year a total shortfall of around £7m is estimated.
- 2.8** Given the risk within our savings programme it is proposed to hold back £7m in the Business Rates Equalisation Reserve in addition to 3 years safety net top up per current policy. It must be stressed however that using reserves to support the revenue budget in this way is not sustainable and failure to deliver the savings target would undermine the Council's long term financial resilience and therefore work to deliver and identify further savings to bridge any gap must continue.
- 2.9** In-year HRA surpluses are transferred to the Major Repairs Reserve to support enhancements to the Council's housing stock although reductions to rent levels will mean diminishing resources available for investment.
- 2.10** Whilst revenue resources are challenging, capital receipts remain relatively buoyant which will enable the Council's General Fund capital programmes to be sustained as we consider opportunities to further invest in housing related schemes alongside the Programme for Growth and other reserve programmes which aim to deliver more sustainable income streams whilst improving outcomes for citizens and delivering internal efficiencies.

### **3. Implications**

#### **3.1 Legal Implications**

None as a direct result of this report.

#### **3.2 Financial Implications**

**3.2.1** The financial issues are highlighted within the body of the report. Based on the updated key assumptions within the paper, the target net revenue budget for 2018/19 is £17.8m for the General Fund and £11.6m for the HRA.

**3.2.2** The estimated deficit for 2019/20 totals approximately £1.5m and rising to £2.9m by 2021/22. Work is progressing towards the target but there is a shortfall forecast in 2018/19. This can be off-set by one-off savings in-year but focussed effort is needed to bring this back on track.

**3.2.3** Further opportunities for savings will be brought forward for consideration as part of the forth coming budget round.

#### **3.3 Equalities Impact Assessment**

**3.3.1** There are no equality impacts as a result of this report – individual savings ideas will be subject to assessment as they are brought forward for consideration/implementation.

### **4. Conclusion**

**4.1** The key assumptions which underpin the MTFs have been updated based on the latest intelligence available however there remains much uncertainty around public sector finance.

**4.2** There remains risk within the Business Rates retention scheme and at this stage a cautious stance has been taken regarding the system reset after 2019/20.

**4.3** For the HRA the MTFs models the on-going 1% reduction in housing rents.

**4.4** There is also uncertainty over New Homes Bonus, the economic situation, income generation and delivery of savings. The Council's longer term financial position is heavily reliant upon resources keeping pace with inflation and costs being contained within base budget.

**4.5** Currently, New Homes Bonus is crucial to our financial resilience and to our capacity to invest in Selby District. The government has indicated a review of New Homes Bonus and stated that the current funding is only secured to 2019/20 and consequently the MTFs tapers this out of the revenue budget over the next 2 years – a loss of around £800k to our revenue budget.



- 4.6** The target net revenue budget for 2019/20 is £17.8m for the General Fund and £11.6m for the HRA. This requires savings of £1.5m General Fund savings for the year. Over the subsequent 2 years this requirement is expected to rise to £2.9m p.a. Given the size of the deficit and risk within the savings programme it is proposed that reserves are held to mitigate this risk although this is not a sustainable solution.
- 4.7** Additional income from Council Tax and Business Rates as a result of our investment in economic growth will help to bridge the funding gap in the long term but in the meantime we must strive to be as efficient as possible and additional savings targets are proposed. We will need to keep this under review as the future for Local Government funding becomes clearer.
- 4.8** The on-going risk to the Council's General Fund and HRA funding means that a careful balance between savings and investment will need to be struck.

**5. Background Documents**

Approved MTFS Update September 2017

Approved Budget February 2018

**6. Appendices**

Appendix 1 - Medium Term Financial Strategy Update September 2018

***Contact Officer:***

Karen Iveson  
Chief Finance Officer  
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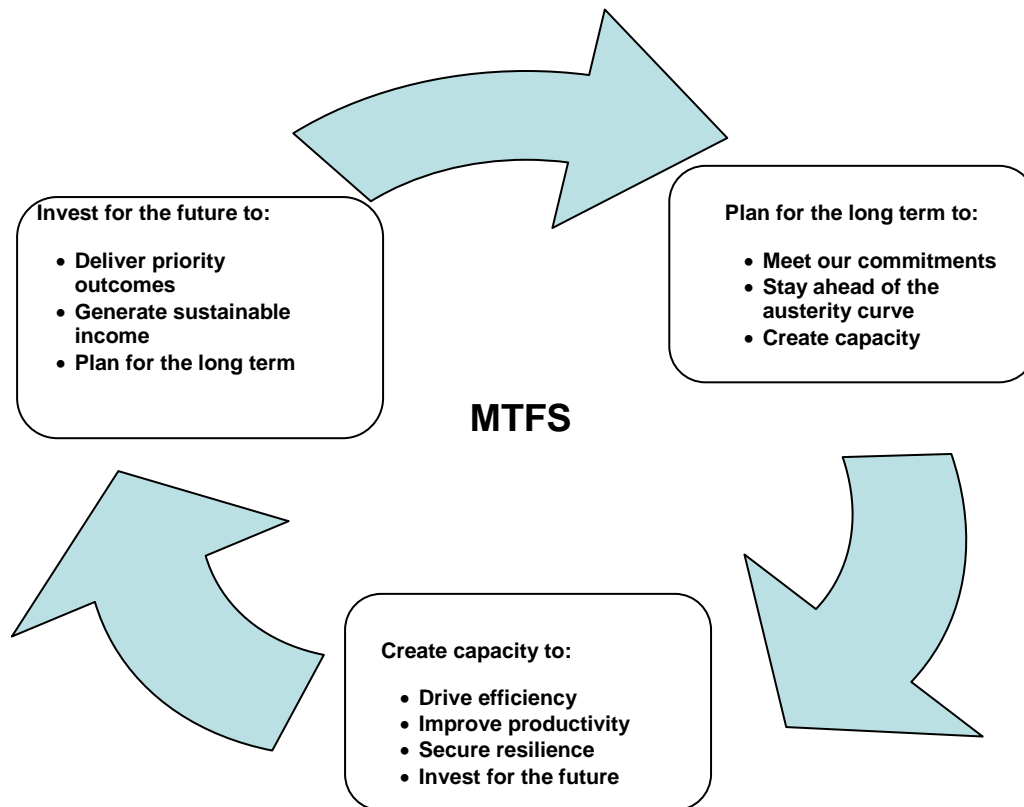
## Selby District Council

### Medium Term Financial Strategy Update September 2018

#### 1. Introduction and Background

- 1.1 This paper presents an update to the General Fund Medium Term Financial Strategy approved by Council in September 2017 along with an overview of the Housing Revenue Account. It considers the budget pressures and issues facing the Council over the next 3 years and beyond. It provides the framework for the forthcoming budget round and the longer term outlook to inform funding and investment decisions. A refresh of the full HRA Business Plan is in progress and this strategy will provide the financial framework for this work.
- 1.2 At this stage the impacts of the UK's exit from the European Union, on public sector finances are still not clear. The Government's proposals for a reviewed Local Government funding system are emerging but there is still much to be settled. A number of consultations have taken place and the latest closes on 18<sup>th</sup> September with the closing date for the next round of Business Rates Pool pilots a week later. We continue to await the outcome of the consultation on the fairer funding review to throw further light on the outlook for public sector finances.
- 1.3 As this strategy is being written, the outlook for the devolution agenda remains uncertain and at this stage the financial implications of devolution for Selby are not known and therefore cannot be taken into account in this update. It will be important to understand the on-going implications as part of any future decisions on forming a combined authority with other partners should this ultimately be an option.
- 1.4 Against this backdrop the key drivers for the financial strategy remain unchanged as the pressure on Local Government finance continues. Whilst there is talk that austerity is over, until this is evident in funding settlements for Local Government, we must assume that austerity in some form will continue.
- 1.5 In 2017/18 we refreshed our new Corporate Plan and with it restated the Council's priorities through to 2019/20. The Council has a clear and ambitious growth agenda – aiming **to make Selby a great place to do business, enjoy life and make a difference whilst delivering great value**. The financial strategy aims to provide financial sustainability, resilience and capacity for the Council in pursuing its objectives.
- 1.6 This update once again emphasises financial self-sufficiency as our economic growth agenda develops. This strategy aims to secure the

resources necessary to deliver the Corporate Plan, whilst managing the funding cuts we are facing – ultimately over the long term achieving a self-sustaining financial model which sees the Council free from reliance on central government funding by raising income locally through Council Tax and Business Rates as well as through charging appropriately for services and maximising its investments.



- 1.7 To support this paper and due to the significant volatility within the General Fund, three scenarios ('best', 'mid' and 'worst' case) for the General Fund and a separate mid-case only, forecast for the HRA have been modelled over the 10 years from 2019/20 to 2028/29 and are attached at **Appendix A**. More detailed best and worst case scenarios will be modelled for the HRA when the whole HRA Business Plan is refreshed later this year. The mid-case scenarios are the proposed as the frameworks for the forthcoming budget. However, given the uncertainty for public sector finances, we remain ready to cope with a worst case scenario whilst staying focussed on our Corporate Plan objectives - using our strong financial position to carefully balance savings and investment.

## 2 Update on financial assumptions

### Economic Assumptions

#### Interest Rates

- 2.1 The bank base rate was raised by 0.25% to 0.5% in November 2017 and then raised again to 0.75% in August 2018. In the latest forecasts received from Link (the Council's treasury management advisors) in May 2018, the bank rate was projected to remain at 0.50% through to December 2018 when a rise to 0.75% was predicted followed by a further rise to 1.00% in September 2019. We await an updated forecast following the August rate rise but have made some broad assumptions for the purpose of this MTFS.
- 2.2 The approved strategy includes provision for a £300k cap on the amount of investment interest used to support the General Fund revenue budget and an equivalent cap of £135k for the HRA is proposed. As a result of the latest interest rate rise and the level of Council balances, it is anticipated that these will be reached in 2019/20:

	2018/19*	2019/20	2020/21	2021/22
Average rate %	0.66	1.10	1.25	1.35
GF Interest £000's	249	300	300	300
HRA Interest £000's	112	135	135	135
Total Interest £000's	261	435	435	435

*\*2018/19 Quarter 1 Treasury Management Report*

- 2.3 Any surplus receipts above the cap will be transferred to the Contingency Reserve. Rates will be kept under review and forecasts updated as necessary.

#### Inflation

- 2.4 As at May 2018 CPI inflation was running at 2.4% in contrast to average weekly earnings which rose by 2.5% in the three months to April 2018. The Bank of England forecast CPI to decline through 2018 to 2020 to just above their 2% target. However, it remains to be seen how the UK's exit from the European Union will impact on the outlook for the economy and inflation. Given the continued cuts to central Government funding, the MTFS assumption on inflation has been maintained at 2% although a provision for inflation will only be provided on contractual budgets, which builds in a level of risk mitigation. Relatively minor price rises above this level will be managed within the overall net budget.

## General Fund Assumptions

### Settlement Funding

- 2.5 This element of funding has seen the most significant changes in recent years following the localisation of Business Rates and Council Tax Support.
- 2.6 The 2017/18 Local Government Finance Settlement provided figures for Settlement funding through to 2019/20. Settlement Funding includes Revenue Support Grant (RSG), Business Rates Baseline Funding (BRBF) and in addition Rural Services Delivery Grant (RSDG) and Transitional Grant (TG) were included in the settlement:
- 2.7 The Government has provided a multi-year settlement (2017/18 – 2019/20) to Local Authorities although has reserved the right to alter the figures due to unforeseen circumstances or ‘shocks’ in the system. The Government have confirmed their intention to honour the multi-year settlement in its final year and are currently consulting on negative RSG, suggesting this may be removed from the 2019/20 settlement. At this stage it is assumed that this will be rolled into the new settlement from 2020/21 so any benefit would be for one year only.

Local Government Finance Settlement	2015/16 £000's	2016/17 £000's	2017/18 £000's	2018/19 £000's	2019/20 £000's	2020/21 £000's*
RSG	1,756	1,121	593	265	0	0
BRBF	2,232	2,250	2,294	2,365	2,418	2,466
Tariff adjustment					-101	-103
<b>SFA</b>	<b>3,988</b>	<b>3,371</b>	<b>2,887</b>	<b>2,630</b>	<b>2,418</b>	<b>2,363</b>
RSDG	0	134	108	135	108	0
TG	0	11	11	0	0	0
<b>Total</b>	<b>3,988</b>	<b>3,516</b>	<b>3,006</b>	<b>2,765</b>	<b>2,526</b>	<b>2,363</b>

*\*Multi-Year Settlement runs to 2019/20 – 2020/21 Estimated (+2% inflation) and subject to Fair Funding Review and Business Rates Reset*

- 2.8 The settlement shows a funding reduction of approximately £1.5m from 2015/16 to 2019/20 with RSG being completely phased out over the period.
- 2.9 The Government has now shelved plans for Local Government to retain 100% of Business Rates in future and plans to pilot a 75% retention system in 2019/20. The Government’s ‘Fair Funding Review’ is still expected to move forward but without an agreed mechanism to redistribute resources there is the potential for further uncertainty and risk.

## Business Rates Retention

- 2.10 The current approach to Business Rates Retention income is to set aside gains above our baseline funding (per settlement) into the Business Rates Equalisation reserve to off-set potential future losses. A rolling balance of 3 years cover down to the safety net plus funds to back fill planned savings will be maintained in this reserve. Balances above this level will be available for investment.
- 2.11 The Council is currently at the 'safety net' for the purposes of rates retention but in receipt of a large windfall from renewable energy (£7.8m p.a. in 2018/19). It is anticipated that this financial situation will continue for a further year until the system is reset from 2020/21.
- 2.12 At the time of updating this strategy the Government has announced a further pilot for Business Rates Retention (75% rather than 100%) prior to the system reset. Work is underway to assess the issues and impacts with colleagues within the potential pilot (North Yorkshire County Council, East Riding of York Council and the Districts within North Yorkshire). The deadline for applications is 25<sup>th</sup> September and at this stage the financial implications are not known – it is assumed however that if it is decided that Selby should be part of any application, the impacts will be for one year only and as such will not be included within the Council's base budget assumptions.
- 2.13 Our forecast for 2018/19 is based on our NNDR1 return taking account of the 2017 revaluation, latest intelligence on appeals, business growth and closures known at that time:

Business Rates Income	2018/19 £000's	2019/20 £000's	2020/21 £000's	2021/22 £000's
Selby's share of retained income	-761			
Safety-Net Payment	2,949			
Safety-Net	2,188			
Transfer from BRER	177			
= Baseline	2,365	2,418	2,363	2,410
Assumed growth	0	0	0	0
Renewable Energy/Surplus*	7,820	7,980	0	0

- 2.14 These forecasts do not include any provision for new significant appeals or closures beyond those already known at NNDR1 stage and therefore they should be treated with extreme caution. Since our 2018/19 forecast we have had notification of a downward revaluation for Eggborough Power Station which will reduce Selby's retained income by a further £416k. As Selby is already £2.9m below the safety net (with £761k negative business rates through the retention system in 2018/19) no growth above our baseline funding is anticipated for the foreseeable future. Following the system reset, any subsequent

## Appendix 1

additional growth will be factored into our plans once a clear trend can be established and decisions on future allocations will need to be taken in light of the overall funding available and risk at that time.

### New Homes Bonus

- 2.15 New Homes Bonus (NHB) is an incentive scheme which rewards housing growth. The scheme is funded partly by the Government and also by top-slicing the Local Government funding settlement. Selby achieved £2.4m p.a. when the scheme reached maturity for 2016/17 (year 6 of the scheme).
- 2.16 The approved strategy provides that £880k p.a. is used to support the Programme for Growth. A new Programme was established as part of the refresh of the Council's Corporate Plan and the current budget assumes that £880k p.a. continues to be transferred to reserves whilst NHB income continues, although funds have not been allocated to projects beyond those approved to date.
- 2.17 The Government's evaluation of NHB and consultation early in 2016 resulted in it being scaled back to a 4 year scheme with a 0.4% growth threshold. New Homes Bonus funding is only secured to 2019/20 and latest intelligence suggests that this scheme will be replaced in its entirety from 2020/21 with the Government considering alternative ways to incentivise housing growth. Assuming a similar level of growth in 2019/20 New Homes Bonus forecasts are:

New Homes Bonus	2016/17 £000's	2017/18 £000's	2018/19 £000's	2019/20 £000's	2020/21 £000's
Year 1	445				
Year 2	435				
Year 3	303	303			
Year 4	542	542			
Year 5	353	353	353		
Year 6	368	368	368	368	
Year 7		400	405	405	0
Year 8			415	415	0
Year 9				427	0
Year 10					0
<b>Total</b>	<b>2,446</b>	<b>1,966</b>	<b>1,541</b>	<b>1,615</b>	<b>0</b>

- 2.18 Given the uncertain nature of NHB it is not advisable to rely on this to support the revenue budget and therefore the previous mid-case scenario assumed that the anticipated reductions impacted on the allocation to the revenue budget in the first instance. This allows a managed reduction in resources to help mitigate the risk of loss should the scheme ultimately be brought to a close.



## Appendix 1

2.19 The following is therefore proposed for 2019/20 and 2020/21 onwards:

NHB	2016/17 £000's	2017/18 £000's	2018/19 £000's	2019/20 £000's	2020/21 £000's
P4G	880	880	880	1,248	0
GF	1,566	1,086	661	367	0
<b>Total</b>	<b>2,446</b>	<b>1,966</b>	<b>1,541</b>	<b>1,615</b>	<b>0</b>

2.20 Growth in receipts above these levels or receipts from any new scheme is assumed to be allocated to the Programme for Growth.

### Special and Specific Grants

2.21 The Council is in receipt of a number of additional grants for 2018/19 which may continue into the future. For 2018/19 the Local Government Finance Settlement included the following which are assumed to continue to 2019/20 in line with the multi-year finance settlement:

Grants	2018/19 £000's	2019/20 £000's	2020/21 £000's	2021/22 £000's
Rural Services Delivery Grant	135	108	0	0
Transition Grant	0	0	0	0
<b>Total Grants</b>	<b>135</b>	<b>108</b>	<b>0</b>	<b>0</b>

2.22 Future funding is dependent upon the outcome of the new Business Rates Retention system - beyond 2020 it is assumed that these grants will be rolled into Business Rates funding. Non-service grants are not ring-fenced and are applied to finance the General Fund revenue budget. In addition there are various service specific grants which are included within the Net Revenue budget – they are not listed here as it is assumed that there is corresponding expenditure for these elements.

### Council Tax

2.23 A Council Tax Base of 30,837 is estimated for 2018/19 with a 1% rise forecast thereafter included in the Council's current Medium Term Financial Plan. Every 0.5% increase above this level would add approximately 150 Band D equivalents to our Tax Base which equates to around £27k p.a. at the current Band D charge (£175.22).

2.24 At this stage the Government has not proposed changes to the council tax referendum principles that were used in 2018/19 although an update will be provided alongside the provisional local government finance settlement. The current principles are to allow district councils to increase their Band D charge by £5 or 3% (whichever is the higher) without triggering a referendum. A £5 p.a. increase has been factored into our current MTFs for 2019/20.

## Appendix 1

- 2.25 A £5 increase equates to an increase of 2.85% or 10p per week for 2019/20. A 1.99% rise (in line with inflation assumptions) has been modelled for 2020/21 onwards:

	2018/19	2019/20	2020/21	2021/22
Tax Base with 1% growth	30,837	31,145	31,456	31,771
Band D Charge £	175.22	180.22	183.80	187.46
% Increase	2.94	2.85	1.99	1.99
Council Tax Income £000's	5,403	5,613	5,782	5,956
Collection Fund Surplus/(Deficit)	(95)	0	0	0

- 2.26 Should the Council wish to consider an alternative policy on Council Tax:
- a 3% increase would take the Band D charge to £180.47 (an increase of £5.25) and raise an additional £8k in 2019/20 – £80k over the life of the MTFS,
  - and a freeze in 2019/20 would reduce income by £157k – a loss of circa £1.6m over the life of the MTFS.

The best case scenario incorporates the 3% increase and the worst case a freeze.

### Council Tax Support Grant for Parishes

- 2.27 In accordance with the approach adopted in the current Medium Term Financial Plan, it is assumed that support for parishes will be discontinued from 2019/20 by which time Tax Base growth will have more than compensated for the impact of Council Tax Support. The strategy forecasts the grant amount reducing in line with the reduction in the Council settlement funding (RSG/NNDR). On-going engagement has been undertaken with the Parishes to ensure that they are preparing for this change and this will continue through the forthcoming budget round. It should be noted that Parishes are not subject to Council Tax referendum rules and consequently are able to increase their precept to meet their spending needs.

### Service Income

- 2.28 The Council approved an Income Strategy in 2016 which established full cost recovery as the default for all discretionary charges unless a specific decision to subsidise has been taken. A review of fees and charges is planned as part of our savings programme and within the context of a self-sustaining financial model.
- 2.29 This strategy assumes that service income raised through discretionary fees and charges will increase in line with inflation although opportunities to maximise income will be sought as part of our overall approach to savings and efficiency – currently a £185k target for additional income is included within our approved savings plan for

## Appendix 1

2019/20. Prescribed planning fees increased by 20% from 17<sup>th</sup> January 2018 - the additional income generated being used to reinvest in the service. Other grants and subsidies are assumed to remain flat – any subsequent reductions will be managed within the overall base budget/savings requirement.

## Appendix 1

2.30 The table below shows the main service related income streams:

<b>Service Income</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>
	<b>£000's</b>	<b>£000's</b>	<b>£000's</b>	<b>£000's</b>
General Fund				
Waste Collection & Recycling	1,533	1,564	1,595	1,627
Planning	1,050	1,050	1,050	1,050
Car Park Income	350	350	350	350
Selby Leisure Centre / Summit	407	398	398	406
Commercial Property Rental	319	482	491	501
Lifeline Private Clients	319	357	364	371
Court Fees / Summons Costs	155	158	162	165
Land Charges Search Fees	148	151	154	157
Miscellaneous Fees & Charges	332	368	375	382
Licences	133	136	138	141
<b>Total Service Income</b>	<b>4,746</b>	<b>5,014</b>	<b>5,077</b>	<b>5,150</b>
Current Income Growth Target (per savings plan)	0	185	185	185
<b>Total Target Income GF</b>	<b>4,746</b>	<b>5,199</b>	<b>5,262</b>	<b>5,335</b>

### Housing Revenue Account Assumptions

2.31 The core assumptions which impact the HRA include: inflation and interest rates; rent levels; void properties; bad debts; right to buy sales; and new build/acquisitions. The economic assumptions applied to the General Fund will also be applied to the HRA.

### Dwelling Rents

2.32 2019/20 will be the final year of the Government's 4 year plan to reduce Social Housing rents by 1% year on year. This squeeze on rental income reduces the amount available to invest in improving our housing stock and new build housing. From 2020/21 a CPI + 1% rise is expected for the period through to 2024/25 although there could be further government policy change in this period so rental assumptions should be treated with caution. Assumptions on void properties and bad debts remain unchanged with 1% and 1% applied respectively.

# Appendix 1

## Council House Sales and New Builds/Acquisitions

- 2.33 Right to buy sales are estimated at 20 per annum which accords with recent experience but such sales are sensitive to economic change and therefore these will be kept under close review.
- 2.34 New builds and acquisitions are currently forecast in line with the Council's approved Housing Development Programme. (£3.48m over the next 2 years). However as our plans are being brought forward there may be some flex required and consequently these assumptions are subject to change. Any such change will be subject to business cases which will consider the impact on the long term financial outlook for the HRA and seek to strengthen and improve the long term sustainability/viability of the HRA.

<b>Rent Forecasts</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>
Number of dwellings (mid-year average)	3,040	3,045	3,041	3,027
Average Rent - Rent Restructuring £	83.26	82.43	84.90	87.45
<b>Net Rent Income £000's</b>	<b>11,940</b>	<b>11,840</b>	<b>12,143</b>	<b>12,452</b>

## Other Income

- 2.35 In accordance with our fees and charges policy it is assumed that garage rents will increase by CPI inflation each year:

<b>Service Income</b>	<b>2018/19 £000's</b>	<b>2019/20 £000's</b>	<b>2020/21 £000's</b>	<b>2021/22 £000's</b>
<b>HRA Garage Rents</b>	<b>100</b>	<b>103</b>	<b>106</b>	<b>107</b>

## Debt Charges Assumptions

- 2.36 Management of the Council's debt is governed by the Treasury Management Strategy and Prudential Indicators which aim to ensure the Council's capital expenditure plans are prudent, affordable and sustainable, with decisions on borrowing taken in light of spending plans and available funding, cash flow needs and interest rates (current and future forecasts).
- 2.37 Borrowing enables the Council to spread the cost of capital expenditure over time. Generally speaking it gives rise to two charges against the revenue budget: Minimum Revenue Provision (MRP) and interest payable on debt.

- 2.38 MRP is an amount set aside to repay debt in accordance with the approved policy within the Treasury Management Strategy. As part of the overall savings plan, the Council has maximised General Fund MRP set aside by applying some of the business rates windfalls received. This voluntary set-aside has delivered a corresponding annual revenue saving.
- 2.39 A small amount of MRP charge remains within the General Fund relating to the cost of the 'fit-out' of the Summit which is covered by the trading concession fee received from 'Inspiring Healthy Lifestyles' – this arrangement aims to ensure that the facility remains sustainable by maintaining financial capacity to replace the interior at the end of the 10 year contract should this be required.
- 2.40 The majority of debt charges fall on the HRA as a result of taking on circa £60m of central government debt when the previous HRA subsidy system was abolished in April 2012. MRP is £1.26m p.a. and current interest payable is £2.413m p.a. The amount of borrowing allowable within the HRA is subject to a 'debt cap' of circa £63m – based on current borrowing requirements there is currently approximately £10m available for new borrowing.
- 2.41 The current environment of low returns on cash investments means that it is more favourable to borrow internally (i.e. use available cash earmarked for future spend) than take out new external borrowing. However as interest rates are expected to rise, this will be kept under review as part of monitoring the Council's Treasury activities and corresponding interest charges will be factored into the budget to ensure sufficient capacity to accommodate any necessary borrowing.

### **Reserves and Balances Assumptions**

#### General Balances

- 2.42 In accordance with the current strategy it is assumed that General balances are **not** used to support the revenue budget.
- 2.43 General Balances remain funding of last resort. The approved minimum working balance is £1.5m for both the General Fund and HRA and resources will be managed to maintain this level over the medium to long term.

## Earmarked Reserves

- 2.44 The following has been extracted from the current approved MTFs and updated with the latest available intelligence – it sets out the rationale for each reserve and the proposed contribution where applicable:

## Earmarked General Fund Reserves

A review of major earmarked reserves has been undertaken and the following proposed:

- PFI – Based on current forecasts and following an additional lump sum contribution in 2016/17, there is now sufficient balance in this reserve to cover future commitments. The on-going adequacy of this reserve is kept under review in light of interest rates and inflation. Any necessary increases in contributions will form part of the revenue budget and will be funded as a commitment before further service growth is considered.
- ICT Replacement – £141k p.a. General Fund (£150k less £9k saving from the Better Together ICT service) and £50k p.a. HRA contributions are planned to sustain this important reserve, which provides the financial capacity to upgrade and replace our ICT infrastructure, hardware and systems in accordance with our approved ICT Strategy. The use of ICT to support the Council's customer 'self-service' and channel shift agenda means that the financial capacity to invest in modern technologies is crucial to support future services and deliver savings. A review of the Council's ICT strategy was undertaken in 2017/18 and a one-off injection of £500k was included in the approved revenue budget in 2018/19. The level of on-going contribution is confirmed without change. Fixed contributions allow the smoothing of these irregular costs to avoid peaks and troughs in funding requirements. Spending is planned over a 10 year period allowing for known upgrades and systems/replacements.
- Asset Management - £200k p.a. (£178k plus £22k for the Summit Indoor Adventure), is transferred into this reserve to cover our commitments to maintaining our built assets. Major surfacing works to the Council's car parks are planned with £900k committed from this reserve over the 3 years from 2018/19. Accordingly a one-off top-up of this reserve is required and it is proposed that £250k is transferred from General Balances (£150k) and the Pension Equalisation Reserve (£100k). An update to the assessment of works required to maintain our assets over the coming 10 years will be done as part of the next Asset Management Strategy refresh. In the meantime it is proposed that annual contributions be maintained at £200k p.a. pending a more detailed view of future spending needs.

## Appendix 1

- Special Projects Reserve - £880k of New Homes Bonus and excess business rates income beyond that required for the Business Rates Equalisation Reserve (see above) are used to top up this reserve for the Council's 'Programme for Growth'. However, **it must be stressed that the use of NHB and Business Rates resources to fund growth is wholly dependent upon achieving the revenue savings targets set.**
- Affordable Housing (s106 commuted sums) – a ring-fenced reserve to support new affordable housing delivery with restrictions on use and requirements to spend within a given timescale. The reserve receives any in-year s106 affordable housing commuted sums which are then applied to our affordable homes programme aiming to deliver more homes 'off-site' than could have been delivered through 'on-site' provision.
- Discretionary Rate Relief – this reserve was established with £300k from the 2012/13 General Fund revenue surplus. Future contributions could come from excess Business Rates income subject to availability and prioritising against the revenue budget and 'Programme for Growth'. A budget of £100k p.a. has been created and will be funded by this reserve – this will enable applications for relief to be considered and awarded promptly. The balance will be kept under review and topped up from in-year savings if required.
- Business Development – the need for on-going savings and efficiencies to achieve the Council's objectives remains a key priority. This reserve provides up-front investment for service improvements and efficiency initiatives, to support the Council's savings plan – in particular commercialisation and income generation. The reserve will be topped up from in-year surpluses, if any, subject to other reserve priorities.
- Pension Equalisation – this reserve receives contributions which provide capacity within the General Fund revenue budget for a rise in employer pension contributions following each triennial valuation. However, the Council has reduced its historic pension fund deficit with a one-off lump sum payment of £9.4m in 2016/17, and therefore contributions to this reserve have been reduced to £100k p.a. This reserve will be reviewed again in light of the next triennial valuation due in 2019.
- Business Rates Equalisation – this reserve was created in 2012/13 in anticipation of localised Business Rates and the funding risk inherent within the scheme. The current strategy assumes that any excess Business Rates above our baseline are transferred into this reserve to mitigate any funding shortfalls prior to the safety net being reached.



## Appendix 1

For the purposes of rates retention and whilst receiving the large cash windfalls from renewable energy, the Council is at the safety net and is expected to be in this position until the system is reset from 2020/21. Given the anticipated changes to the rates retention scheme and on-going Local Government funding cuts, the current MTFS provides that 3 years' worth of safety net 'top-up' be held as a minimum balance plus a further sum to back-fill savings targets with the rest transferred to the Special Projects (Programme for Growth) Reserve. This policy will be maintained for 2019/20 and the mid-case forecast on savings requirements suggests that a figure of £8.1m would be prudent to hold back to cover the current savings requirement and safety net 'top-up' for the next 3 years.

The impact of the system reset and the potential for a 75% rates retention pool will be considered and if necessary future changes to this reserve will be brought forward in due course.

- Local Plan Reserve – delivery of a district wide local plan requires a significant and sustained resource input over a relatively long period of time, which can put pressure on in-year budgets when peaks in work occur. £355k was earmarked in 2015/16, with a further £145k from the revenue budget in 2016/17 and then £50k p.a. set aside thereafter. Growing demands in this area suggest it would be prudent to set aside additional funds into this reserve and therefore it is proposed that £250k be transferred from the Contingency Reserve.
- Contingency – this reserve provides resources to cover unforeseen issues beyond those that can be accommodated by in year contingency budgets – for example significant planning appeal costs. The reserve is topped-up using year-end surpluses if available and required.

### Housing Revenue Account Reserves

- Major Repairs Reserve – this reserve provides the resources to manage the condition of the Council's housing stock over the long term. It receives depreciation charges along with any in-year surpluses generated through the HRA.

### Capital Reserves

- Useable Capital Receipts – generated through the sale of Council assets (General Fund and HRA). The Council's Asset Management Strategy sets out our approach to assets, including review of assets for disposal. These receipts can only be used to fund capital expenditure and are allocated in light of our capital investment plans.

- Retained housing receipts – receipts generated from right to buy sales over and above the Government's assumptions following extension of right to buy discounts can, subject to terms and conditions, be retained for re-investment in new homes.

2.45 A forecast of reserve balances is set out at **Appendix B**.

### 3 Revenue Budget Outlook 2019/20 to 2021/22

#### Costs

- 3.1 It is assumed that on average costs will increase in line with inflation. Whilst cuts in general grant continue, demand led cost pressures must be contained within the net revenue budget. The strategy assumes that such cost pressures are managed within the overall base budget and therefore any proposed cost increases must be covered by equivalent savings elsewhere.
- 3.2 There are a number of significant pressures that are currently being monitored:
- Lifeline service – a trial of a reconfigured service has been approved following withdrawal of NYCC supporting people funding. The business case identified an overall net cost of £30k to the Council's General Fund which has been included in the mid-case scenario;
  - Green waste – NYCC are reviewing recycling credits and have consulted on proposals to reduce the amount of credits paid to district councils – a potential loss of £300k. The mid-case scenario assumes a cost neutral position for Selby but as Selby does not currently charge for this service this represents a significant risk;
  - Summit – the facility operator IHL is experiencing lower footfall and approval to amend the service offer has been agreed by the Executive with corresponding one-off funding. The mid-case assumes no change to the income received from IHL for the trading concession.

Whilst we will seek to contain such issues within the revenue budget in 2018/19, given the pressures above it is unlikely this will be achievable going forward and therefore the savings gap is expected to widen from 2019/20.

- 3.3 The single largest cost to the Council is its employees. In 2018/19 the Council's payroll budget is approximately £8.2m including circa £1.0m to directly support the Programme for Growth. This includes the impacts of the 2018/19 pay award which has increased our budgets by approximately £240k and a 2% vacancy factor reducing the payroll budget by £170k. The Council's ambitious growth agenda (an agenda

which is fundamental to the long term sustainability of our vital public services) meant a need to increase our internal capacity over three years from 2017/18. In the shorter term this continues to require support from the Council's reserves and the Council has approved funding through the Programme for Growth through until 2019/20. However, care needs to be taken to ensure that this directly supports an increase in overall cash resources coming into the Council.

- 3.4 The Apprenticeship Levy has also been factored into our future payroll costs – an estimated cost of around £18k p.a.

### Income

- 3.5 Service related income levels are improving and helping to support our savings plan. Opportunities for growing income generation remain a priority and proposals for commercialisation will continue to be developed. A strategic review of income generation is planned as part of our savings work which will include opportunities for investment in property and/or other alternatives to achieve an income stream.
- 3.6 The windfall from Business Rates income will have a significant positive impact on our General Fund financial position at least in the short term but we will need to keep this under close review and in accordance with the previously approved MTFS and budget, it is assumed that growth above our baseline funding is transferred into the Special Projects (Programme for Growth) Reserve as it is realised.
- 3.7 Whilst the Government's offer of a multi-year settlement provides a degree of certainty (notwithstanding the impacts of the UK's exit from the EU) this is a diminishing proportion of overall funding. Due to the uncertainty of Business Rates and New Homes Bonus it is difficult to predict the level of resources we can expect beyond 2018/19 with confidence.
- 3.8 Housing rents are subject to the Government's control and forecasts. In 2016/17 a 1% reduction in rents was implemented for a four year period of which the last year will be 2019/20. From 2020/21, CPI + 1% will be applied in line with government policy for a 5 year period but as highlighted in paragraph 2.34 above this could be subject to change.

## Appendix 1

### Net Budget Forecast (Mid-Case)

- 3.9 The forecasted resources and revenue budgets for 2019/20 to 2021/22 including approved bids and commitments are shown in the table below (mid-case):

<b>General Fund</b>	<b>2018/19 £000's</b>	<b>2019/20 £000's</b>	<b>2020/21 £000's</b>	<b>2021/22 £000's</b>
Council Tax	5,403	5,613	5,782	5,956
Council Tax Collection Fund Surpluses	(95)	0	0	0
Business Rates Collection Fund Surpluses	7,820	7,980	0	0
RSG	265	0	0	0
Business Rates*	2,188	2,418	2,363	2,410
New Homes Bonus	1,541	1,615	0	0
Other Non-Service Grants	204	191	0	0
<b>Total Resources</b>	<b>17,326</b>	<b>17,817</b>	<b>8,145</b>	<b>8,366</b>
<b>Net Budget Prior to Planned Savings</b>	<b>18,354</b>	<b>19,388</b>	<b>10,490</b>	<b>11,264</b>
Business Rates Equalisation Reserve	668	81	0	0
<b>Forecast Surplus/Deficit (+/-)</b>	<b>-360</b>	<b>-1490</b>	<b>-2,345</b>	<b>-2,897</b>

\*2018/19 Safety Net thereafter assumed Baseline

<b>Housing Revenue Account</b>	<b>2018/19 £000's</b>	<b>2019/20 £000's</b>	<b>2020/21 £000's</b>	<b>2021/22 £000's</b>
Dwellings Rents	11,940	11,840	12,413	12,452
Garage Rents	100	103	106	107
<b>Total Resources</b>	<b>12,040</b>	<b>11,943</b>	<b>12,248</b>	<b>12,559</b>
<b>Net Budget Prior to Planned Savings</b>	<b>11,175</b>	<b>11,664</b>	<b>10,740</b>	<b>12,226</b>
Planned Savings	0	-75	-75	-75
<b>Forecast Surplus/Deficit (+/-) transferred to MRR to fund the capital programme</b>	<b>864</b>	<b>353</b>	<b>1,584</b>	<b>408</b>

- 3.10 The General Fund shows a forecast deficit of £1.5m in 2019/20, £2.3m in 2020/21 and £2.9m in 2021/22.
- 3.11 The on-going risk to the Council's funding (General Fund and HRA) means that we will need to strike a careful balance between savings and investment. We will continue to strive for more efficient and effective services and maximising income where possible and appropriate, which in turn will enable the financial capacity for investment to achieve sustainable cash 'returns' and minimise the impact on front line service outcomes and in the case of the HRA the amount available for investment in our housing stock.

## 4. Savings

- 4.1 This MTFS emphasises the careful balance that is required between savings and investment in order to ensure the Council's finances remain sustainable. Delivering on-going efficiencies is a key part of the Council's 'Great Value' priority – being as efficient as possible and living within our means, whilst using the financial capacity created to generate long-term gains to improve outcomes for citizens.
- 4.2 Taking the proposals for Council Tax, growth, and reserve transfers and assumptions on Formula Grant, the estimated target for savings on the General Fund is £2.9m by 2021/22.
- 4.3 The Council has a good track record for delivering savings, but in 2018/19 progress is behind profile and it is becoming increasingly difficult to achieve further savings from a reducing cost base. However, the focus on delivering planned savings must be maintained, given the importance of savings in achieving the Council's financial (and wider) objectives and to avoid the long term use of balances to support on-going spending which is unsustainable. The Council's approach to savings covers three key strands:
- **Growing** our resources through charging for services, trading externally and importantly investing in economic growth to drive growth in Council Tax and Business Rates;
  - **Transforming** our business through the use of technology and flexible working to meet citizen and customer needs;
  - **Commissioning** from and with partners to achieve shared efficiencies and reduce the demand for public sector services.
- 4.4 A number of 'technical' savings have also been delivered which involved the set-aside of one-off sums to reduce the on-going base budget – these included a £1.5m contribution to the Private Finance Initiative (PFI); £3.3m voluntary minimum revenue provision in relation to outstanding debt; and a £9.391m lump sum payment to the North Yorkshire Pension Fund to reduce employer contributions. Council agreed that resources earmarked in a number of reserves would be redirected in 2016/17 with the potential for these to be replenished in 2017/18 (subject to business rates income) – which was done in 2017/18.
- 4.5 The General Fund savings in progress and forecast for 2018/19 currently total £175k - £185k short of the expected deficit. Looking ahead to 2019/20 much of the identified savings are considered high risk. The previous MTFS provided £2.4m to support the revenue budget pending delivery of saving but given the high risk within the savings programme it would be prudent to hold back sufficient funds to cover the current year and following 3 years deficit – a total of around £7m.

## Appendix 1

- 4.6 In approving the plan and it must be acknowledged that **failure to deliver the savings target would require the use of further reserves to balance the budget which would undermine the Council's long term financial resilience and therefore work to deliver and identify further savings to bridge any gap must continue.**
- 4.7 Taking into account the updated forecasts in the MTFs and progress on the current savings plan the estimated position on savings is:

GF Savings Summary	2018/19 £000's	2019/20 £000's	2020/21 £000's	2021/22 £000's
<b>Estimated Deficit (mid-case)</b>	<b>360</b>	<b>1,490</b>	<b>2,345</b>	<b>2,897</b>
Low risk	45	45	45	45
Medium risk	60	319	319	319
High risk	70	1,212	1,212	1,212
<b>Total per plan</b>	<b>175</b>	<b>1,257</b>	<b>1,257</b>	<b>1,257</b>
<b>Further Shortfall</b>	<b>185</b>	<b>233</b>	<b>1,088</b>	<b>1,640</b>

HRA Savings Summary	2018/19 £000's	2019/20 £000's	2020/21 £000's	2021/22 £000's
<b>Assumed residual target</b>	<b>0</b>	<b>84</b>	<b>84</b>	<b>84</b>
Medium risk	0	194	194	194
High risk	0	20	20	20
<b>Total per plan</b>	<b>0</b>	<b>214</b>	<b>214</b>	<b>214</b>
<b>Current Shortfall / (Surplus)</b>		<b>(130)</b>	<b>(130)</b>	<b>(130)</b>

*Note HRA is in surplus but resources are required for capital programme so an assumed savings target is applied*

- 4.8 Opportunities for additional savings will be explored as part of the forthcoming budget round.

## 5 Capital Programmes

- 5.1 The Council's Capital Programmes contain the 'business as usual' capital projects planned – for the General Fund these include Disabled Facilities Grants (DFGs), ICT replacements, major works to the Council's assets and loans/grants to Selby and District Housing Trust to support affordable housing delivery; and for the HRA the various enhancement works to the Council's housing stock as well as new build schemes. Expenditure is funded by earmarked reserves set aside for these specific purposes, or through capital receipts from Council House and other asset sales. For information, the approved programmes are attached at **Appendix D**.

- 5.2 There is currently around £5.7m available in usable capital receipts estimated over next 3 years from right to buy receipts, and land/property sales. In recent years low level receipts have been used to cover the cost of Disabled Facilities Grants, however increases in Council House sales and the Council's agreement with the Government to retain extra receipts to achieve one for one replacement of Council homes, means that going forward, receipts retained from council house sales can be used to support the Council's affordable homes development strategy and deliver new build homes across the district.
- 5.3 In addition s106 affordable housing commuted sums are anticipated (£8.5m over the next 7 years with £4.88m outstanding at April 2018) which provide the potential to extend our house building/acquisition programme further. Plans are already in progress on the £22m development programme approved by the Executive in January 2018, but with rising right to buy receipts and s106 commuted sums, there is potential to increase our existing programme further. A review of the HRA Business Plan will be undertaken in the coming months and proposals will be brought forward for approval in due course should this be appropriate.
- 5.4 For the purpose of this strategy it is assumed that new acquisitions (purchased or built) will be subject to business cases and at least self-financing through the rental income achieved. Capital Programme proposals will be considered as part of the forthcoming budget round and borrowing requirements will be kept under review.

## 6 Programme for Growth

- 6.1 The 'Programme for Growth' is the Council's strategic programme to support delivery of its Corporate Plan. The programme comprises a range of cross cutting projects designed to '**make Selby a great place**' by investing in jobs; housing; infrastructure/economic development; and the tourism economy. The approved programme, which aligns to the new Corporate Plan, is set out at **Appendix E**.
- 6.2 The programme is now in its fourth incarnation, with an initial suite of projects approved as part of the 2018/19 budget:

<b>Programme for Growth 3</b>	<b>Projects £000</b>
Total Allocated to projects	7,511
Internal capacity	3,000
Assumed remaining project delivery fund (subject to available resources)	423
<b>Funding from Special Projects Reserve</b>	<b>10,934</b>

- 6.3 These resources could increase further subject to the future of New Homes Bonus and Business Rates and delivery of savings. **The mid-case scenario shows the potential for a further £8.7m receipts in 2018/19.** The Council's treasury management strategy proposes to invest £5m in property funds with entry fees and the investment being financed through the Programme for Growth which would leave £3.7m for future allocation.
- 6.4 At this stage however, given the risk within the savings plan the remaining £3.7m will be held within the Business Rates Equalisation reserve to mitigate the shortfall in our savings plan.
- 6.5 The resources available to fund the programme will be reviewed annually in light of announcements on Local Government funding and the Council's financial outlook. However the Council's strategic approach to its future financial sustainability is reliant upon investment to stimulate housing and business growth which in turn will generate local funds through Council Tax and Business Rates to mitigate losses in central Government funding and provide the capacity for further reinvestment.
- 6.6 There may be opportunity to extend the programme for growth further through bids for funding from external partners (such as the LEP and HCA).

## 7 Conclusions

- 7.1 The key assumptions which underpin the Financial Strategy have been updated based on the latest intelligence available however there remains much uncertainty around public sector finance.
- 7.2 There is risk within the Business Rates retention scheme as we approach the system reset from 2020/21 - at this stage a cautious stance has been taken and whilst we anticipate further renewable energy receipts in 2019/20 these will only be allocated when they are confirmed although we will keep the potential in mind as we develop our plans.
- 7.3 There is also uncertainty over New Homes Bonus, the economic situation, income generation and delivery of savings. The Council's longer term financial position is heavily reliant upon overall resources keeping pace with inflation and costs being contained within base budget.
- 7.4 Currently, New Homes Bonus is crucial to our financial resilience and to our capacity to invest in Selby District. However recent indications from central government suggest that this scheme is only secured to 2019/20. To plan for the potential loss it is proposed that the amount



used to support the revenue budget is phased out over the next 2 years - a loss of nearly £800k to our on-going revenue budget.

- 7.5 Based on the assumptions in this strategy the Council's target General Fund Net Revenue Budget for 2019/20 is £17.8m, including a savings target of £1.5m and net contributions to reserves of £7.8m (which includes £8m non-recurring renewable energy business rates).
- 7.6 By 2020/21 the savings requirement is anticipated to rise to £2.3m and £2.9m by 2021/22 (although this does not take into account growth beyond the standard assumptions contained in this MTFS).
- 7.7 The additional income from Council Tax and Business Rates as a result of our investment in economic growth will help to bridge the funding gap in the long term but inevitably this will take time to come to fruition and therefore in the meantime we must strive to be as efficient as possible and deliver the additional savings targets that have been proposed. We will need to keep these targets under review as the future for Local Government funding becomes clearer.
- 7.8 The target HRA budget for 2019/20 is £11.6m including a savings target of £75k. Over the next 10 years there is capacity within the HRA Business Plan to support additional capital expenditure - balancing investment in our current stock with acquisition of new homes. For the purpose of this strategy it is assumed that new acquisitions (purchased or built) will be subject to business cases and at least self-financing through the rental income achieved. As plans for the Housing Development Programme are established this budget will be updated as required.
- 7.9 Meeting the on-going savings challenge features strongly in the Council's strategic and operational plans and this work will continue. Our collaboration with North Yorkshire County Council and other partners, progressing our digital strategy and reducing demand for services, the commercialisation of our business, income generation and efficiency savings are important to this work.
- 7.10 However achieving financial self-sufficiency will mean that a careful balance between savings and investment will need to be struck. We will continue to strive for more efficient and effective services which in turn will provide the financial capacity for investment in delivering local economic growth – replacing central Government funding with sustainable cash returns in the form of income from services, Council Tax and Business Rates.

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**SELBY DISTRICT COUNCIL - 10 YEAR FINANCIAL PLAN 'Best' Case**

GENERAL FUND	← Medium Term Financial Plan →				← Long Term Forecast →					
	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2026/27
<b>KEY ASSUMPTIONS</b>										
Growth/Inflation	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Interest Rates	0.50%	0.65%	1.00%	1.25%	1.50%	1.75%	2.00%	2.25%	2.50%	2.50%
Tax Base Increase	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%
Government Grant (SFA) change	-24.21%	10.51%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Council Tax Increase	£5	3%	1.99%	1.99%	1.99%	1.99%	1.99%	1.99%	1.99%	1.99%
<b>COUNCIL TAX</b>										
Tax Base (Number of Band D Equivalents)	30,837	31,145	31,457	31,771	32,089	32,410	32,734	33,061	33,392	33,726
Council Tax @ Band D (£)	175.22	180.48	184.07	187.73	191.47	195.28	199.16	203.13	207.17	211.29
Council Tax Income (£000's)	5,403	5,621	5,790	5,965	6,144	6,329	6,519	6,716	6,918	7,126
Precept (£000's)	5,403	5,621	5,790	5,965	6,144	6,329	6,519	6,716	6,918	7,126
<b>REVENUE FINANCING</b>										
<b>Local Income</b>										
Council Tax	5,403	5,621	5,790	5,965	6,144	6,329	6,519	6,716	6,918	7,126
Council Tax Collection Fund Surplus/Deficit (+/-)	-95									
Business Rates Collection Fund Surplus/Deficit (+/-)	7,820	7,980								
<b>Gov't Grants</b>										
Settlement Funding - Business Rates	2,188	2,418	2,363	2,410	2,458	2,508	2,558	2,609	2,661	2,714
Settlement Funding - Revenue Support Grant	265									
New Homes Bonus	1,541	1,615								
Rural Services and Transitional Grants	135	108								
Other Specific Grants	69	84								
<b>TOTAL EXTERNAL RESOURCES (a)</b>	<b>17,326</b>	<b>17,825</b>	<b>8,153</b>	<b>8,375</b>	<b>8,602</b>	<b>8,837</b>	<b>9,077</b>	<b>9,325</b>	<b>9,579</b>	<b>9,840</b>
<b>REVENUE BUDGET</b>										
Approved Operational Budget - Net (Per Council Feb 18)	10,880	11,271	10,919	11,137	11,360	11,740	11,819	12,055	12,297	12,542
New growth - Lifeline		30	31	31	32	32	33	34	34	35
New growth - Recycling Credits		-300	-306	-312	-318	-325	-331	-338	-345	-351
New growth - Summit		-	-	-	-	-	-	-	-	-
Investment Interest	-165	-300	-300	-300	-300	-300	-300	-300	-300	-300
Capital Financing	1,049	581	506	350	357	364	371	379	386	394
Parish CTS Grant	70	-	-	-	-	-	-	-	-	-
<b>Net Budget Before Contributions to/from reserves</b>	<b>11,834</b>	<b>11,282</b>	<b>10,850</b>	<b>10,906</b>	<b>11,131</b>	<b>11,512</b>	<b>11,592</b>	<b>11,830</b>	<b>12,073</b>	<b>12,320</b>
<b>Contributions to Reserves:</b>										
PFI Scheme (incl SDC's contribution & interest)	292	295	303	310	316	321	326	330	333	333
Building Repairs	200	200	200	200	200	200	200	200	200	200
Computer Development	141	141	141	141	141	141	141	141	141	141
District Election	34	34	34	38	38	38	38	38	38	38
Pension Equalisation	100	100	100	100	100	100	100	100	100	100
Special Projects/P4G (New Homes Bonus)	880	1,248	-	-	-	-	-	-	-	-
Special Projects/P4G (Business Rates)	4,120	6,067	-	-	-	-	-	-	-	-
Local Plan	50	50	50	50	50	50	50	50	50	50
Business Rates Equalisation	3,700	1,913								
Contingency										
General Balances										
<b>Contributions from Reserves:</b>										
Business Development/Spend to Save	-84									
ICT	-474	-220	-149	-150	-153	-156	-159	-162	-166	-169
PFI	-418	-427	-435	-444	-453	-462	-471	-481	-491	-491
Building Repairs	-575	-361	-357	-200	-204	-208	-212	-216	-221	-225
Special Project/P4G Salaries	-1,114	-1,000	-386							
S106 Affordable Housing Commuted Sums										
District Election		-136				-153				
NYCC Collaboration										
Discretionary Rate Relief	-100									
Local Plan	-55	-98	-167							
Contingency										
Business Rates Equalisation (Internal safety net top-up)	-177									
<b>Net Contributions to/from reserves (+/-)</b>	<b>6,520</b>	<b>7,806</b>	<b>-666</b>	<b>45</b>	<b>35</b>	<b>-129</b>	<b>13</b>	<b>-1</b>	<b>-15</b>	<b>-23</b>
<b>Forecast Net Revenue Budget (b)</b>	<b>18,354</b>	<b>19,088</b>	<b>10,184</b>	<b>10,951</b>	<b>11,166</b>	<b>11,383</b>	<b>11,605</b>	<b>11,829</b>	<b>12,057</b>	<b>12,297</b>
<b>Difference between resources and forecast budget (a - b)</b>	<b>-1,028</b>	<b>-1,263</b>	<b>-2,030</b>	<b>-2,577</b>	<b>-2,563</b>	<b>-2,547</b>	<b>-2,528</b>	<b>-2,505</b>	<b>-2,479</b>	<b>-2,457</b>
Planned drawdown from Business Rates Equalisation Reserve	668	81								
<b>Current Net Surplus/Deficit within MTFP (+/-)</b>	<b>-360</b>	<b>-1,182</b>	<b>-2,030</b>	<b>-2,577</b>	<b>-2,563</b>	<b>-2,547</b>	<b>-2,528</b>	<b>-2,505</b>	<b>-2,479</b>	<b>-2,457</b>

## SELBY DISTRICT COUNCIL - 10 YEAR FINANCIAL PLAN Mid Case

GENERAL FUND	← Medium Term Financial Plan →					Long Term Forecast →				
	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2026/27
<b>KEY ASSUMPTIONS</b>										
Growth/Inflation	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Interest Rates	0.50%	0.65%	1.00%	1.25%	1.50%	1.75%	2.00%	2.25%	2.50%	2.50%
Tax Base Increase	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%
Government Grant (SFA) change	-24.21%	10.51%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Council Tax Increase	£5	£5	1.99%	1.99%	1.99%	1.99%	1.99%	1.99%	1.99%	1.99%
<b>COUNCIL TAX</b>										
Tax Base (Number of Band D Equivalents)	30,837	31,145	31,457	31,771	32,089	32,410	32,734	33,061	33,392	33,726
Council Tax @ Band D (£)	175.22	180.22	183.81	187.47	191.20	195.00	198.88	202.84	206.88	211.00
Council Tax Income (£000's)	5,403	5,613	5,782	5,956	6,135	6,320	6,510	6,706	6,908	7,116
Precept (£000's)	5,403	5,613	5,782	5,956	6,135	6,320	6,510	6,706	6,908	7,116
<b>REVENUE FINANCING</b>										
<b>Local Income</b>										
Council Tax	5,403	5,613	5,782	5,956	6,135	6,320	6,510	6,706	6,908	7,116
Council Tax Collection Fund Surplus/Deficit (+/-)	- 95	-	-	-	-	-	-	-	-	-
Business Rates Collection Fund Surplus/Deficit (+/-)	7,820	7,980	-	-	-	-	-	-	-	-
<b>Gov't Grants</b>										
Settlement Funding - Business Rates	2,188	2,418	2,363	2,410	2,458	2,508	2,558	2,609	2,661	2,714
Settlement Funding - Revenue Support Grant	265	-	-	-	-	-	-	-	-	-
New Homes Bonus	1,541	1,615	-	-	-	-	-	-	-	-
Rural Services and Transitional Grants	135	108	-	-	-	-	-	-	-	-
Other Specific Grants	69	84	-	-	-	-	-	-	-	-
<b>TOTAL EXTERNAL RESOURCES (a)</b>	<b>17,326</b>	<b>17,817</b>	<b>8,145</b>	<b>8,366</b>	<b>8,594</b>	<b>8,828</b>	<b>9,068</b>	<b>9,315</b>	<b>9,569</b>	<b>9,830</b>
<b>REVENUE BUDGET</b>										
Approved Operational Budget - Net (Per Council Feb 18)	10,880	11,271	10,919	11,137	11,360	11,740	11,819	12,055	12,297	12,542
New growth - Lifeline	30	31	31	31	32	32	33	34	34	35
New growth - Recycling Credits	-	-	-	-	-	-	-	-	-	-
New growth - Summit	-	-	-	-	-	-	-	-	-	-
Investment Interest	- 165	- 300	- 300	- 300	- 300	- 300	- 300	- 300	- 300	- 300
Capital financing	1,049	581	506	350	357	364	371	379	386	394
Partnership Grants	70	-	-	-	-	-	-	-	-	-
<b>Net Budget Before Contributions to/from reserves</b>	<b>11,834</b>	<b>11,582</b>	<b>11,156</b>	<b>11,219</b>	<b>11,449</b>	<b>11,837</b>	<b>11,924</b>	<b>12,168</b>	<b>12,417</b>	<b>12,672</b>
<b>Contributions to Reserves:</b>										
PFI Scheme (incl SDC's contribution & interest)	292	295	303	310	316	321	326	330	333	333
Building Repairs	200	200	200	200	200	200	200	200	200	200
Computer Development	141	141	141	141	141	141	141	141	141	141
District Election	34	34	34	38	38	38	38	38	38	38
Pension Equalisation	100	100	100	100	100	100	100	100	100	100
Special Projects/P4G (New Homes Bonus)	880	1,248	-	-	-	-	-	-	-	-
Special Projects/P4G (Business Rates)	4,120	6,067	-	-	-	-	-	-	-	-
Local Plan	50	50	50	50	50	50	50	50	50	50
Business Rates Equalisation	3,700	1,913	-	-	-	-	-	-	-	-
<b>Contributions from Reserves:</b>										
Business Development/Spend to Save	- 84	-	-	-	-	-	-	-	-	-
ICT	- 474	- 220	- 149	- 150	- 153	- 156	- 159	- 162	- 166	- 169
PFI	- 418	- 427	- 435	- 444	- 453	- 462	- 471	- 481	- 491	- 491
Building Repairs	- 575	- 361	- 357	- 200	- 204	- 208	- 212	- 216	- 221	- 225
Special Project/P4G Salaries	- 1,114	- 1,000	- 386	-	-	-	-	-	-	-
S106 Affordable Housing Commuted Sums	-	-	-	-	-	-	-	-	-	-
District Election	-	- 136	-	-	-	- 153	-	-	-	-
Discretionary Rate Relief	- 100	-	-	-	-	-	-	-	-	-
Local Plan	- 55	- 98	- 167	-	-	-	-	-	-	-
Business Rates Equalisation (Internal safety net top-up)	- 177	-	-	-	-	-	-	-	-	-
<b>Net Contributions to/from reserves (+/-)</b>	<b>6,520</b>	<b>7,806</b>	<b>- 666</b>	<b>45</b>	<b>35</b>	<b>- 129</b>	<b>13</b>	<b>- 1</b>	<b>- 15</b>	<b>- 23</b>
<b>Forecast Net Revenue Budget (b)</b>	<b>18,354</b>	<b>19,388</b>	<b>10,490</b>	<b>11,264</b>	<b>11,484</b>	<b>11,708</b>	<b>11,936</b>	<b>12,167</b>	<b>12,402</b>	<b>12,649</b>
<b>Difference between resources and forecast budget (a - b)</b>	<b>- 1,028</b>	<b>- 1,571</b>	<b>- 2,345</b>	<b>- 2,897</b>	<b>- 2,890</b>	<b>- 2,880</b>	<b>- 2,868</b>	<b>- 2,852</b>	<b>- 2,833</b>	<b>- 2,818</b>
Planned drawdown from Business Rates Equalisation Reserve	668	81	-	-	-	-	-	-	-	-
<b>Net Surplus/Deficit within MTFP (+/-)</b>	<b>- 360</b>	<b>- 1,490</b>	<b>- 2,345</b>	<b>- 2,897</b>	<b>- 2,890</b>	<b>- 2,880</b>	<b>- 2,868</b>	<b>- 2,852</b>	<b>- 2,833</b>	<b>- 2,818</b>

## SELBY DISTRICT COUNCIL - 10 YEAR FINANCIAL PLAN 'Worst' Case

GENERAL FUND	← Medium Term Financial Plan →				← Long Term Forecast →					
	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2026/27
<b>KEY ASSUMPTIONS</b>										
Growth/Inflation	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Interest Rates	0.50%	0.65%	1.00%	1.25%	1.50%	1.75%	2.00%	2.25%	2.50%	2.50%
Tax Base Increase	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%
Government Grant (SFA) change	-24.21%	10.51%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Council Tax Increase	£5	£0	1.99%	1.99%	1.99%	1.99%	1.99%	1.99%	1.99%	1.99%
<b>COUNCIL TAX</b>										
Tax Base (Number of Band D Equivalents)	30,837	31,145	31,457	31,771	32,089	32,410	32,734	33,061	33,392	33,726
Council Tax @ Band D (£)	175.22	175.22	178.71	182.27	185.89	189.59	193.37	197.21	201.14	205.14
Council Tax Income (£000's)	5,403	5,457	5,622	5,791	5,965	6,145	6,330	6,520	6,716	6,919
Precept (£000's)	5,403	5,457	5,622	5,791	5,965	6,145	6,330	6,520	6,716	6,919
<b>REVENUE FINANCING</b>	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's
<b>Local Income</b>										
Council Tax	5,403	5,457	5,622	5,791	5,965	6,145	6,330	6,520	6,716	6,919
Council Tax Collection Fund Surplus/Deficit (+/-)	- 95									
Business Rates Collection Fund Surplus/Deficit (+/-)	7,820	7,980								
<b>Gov't Grants</b>										
Settlement Funding - Business Rates	2,188	2,418	2,363	2,410	2,458	2,508	2,558	2,609	2,661	2,714
Settlement Funding - Revenue Support Grant	265									
New Homes Bonus	1,541	1,615								
Rural Services and Transitional Grants	135	108								
Other Specific Grants	69	84								
<b>TOTAL EXTERNAL RESOURCES</b>	(a) 17,326	17,661	7,985	8,201	8,424	8,652	8,887	9,129	9,378	9,633
<b>REVENUE BUDGET</b>	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's
Approved Operational Budget - Net (Per Council Feb 18)	10,880	11,271	10,919	11,137	11,360	11,740	11,819	12,055	12,297	12,542
New growth - Lifeline		30	31	31	32	32	33	34	34	35
New growth - Recycling Credits		300	306	312	318	325	331	338	345	351
New growth - Summit		-	-	-	-	-	-	-	-	-
Investment Interest	- 165	- 300	- 300	- 300	- 300	- 300	- 300	- 300	- 300	- 300
Capital Financing	1,049	581	506	350	357	364	371	379	386	394
Parish CTS Grant	70	-	-	-	-	-	-	-	-	-
<b>Net Budget Before Contributions to/from reserves</b>	11,834	11,882	11,462	11,531	11,767	12,162	12,255	12,506	12,762	13,023
<b>Contributions to Reserves:</b>										
PFI Scheme (incl SDC's contribution & interest)	292	295	303	310	316	321	326	330	333	333
Building Repairs	200	200	200	200	200	200	200	200	200	200
Computer Development	141	141	141	141	141	141	141	141	141	141
District Election	34	34	34	38	38	38	38	38	38	38
Pension Equalisation	100	100	100	100	100	100	100	100	100	100
Special Projects/P4G (New Homes Bonus)	880	1,248	-	-	-	-	-	-	-	-
Special Projects/P4G (Business Rates)	4,120	6,067	-	-	-	-	-	-	-	-
Local Plan	50	50	50	50	50	50	50	50	50	50
Business Rates Equalisation	3,700	1,913								
Contingency										
General Balances										
<b>Contributions from Reserves:</b>										
Business Development/Spend to Save	- 84									
ICT	- 474	- 220	- 149	- 150	- 153	- 156	- 159	- 162	- 166	- 169
PFI	- 418	- 427	- 435	- 444	- 453	- 462	- 471	- 481	- 491	- 491
Building Repairs	- 575	- 361	- 357	- 200	- 204	- 208	- 212	- 216	- 221	- 225
Special Project/P4G Salaries	- 1,114	- 1,000	- 386							
S106 Affordable Housing Commuted Sums										
District Election		- 136				- 153				
NYCC Collaboration										
Discretionary Rate Relief	- 100									
Local Plan	- 55	- 98	- 167							
Contingency										
Business Rates Equalisation (Internal safety net top-up)	- 177									
<b>Net Contributions to/from reserves (+/-)</b>	6,520	7,806	- 666	45	35	- 129	13	- 1	- 15	- 23
<b>Forecast Net Revenue Budget</b>	(b) 18,354	19,688	10,796	11,576	11,802	12,033	12,267	12,505	12,747	13,000
<b>Difference between resources and forecast budget (a - b)</b>	- 1,028	- 2,027	- 2,811	- 3,375	- 3,379	- 3,380	- 3,380	- 3,376	- 3,369	- 3,367
Planned drawdown from Business Rates Equalisation Reserve	668	81								
<b>Net Surplus/Deficit within MTFP (+/-)</b>	- 360	- 1,946	- 2,811	- 3,375	- 3,379	- 3,380	- 3,380	- 3,376	- 3,369	- 3,367

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**SELBY DISTRICT COUNCIL - HRA 10 YEAR FINANCIAL PLAN**

	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
← Medium Term Financial Plan →											
<b>KEY ASSUMPTIONS</b>											
Inflation	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Interest Rates	0.40%	0.50%	0.75%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%
Estimated Sales	-20	-20	-20	-20	-20	-20	-20	-20	-20	-20	-20
Demolitions											
Estimated New Build	23	19	13								
Void Loss	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%
Provision for Bad Debts	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%
Fees & Charges	2.00%	2.90%	2.90%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Rent Increase CPI + 1%	-1.00%	-1.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
Number of Dwellings (Mid Year Average)	3,044	3,045	3,041	3,027	3,007	2,987	2,967	2,947	2,927	2,907	2,887
Average Rent - Rent Restructuring	83.26	82.43	84.90	87.45	90.07	92.77	95.56	98.42	101.38	104.42	107.55
Rent Weeks	48.00	48.00	48.00	48.00	48.00	48.00	48.00	48.00	48.00	48.00	48.00
<b>REVENUE FINANCING</b>											
Dwellings Rents	11,940,000	11,840,000	12,142,864	12,451,618	12,740,428	13,035,360	13,336,522	13,644,022	13,957,968	14,278,472	14,605,644
Garage Rents	99,700	102,591	105,566	107,678	109,831	112,028	114,269	116,554	118,885	121,263	123,688
<b>Total Resources (£)</b>	<b>12,039,700</b>	<b>11,942,591</b>	<b>12,248,431</b>	<b>12,559,296</b>	<b>12,850,259</b>	<b>13,147,388</b>	<b>13,450,791</b>	<b>13,760,575</b>	<b>14,076,853</b>	<b>14,399,735</b>	<b>14,729,332</b>
<b>REVENUE BUDGET</b>											
Operational Services	1,756,150	1,711,391	1,665,666	1,698,980	1,732,959	1,767,619	1,802,971	1,839,030	1,875,811	1,913,327	1,951,594
Commissioning Contracts & Procurement	105,900	109,290	112,360	114,607	116,899	119,237	121,622	124,055	126,536	129,066	131,648
Debt Management Costs	6,000	6,000	6,000	6,120	6,242	6,367	6,495	6,624	6,757	6,892	7,030
Contingency	75,000	75,000	75,000	76,500	78,030	79,591	81,182	82,806	84,462	86,151	87,874
<b>Net Service Costs</b>	<b>1,943,050</b>	<b>1,901,681</b>	<b>1,859,026</b>	<b>1,896,207</b>	<b>1,934,131</b>	<b>1,972,814</b>	<b>2,012,270</b>	<b>2,052,515</b>	<b>2,093,566</b>	<b>2,135,437</b>	<b>2,178,146</b>
CEC Recharge from General Fund	2,741,123	2,810,182	2,883,750	2,941,425	3,000,254	3,060,259	3,121,464	3,183,893	3,247,571	3,312,522	3,378,773
<b>Net Operational Budget</b>	<b>4,684,173</b>	<b>4,711,863</b>	<b>4,742,776</b>	<b>4,837,632</b>	<b>4,934,385</b>	<b>5,033,072</b>	<b>5,133,734</b>	<b>5,236,408</b>	<b>5,341,137</b>	<b>5,447,959</b>	<b>5,556,919</b>
Major Repairs Reserve Contribution	909,360	1,363,360	718,360	2,125,427	2,894,624	1,561,230	1,188,475	2,888,405	2,516,773	1,477,568	1,447,780
Depreciation (Dwellings)	1,189,940	1,189,940	1,189,940	1,213,739	1,238,014	1,262,774	1,288,029	1,313,790	1,340,066	1,366,867	1,394,204
Depreciation (All other Assets)	106,700	106,700	106,700	108,834	111,011	113,231	115,496	117,805	120,162	122,565	125,016
Repayment of HRA Reform Loan (Interest)	2,787,103	2,821,630	2,544,580	2,497,750	2,497,750	2,497,750	2,497,750	2,497,750	2,497,750	2,497,750	2,497,750
Loan Principal (Based on 50 Years)	1,260,000	1,260,000	1,260,000	1,260,000	1,260,000	1,260,000	1,260,000	1,260,000	1,260,000	1,260,000	1,260,000
Provision for Bad & Doubtful Debt	262,680	260,480	267,143	273,936	280,289	286,778	293,403	300,168	307,075	314,126	321,324
Investment Interest - Notional Sum	- 74,700	- 99,500	- 139,600	- 140,996	- 142,406	- 143,830	- 145,268	- 146,721	- 148,188	- 149,670	- 151,167
<b>Net Budget Before Contributions to/from Reserves</b>	<b>11,125,256</b>	<b>11,614,473</b>	<b>10,689,899</b>	<b>12,176,322</b>	<b>13,073,666</b>	<b>11,871,005</b>	<b>11,631,619</b>	<b>13,467,606</b>	<b>13,234,774</b>	<b>12,337,166</b>	<b>12,451,826</b>
<u>Contributions to Reserves:</u>											
Computer Development	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
<b>Forecast HRA Net Revenue Budget</b>	<b>11,175,256</b>	<b>11,664,473</b>	<b>10,739,899</b>	<b>12,226,322</b>	<b>13,123,666</b>	<b>11,921,005</b>	<b>11,681,619</b>	<b>13,517,606</b>	<b>13,284,774</b>	<b>12,387,166</b>	<b>12,501,826</b>
<b>Difference between Resources and HRA Net Revenue Budget</b>	<b>864,444</b>	<b>278,118</b>	<b>1,508,531</b>	<b>332,974</b>	<b>- 273,407</b>	<b>1,226,383</b>	<b>1,769,172</b>	<b>242,970</b>	<b>792,080</b>	<b>2,012,569</b>	<b>2,227,506</b>
Savings Target	-	- 75,000	- 75,000	- 75,000	- 75,000	- 75,000	- 75,000	- 75,000	- 75,000	- 75,000	- 75,000
<b>Difference between resources and Net Revenue Budget Transferred to Major Repirs Reserve</b>	<b>864,444</b>	<b>353,118</b>	<b>1,583,531</b>	<b>407,974</b>	<b>- 198,407</b>	<b>1,301,383</b>	<b>1,844,172</b>	<b>317,970</b>	<b>867,080</b>	<b>2,087,569</b>	<b>2,302,506</b>
<b>Revenue Capital Programme Funding</b>	<b>909,360</b>	<b>1,363,360</b>	<b>718,360</b>	<b>2,125,427</b>	<b>2,894,624</b>	<b>1,561,230</b>	<b>1,188,475</b>	<b>2,888,405</b>	<b>2,516,773</b>	<b>1,477,568</b>	<b>1,447,780</b>
<b>Surplus Prior to Funding Capital Programme</b>	<b>1,773,804</b>	<b>1,716,478</b>	<b>2,301,891</b>	<b>2,533,401</b>	<b>2,696,217</b>	<b>2,862,613</b>	<b>3,032,647</b>	<b>3,206,374</b>	<b>3,383,852</b>	<b>3,565,138</b>	<b>3,750,286</b>

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Reserve Balances 2018 - 2021															
Description	Estimated Balance 31 March 18	Use	Transfers	Contribs	Estimated Balance 31 March 19	Use	Contribs	Estimated Balance 31 March 20	Use	Contribs	Estimated Balance 31 March 21	Use	Contribs	Estimated Balance 31 March 22	Comments
	£	£	£	£	£	£	£	£	£	£	£	£	£	£	
<b>Revenue Reserves</b>															
<b>General Fund</b>															
<b>Reserves to fund future commitments:</b>															
PFI Scheme	3,643,442	- 418,430		292,169	3,517,181	- 427,000	295,081	3,385,262	- 435,323	302,656	3,252,595	- 449,460	309,645	3,112,780	
ICT	573,571	- 1,118,272	500,000	191,000	146,299	- 220,000	191,000	117,299	- 149,000	191,000	159,299	- 191,000	191,000	159,299	
Asset Management	1,004,960	- 1,095,848	250,000	200,000	359,112	- 361,430	200,000	197,682	- 356,520	200,000	41,162	- 200,000	200,000	41,162	Future commitments require top up of £250k
Election	113,934			34,000	147,934	- 136,000	34,000	45,934		34,000	79,934		34,000	113,934	
	5,335,908	- 2,632,550	750,000	717,169	4,170,527	- 1,144,430	720,081	3,746,178	- 940,843	727,656	3,532,991	- 840,460	734,645	3,427,176	
<b>Reserves to fund growth and improvement:</b>															
Special Projects/Unallocated	-	- 5,000,000		5,000,000	-		3,852,250	3,852,250			3,852,250			3,852,250	Assumes £5m of renewable energy income is allocated to Property Funds in 2018/19 and remainder to BRER to support savings plan. Subject to confirmation of receipts in 2019/20 the remainder of renewable energy receipts (after £4.1m is held in BRER to support the revenue budget and £25k is allocated to P4G), is available for allocation.
Special Projects / Programme for Growth	7,307,569	- 8,064,794		880,000	122,775	- 1,251,249	1,273,414	144,940	- 144,940		-			-	P4G resources/spend 2018/19 to 2019/20 = £9.461m
S106 Affordable Housing Commuted Sums	3,490,610	- 540,000		1,218,744	4,169,354	- 750,000	2,437,488	5,856,842	- 210,000	1,223,266	6,870,108			6,870,108	Funds ring-fenced and spend subject to progress on housing developments
Discretionary Rate Relief Fund	268,492	- 100,000			168,492			168,492			168,492			168,492	
NYC Collaboration	50,000				50,000			50,000			50,000			50,000	
Spend To Save (Business Development)	498,452	- 313,924	150,000		334,528			334,528			334,528			334,528	
	11,615,123	- 9,018,718	150,000	2,098,744	4,845,149	- 2,001,249	7,563,152	6,554,802	- 354,940	1,223,266	7,423,128	-	-	7,423,128	
<b>Reserves to mitigate financial risk:</b>															
Pensions Equalisation Reserve	741,643		- 750,000	100,000	91,643		100,000	191,643		100,000	291,643		100,000	391,643	
NDR Equalisation	1,604,415	- 845,751		2,820,000	3,578,664	- 81,000	4,102,336	7,600,000			7,600,000			7,600,000	£7.6m held to support revenue budget to 2021/22 - drawdown is subject to savings delivery
Local Plan	550,231	- 479,360	250,000	50,000	370,871	- 97,500	50,000	323,371	- 167,500	50,000	205,871		50,000	255,871	
Contingency	497,600		- 250,000		247,600			247,600			247,600			247,600	
General Fund	1,653,222		- 150,000		1,503,222			1,503,222			1,503,222			1,503,222	Minimum working balance £1.5m
	5,047,111	- 1,325,111	- 900,000	2,970,000	5,792,000	- 178,500	4,252,336	9,865,836	- 167,500	150,000	9,848,336	-	150,000	9,998,336	
<b>Total GF Revenue reserves</b>	<b>21,998,142</b>	<b>- 12,976,379</b>	<b>-</b>	<b>5,785,913</b>	<b>14,807,676</b>	<b>- 3,324,179</b>	<b>12,535,569</b>	<b>20,166,816</b>	<b>- 1,463,283</b>	<b>2,100,922</b>	<b>20,804,455</b>	<b>- 840,460</b>	<b>884,645</b>	<b>20,848,640</b>	
<b>HRA</b>															
HRA Unallocated Balance	2,266,697				2,266,697			2,266,697			2,266,697			2,266,697	
C/fwd Budgets (HRA)	1,651,796	- 1,651,796			-			-			-			-	
Major Repairs Reserve - Capital Programme	4,330,024	- 4,083,796		3,070,443	3,316,671	- 2,725,000	3,013,118	3,604,789	- 2,080,000	3,598,531	5,123,320	- 3,000,000	3,855,974	5,979,294	
<b>Sub Total</b>	<b>8,248,517</b>	<b>- 5,735,592</b>	<b>-</b>	<b>3,070,443</b>	<b>5,583,368</b>	<b>- 2,725,000</b>	<b>3,013,118</b>	<b>5,871,486</b>	<b>- 2,080,000</b>	<b>3,598,531</b>	<b>7,390,017</b>	<b>- 3,000,000</b>	<b>3,855,974</b>	<b>8,245,991</b>	
<b>Total Revenue Reserves</b>	<b>30,246,659</b>	<b>- 18,711,971</b>	<b>-</b>	<b>8,856,356</b>	<b>20,391,044</b>	<b>- 6,049,179</b>	<b>15,548,687</b>	<b>26,038,302</b>	<b>- 3,543,283</b>	<b>5,699,453</b>	<b>28,194,472</b>	<b>- 3,840,460</b>	<b>4,740,619</b>	<b>29,094,631</b>	
<b>Capital Reserves</b>															
General Fund Receipts (after P4G removed)	1,220,043				1,220,043			1,220,043			1,220,043			1,220,043	
HRA Receipts	3,205,327	- 625,000		500,000	3,080,327	- 370,000	500,000	3,210,327	- 310,000	500,000	3,400,327	- 310,000	500,000	3,590,327	
Other Capital Receipts	493,000	- 325,000			168,000			168,000			168,000			168,000	
Capital Receipts (HRA Reserved)	23,205	- 253,205		230,000	0	- 250,000	250,000	0			0			0	
<b>Total GF Capital Receipts</b>	<b>4,941,575</b>	<b>- 1,203,205</b>	<b>-</b>	<b>730,000</b>	<b>4,468,370</b>	<b>- 620,000</b>	<b>750,000</b>	<b>4,598,370</b>	<b>- 310,000</b>	<b>500,000</b>	<b>4,788,370</b>	<b>- 310,000</b>	<b>500,000</b>	<b>4,978,370</b>	

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**Appendix C : Savings Plan**

General Fund - Potential Saving	Sponsor	2018/19 Forecast £000's	2019/20 Target £000's	Update
Income generation	SR	0	185	Proposals to be developed for additional income streams for 2019/20 and beyond - including potential opportunities to maximise income streams through better understanding of our asset base, following asset management system implementation.
Process improvements /on-line transactions	JS	70	91	Business Case for 'channel shift' project approved - implementation of first two phases scheduled for early 2018/19 but savings are still to be defined. The new housing system will be fully implemented by early 19/20. Potential savings are currently being collated but the savings remain at risk until these are confirmed.
Planning service review	JC	60	200	This saving is currently under review following the Government's increase of planning fees and with it the requirement to reinvest in the service. Some internal efficiencies are planned in 2018/19 but further work is required to confirm the level of savings that can be achieved next year and beyond.
Asset rationalisation	JS	14	140	Ex Profiles Gym has been let to a tenant generating £28k in 18/19. The remainder of this saving is dependent upon the contact centre move from Market Cross. This will require redevelopment of the Civic Centre to accommodate. This remains under discussion but works are unlikely to be completed in the current financial year. Police co-location is now expected in February 2019 and this income is included in the forecast at £13k.
Commissioning & collaboration	JS	30	80	The savings expected in 2019/20 are still to be identified but additional income has been generated in 2018/19 through agreements to deliver work for another local District Council.
New SDHT Loans	DC	1.3	71	Loans currently made to the Selby District Housing Trust will generate £18.3k of interest returns in 2018/19. A number of schemes are currently in progress, with negotiations taking place with developers with a scheme to acquire 12 S106 affordable housing properties recently agreed between SDC and the SDHT at Ulleskelf. The revised and expanded Housing Development Programme agreed by Executive in January 2018 identifies a significant role for the SDHT in delivery which will provide further loan opportunities for SDC. Forecast has been retained at the level of current existing loans, but there is scope for new loans to be made during the year.
Lending to third parties	DC	0	40	This work will be considered as adoption of the Economic Development Strategy is achieved, and the Programme 4 Growth is developed. However, this is not currently a high priority within the Economic Development Framework and consequently this saving will be reviewed as part of the next budget round.
Programme for Growth	DC	0	250	The current programme above indicates that approximately £3.5m of the projects (the Commercial Property Acquisition projects) will generate a direct ROI, so a direct ROI of circa 7% is required on these projects to achieve the £250k target. We are in the process of acquiring two former bank buildings which are targeted to achieve £100k of income per annum from 19/20 but the purchases are not yet finalised and redevelopment proposals are being formulated.
Business Rates Growth	DC	0	200	The Economic Development team will deliver the Council's Economic Development Strategy and proactively foster new inward investment and indigenous business growth. This is however very high risk due to uncertainties regarding the BRR system reset from 20/21.
<b>To be delivered not budgeted</b>		<b>175</b>	<b>1,257</b>	

Low Risk	45	-
Medium Risk	60	302
High Risk	70	955
<b>Total</b>	<b>175</b>	<b>1,257</b>

HRA - Potential Saving	Sponsor	2018/19 Forecast £000's	2019/20 Target £000's	Q1 June 2018
Process improvements /on-line transactions	JS		194	Business Case for 'channel shift' project approved - implementation of first two phases scheduled for early 2018/19. Quick wins already being delivered in Revs & Bens. Implementation of Housing Management System has commenced - first module due Jan 2018. Full implementation expected by July 2019. Project brief for 'Modern Office Project' to support a more flexible and mobile workforce currently being developed.
Commissioning & collaboration	JS		20	
<b>To be delivered not budgeted</b>		<b>-</b>	<b>214</b>	

Low Risk	-	-
Medium Risk	-	194
High Risk	-	20
<b>Total</b>	<b>-</b>	<b>214</b>

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**Appendix D : 2018/19 – 2020/21 CAPITAL PROGRAMME**

<u>GENERAL FUND</u>	Estimated Programme 2018/19	Estimated Programme 2019/20	Estimated Programme 2020/21
	£	£	£
<b>PROJECTS</b>			
Asset Management Plan Leisure Centres & Park	22,700	20,080	27,800
Asset Management Plan - Leisure Village	7,510	18,350	5,720
Enhancement of Car Parks	300,000	300,000	300,000
Collapsed Culvert - Portholme Road	207,000		
Housing Development (Loans to SDHT)	4,908,700	7,560,000	
<b>Grants</b>			
Disabled Facilities Grants	346,958	346,958	346,958
Repair Assistance Loans	30,000	30,000	30,000
<b>ICT Hardware &amp; Systems Within ICT Strategy</b>			
DIP Upgrade			
Virtual Servers, Software & Storage		25,000	
Benefits & Taxation	15,000	15,000	15,000
Transactional Services in Bens & Taxation	50,000		
Customer Portal	18,000		
Portal / Digital Platform - to Housing Mgmt System	18,000		
Disaster Recovery Improvements	40,000	20,000	
Microsoft Licensing	85,000	85,000	85,000
Laptop Refresh	60,000	40,000	33,000
Juniper Firewall	1,500		
Citrix Software Licences	30,000		
<b>Implementation &amp; Infrastructure Costs</b>	<b>317,500</b>	<b>185,000</b>	<b>133,000</b>
Desktop Replacement Programme	36,000		
Mobile Working Solution	40,000	60,000	16,000
<b>TOTAL</b>	<b>6,216,368</b>	<b>8,520,388</b>	<b>859,478</b>
<b>SUMMARY OF FUNDING</b>			
Capital Receipts	30,000	30,000	30,000
Grants & Contributions	346,958	346,958	346,958
Reserves	930,710	583,430	482,520
S106 Commuted Sums	360,000	220,000	
Borrowing	4,548,700	7,340,000	
<b>TOTAL</b>	<b>6,216,368</b>	<b>8,520,388</b>	<b>859,478</b>

**HRA****PROJECTS****PROJECTS**Current Projects

	Estimated Programme 2018/19	Estimated Programme 2019/20	Estimated Programme 2020/21
	£	£	£
Electrical Rewires	240,000	240,000	240,000
Central Heating - Gas	295,000	470,000	470,000
Central Heating - Solid Fuel	0	75,000	75,000
Roof Replacements	220,000	400,000	
Damp Surveys & Works	220,000	220,000	220,000
Door & Window Replacements	120,000	120,000	120,000
Kitchen Replacements	130,000	130,000	130,000
Pre Paint & Cyclical Repairs	160,000	160,000	160,000
Void Property Repairs	80,000	80,000	80,000
Asbestos Condition Survey			
Fencing & Gates	40,000	40,000	40,000
Bathroom Replacements	30,000	30,000	30,000
Pointing Works	300,000	300,000	300,000
<u>New Projects</u>			
Garage Sites	10,000		
Community Centre Refurbishment	48,000	30,000	
Sheltered Homes Adaption	180,000	165,000	150,000
Empty Homes Programme	600,000	700,000	700,000
Estate Enhancements	133,000	100,000	
St Wilfrids Court Refurbishment		100,000	
Aids & Adaptations Programme	125,000		
New Build Projects	1,200,000	2,280,000	
<b>TOTAL</b>	<b>4,131,000</b>	<b>5,640,000</b>	<b>2,715,000</b>

**SUMMARY OF FUNDING**

	Estimated Programme 2018/19	Estimated Programme 2019/20	Estimated Programme 2020/21
	£	£	£
Revenue Contributions	909,360	1,363,360	718,360
Major Repairs Reserve	1,296,640	1,296,640	1,296,640
Borrowing	1,000,000	1,900,000	
Capital Receipts	565,000	340,000	280,000
HCA Grant Funding	180,000	210,000	210,000
S.106 Commuted Sums - affordable housing subsidy	180,000	530,000	210,000
<b>TOTAL</b>	<b>4,131,000</b>	<b>5,640,000</b>	<b>2,715,000</b>

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**Appendix E : Programme for Growth Projects**

Project	Lead Officer	Spend to Date / Budget	Update
Towns Masterplanning	Angela Crossland	0	Project paused as part of the review of existing P4G3 projects. A proposal will be brought back to re-focus the project onto specific known regeneration priorities and projects in the town centres rather than broader strategy development. Request to carry-over funding to allow us to develop Business Cases to fund specific Regeneration plans and projects in the towns: * Selby Heritage Action Zone bid proposed for October 2018 linked to Selby Abbey HLF bid and Selby 950 Celebrations * Tadcaster Heritage-led Regeneration masterplan - potential HLF bid and Heritage England collaboration to address known issues to help Tadcaster reach its potential. * Sherburn Infrastructure-focussed review - to better understand gaps to delivery
Visitor Economy	Angela Crossland	204,938	Tour de Yorkshire Tadcaster project successfully delivered. Make it York successfully completed their commission to produce the Visitor Economy Strategy and Action Plan. This was agreed by Executive in March 2018 including a £460k delivery pot for the first phase of work to support Visitor Economy Strategy and Action Plan delivery. The remaining £66k in this Visitor Economy project should be carried forward to allow some early win projects in the Action Plan to be delivered.
Stepping Up' Housing Delivery	Chris Kwasniewski	138	Brief developed. Project superseded by significant work on the Council's new Housing Development Programme approved by Executive in January 2018. Carry forward to allow further work to be undertaken on how the Council could step-up its strategic enabling role in housing delivery including exploring options for investment in market housing to rent and for sale.
Olympia Park	Chris Kwasniewski	5,000	The Council was successful in securing circa £9m funding from Homes England through their 'Housing Infrastructure Fund'. This means significant work is now required to complete 'due diligence' to unlock the HIF funding and prepare for the case to prove deliverability for the Site Allocation Local Plan (summer 2018) and planning application (December 2018). HIF and the landowners will fund the majority of work going forward but we need funding to provide ongoing legal, property and delivery strategy advice and technical studies to support the strategic allocation in the Local Plan.
Strategic Sites Masterplanning	Chris Kwasniewski	145,142	Funded due diligence work on Olympia Park, Portholme Road, Edgerton Lodge, Selby Station Masterplan and Kellingley Colliery. Likely future projects will include strategic infrastructure response to Sherburn Employment sites, Gascoigne Wood Strategic Rail Freight Interchange, and enabling work to help deliver our strategic housing and employment sites.
Access to Employment	Iain Brown	0	Liaison with local businesses has emphasised the increasing severity of labour market challenges at Sherburn-in-Elmet. This will likely be exacerbated by the impending development of S2. A Business Forum has been established by the Council's new Senior Inward Investment Officer to fully understand the scope of the issue - this project will then fund a response (along with, it is envisaged, private sector contributions). No spend forecast for 17/18.

Project	Lead Officer	Spend to Date / Budget	Update
Green Energy	Iain Brown	0	Further diligence work on project to be undertaken to produce robust cost/benefit analysis. This was to enable Burn Airfield to be connected to the national grid network so that renewable energy generation could be promoted once the tariffs allow us to achieve grid parity. Burn is a strategic acquisition for Selby District for the next Local Plan period (post 2027) and there is a proposed new P4G project to consider future development options for any new development. Ensuring sustainable energy supply will be a key consideration so it is proposed to carry this funding over to allow further work to be carried out. No spend forecast in 17/18.
Growing Enterprise	Iain Brown	5,239	Match funding contributions paid to EU Leeds City Region business support programmes - AD:Venture & Digital Enterprise. This project will fund small business support activity. An SME Support Programme is being developed, in close consultation with the portfolio holder, by the Council's Senior Business Advisor which will set out the scope of the project in detail. The project is also seeking to develop income streams from support provision, which may mean that delivery from this project can extend into the next financial year. EDF conference and Launch fees covered from this budget.
Church Fenton Studios	Dave Caulfield / Iain Brown	0	Liaison is ongoing with the site owners, key regional stakeholders and potential investors as to the site's future. Until these discussions have concluded, the scope of any potential project cannot be clarified. Positive progress has been made, with a planning application for the 'Create Yorkshire' site submitted, and currently there is no indication that public money will be required to bring the scheme forward (pending further discussions). Expecting to make partnership contribution to Business Plan work and specialist industry advice for the scheme.
Business Space & Accommodation Review	Iain Brown	12,848	CoStar software has been purchased that provides live commercial data around the District's available/soon-to-be-available commercial stock. Advanced nature of software means that analysis can be undertaken as a project by a member of the Council's graduate programme, reducing overall project costs significantly. May also need to commission specialist advice to advise on any gaps in provision for key sectors.
Healthy Living Concepts Fund	Angela Crossland	3,037	Park Run initiated and now sustained. Drafts for Active Travel projects due. A multi-agency Health Action Plan is almost completed and this will identify specific projects that may need funding. Potential commission for an active travel project of £25k factored in to expected outturn.



Project	Lead Officer	Spend to Date / Budget	Update
Marketing Selby's USP	Mike James	39,806	Working directly with our businesses, we've created a series of case studies that tell the story of investment the district. These stories are told by businesses themselves and cover the key business assets for the area – for example road and rail connectivity, affordability of business space and quality of life to attract the best staff. These are the issues that businesses themselves have told us are selling points for the district. During the second half of the year we worked with the business community and partners such as the LEPs to push out this material using a wide variety of channels. The remaining funding – brought forward to 2018/19 - is being used to fund targeted regional and national advertising. We've negotiated with a number of publications and online platforms to create paid-for material supported by 'free' editorial. These are all now set up for the period up to September 2018. All of the remaining project fund has been allocated to this final priority of maximising the reach of the material we've been producing throughout the project.
Retail Experience - Tadcaster Linear Park	Angela Crossland	19,997	This project has now been paused until early 2018 subject to Environment Agency work and current winter season.
Retail Experience - STEP	Angela Crossland	15,360	Grants given to support Selby Arts Festival and Selby Food Festival. Small Business Saturday and Shop Local initiatives delivered Christmas 2017. Heart of Yorkshire Book retailing well. Commission in place to develop public realm work. Due for completion Summer 2018. Developing business case for town centre coordination role. Budget reprofiled with the partnership to span a 2 year initiative.
Empty Homes	June Rothwell / Simon Parkinson	0	The Council has adopted the York and North Yorkshire Empty Homes Strategy 2017-2020 and A Selby District Empty Homes Action Plan which we are currently delivering. A full data base of Empty Home has been developed. All owners of empty properties have been contacted. The Empty Homes Officer has provided advice and assistance to owners of empty properties, and what enforcement action we will consider. The Executive has approved a new Housing Assistance Policy, which includes a scheme to provide grants and loans to enable empty property to be brought back into use. During 2017/18 18 Empty Homes have been brought back into use, exceeding the target of 12.
Selby District Housing Trust	Julie Slatter / Chris Kwasniewski	14,200	This fund previously paid for half of the Housing Development Manager post, which has now been deleted from the new corporate structure. A revised resource request from the P4G was included within the Council's newly adopted Housing Development Programme. Underspent but discussions required with SDHT to support SDHT's role in the more ambitious HDP approved by Executive in January 2018.
Sherburn All-Weather Pitch	Angela Crossland	200,000	Project completed.
<b>Spend in 17/18</b>		<b>665,705</b>	
Healthy Living Concepts Fund	Angela Crossland	82,176	Developing scope for health initiatives to tackle local health priorities in line with health action plan. Projects likely to include active travel and family engagement activities in line with IHL. Further year of available spend on agreed budget- multi-year project.

Project	Lead Officer	Spend to Date / Budget	Update
Visitor Economy (Tourism & Culture)	Angela Crossland	542,193	Recruitment to Culture, Visitor and Creative Economy Manager post and Tourism Development Officer post completed. Awaiting starts end September. Workstream Interdependent with Selby 950 planning. Multi-year project
Celebrating Selby 950	Angela Crossland	200,000	£150k allocated for potential TdY stage. Awaiting decision. Selby 950 steering group in place with key contributing partners. Schedule of events in development. Project on target.
Retail Experience - Tadcaster Linear Park	Angela Crossland	160,003	Awaiting fee proposal from Amey PLC to complete schedule of works. Also expecting to draw down grant from YorVenture (£27k). Current forecast for project is above the budget allocation although work is underway to mitigate this.
Growing Enterprise	Iain Brown	111,761	Match funding contributions paid to EU Leeds City Region business support programmes - AD:Venture & Digital Enterprise. Phase 2 of the programme is scheduled to be discussed end July'18 with LCR (current programme runs to June '19). year 2 contract of LCR Growth Programme has been signed which contributes 25% of the salary for the Business Growth Adviser role (£8,500pa)
Marketing Selby's USP	Mike James	78,108	First priority has been to create the series of 'case studies' that tell the story of the district. These are based on the issues businesses themselves have said are reasons for their success in the district, as well as data gathered as part of the development of the new Economic Development Framework. We have 20 case studies in the initial batch, in which we focus on an existing business in the district and link this back to a specific business or quality of life issue on our list of 'key messages'. Feedback from business is that this will work best if the material sits within an independent place brand, rather than this just being linked back to the brand of the Council: this is about branding the place, rather than branding a single organisation. Creating a brand concept has, therefore, become part of the overall project. We're working on the concept of branding the area as being 'at the heart of Yorkshire', as this helps to tell the story of our connectivity (a key business attribute) as well as helping to create an emotional connection: if we're to influence perceptions then we need to develop this type of emotional connection. 500 copies of the Heart of Yorkshire book produced and proceeds from the sale to be reimbursed to the project.
Retail Experience - STEP	Angela Crossland	108,340	Commission in place to develop public realm work. Due for completion Summer 2018. Scoping town centre coordination role. Projected completion of spend this financial year.
Towns Masterplanning (Regeneration)	Angela Crossland	150,000	Brief in draft for approval to next stage. Brief to include 2 phases of approach. Phase 1 - stakeholder and literature review of work/data to date. Phase 2 deliverables plan.
Strategic Sites Masterplanning	Chris Kwasniewski	246,613	Funded due diligence work on Olympia Park, Portholme Road, Edgerton Lodge, Selby Station Masterplan and Kellingley Colliery. Likely future projects will include strategic infrastructure response to Sherburn Employment sites, improvements to the area around the railway station in Selby and the Crosshills site.

Project	Lead Officer	Spend to Date / Budget	Update
Access to Employment	Iain Brown	100,000	Liaison with local businesses has emphasised the increasing severity of labour market challenges at Sherburn-in-Elmet. This will likely be exacerbated by the impending development of S2. Collaboration managed by ED between Arriva, WYCA, and Sherburn based businesses is close to a transport solution to improve scheduled transport solutions. The option for SDC to underwrite short term risk is being considered if necessary to achieve a collective agreement between all stakeholders.
Green Energy	Iain Brown	50,000	The work is currently on hold until a major study has been completed by the YNYER LEP to determine the regions long term energy strategy.
Church Fenton Studios	Iain Brown	300,000	Collaboration in a stakeholder sector study project currently being developed. No other specific activity in support of the CF development will be committed until the outcome of the consultants report is know. Total project costs forecast to be £70K shared between partners.
Business Space & Accommodation Review	Iain Brown	17,152	Licence fee due Q3 (£4k) we will review cost/benefits ahead of next years subscription. Further professional reporting may be required to support future investment in Commercial acquisitions.
Empty Homes	June Rothwell Simon Parkinson	115,475	Delivery of the Empty Homes Action Plan has resulted in 18 properties being brought back into use during 2017/18. All owners of empty properties have been identified and owners have been contacted. Work is progressing, with the 'top twenty' empty properties we provide advice, assistance through the recently approved private sector assistance scheme and to purchase either voluntarily or through CPO properties. A bid has been submitted to the HCA for grant contribution to assist with the purchase of 10 properties
Selby District Housing Trust	Chris Kwasniewski	38,300	This fund previously paid for half of the Housing Development Manager post, which has now been deleted from the new corporate structure. A revised resource request from the P4G was included within the Council's newly adopted Housing Development Programme. Discussions required with SDHT to support SDHTs role in the more ambitious HDP approved by Executive in January 2018.
Stepping Up' Housing Delivery	Chris Kwasniewski	49,862	The Project will support the implementation of the Housing Development Programme approved by the Executive in January 2018, by working as a facilitator with the private sector to unlock sites for mixed tenure housing development.
Olympia Park	Chris Kwasniewski	435,000	The Council has submitted a significant (circa £9m) funding application to the Homes & Communities Agency through their 'Housing Infrastructure Fund'. A decision on this is expected in July 2018 -this will clarify the potential use of this funding in 2018-19 but there is already committed expenditure in relation to the engagement of external legal and property advisers, the employment of a project manager to drive the site forward and contributions towards survey work
Making our Assets work	Chris Kwasniewski	230,000	The budget is targeted at funding due diligence work to bring the Council's assets to the market. These include small garage sites, Portholme Road, Edgerton Lodge, Barlby Road depot and Bondgate. The Executive has recently autorised the former Barlby Road Depot site to be marketed for employment use.

Project	Lead Officer	Spend to Date / Budget	Update
Commercial property acquisition fund	Gill Marshall / Iain Brown	3,500,000	Offers for both the NatWest Bank at Tadcaster and Selby have been accepted. The purchase of Tadcaster was completed 10/08/18. The opportunity to acquire two industrial units is being developed and will be considered subject to the business case delivering an appropriate return and meeting all criteria.
High Street shop fronts	Angela Crossland	100,000	Scope in place and workshop arranged with Heritage England to explore Heritage Action Zone and impact on design. Initiative also interdependent with towns brief. Fund allocated to spend within next 2 financial years and as such £50k is to be carried forward to support year 2.
New lane - Public Realm	Chris Kwasniewski	230,000	This project has been delayed. The budget forecasts have been reduced for 2018/19 to reflect this until timelines are determined.
<b>Projects 2018/19</b>		<b>6,844,983</b>	
<b>Total Projects</b>		<b>7,510,688</b>	



**Report Reference Number: E/18/19**

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**To: Executive**  
**Date: 6<sup>th</sup> September 2018**  
**Status: Key Decision**  
**Ward(s) Affected: All**  
**Author: Peter Williams, Head of Finance**  
**Lead Executive Member: Councillor Cliff Lunn, Lead Member for Finance & Resources**  
**Lead Officer: Karen Iveson, Chief Finance Officer**

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**Title: Financial Results and Budget Exceptions Report to 30th June 2018**

**Summary:**

At the end of quarter 1, the General Fund is indicating an outturn deficit of £30k. There are a number of variances (positive & negative) which make up this deficit including; shortfall on planned savings, staffing savings; changes to the lifeline service; changes in waste and recycling income and higher investment income. HRA is indicating an outturn surplus of (£386k) which is mainly driven by lower external borrowing requirements.

Planned savings for the year have already been achieved in the HRA. However, General Fund savings are showing a forecast shortfall of £157k. Details of the planned savings and their status can be found in Appendix B.

The capital programme is currently forecasting an underspend of (£81k) all of which comes from the General Fund programme. Headlines can be found in the report below with a more detailed analysis in Appendix C.

Programme for Growth was established as part of the budget setting process and a separate paper on P4G progress is on the agenda. At Q1 it is expected that the current year will underspend (£130k), this is driven principally by projects covering more than one year.

**Recommendations:**

Recommendations:

It is recommended that:

- i) The Executive endorse the actions of officers and note the contents of the report;
- ii) Virements totalling £54k from planning fee income (£30k to planning enforcement and £24k to Legal Services) be approved.

## Reasons for recommendation

To ensure that budget exceptions are brought to the attention of the Executive in order to approve remedial action where necessary.

### 1. Introduction and background

- 1.1 The revenue budget was approved by Council on 22 February 2018, this report and associated appendices present the financial performance as at 30 June 2018 against the budget.

### 2. Main Report

#### General Fund Revenue

- 2.1 Details of forecast variances against budget are set out at Appendix A.

General Fund Account – Q1 2018/19	Budget £000's	Forecast £000's	Variance £000's
Net Revenue Budget	18,352	18,225	(127)
Settlement Funding including RSG/NDR and other Grants	(4,198)	(4,198)	(0)
<b>Amount to be met from Council Tax</b>	<b>14,154</b>	<b>14,027</b>	<b>(127)</b>
Council Tax	(5,403)	(5,403)	0
Collection Fund Surpluses	(7,724)	(7,724)	0
<b>Shortfall/(Surplus)</b>	<b>1,026</b>	<b>900</b>	<b>(127)</b>
Savings Target	(358)	(201)	157
Net Surplus / (Deficit) transferred from Business Rates Equalisation Reserve	(668)	(668)	0
<b>Net Revenue Budget</b>	<b>0</b>	<b>30</b>	<b>30</b>

The main forecasted variances against the General Fund deficit are :-

- A £157k shortfall on planned savings as outlined in the planned savings section of this report and in more detail in Appendix B.
- Salary savings of (£96k) as a result of vacancies.
- Additional income of (£83k) expected in investment interest due to buoyant cash balances and the recent rates rise.
- The loss of the funding from North Yorkshire County Council for the Lifeline service will result in a further deficit of £88k in the year, although the service is expected to breakeven next year once the trial of a reconfigured service has been approved.

- 2.2 Looking ahead for the remainder of the year, additional resources for the planning service are required to deal with growing demand in the Legal team and in Planning Enforcement. In total £54k is required to fund 2 additional fixed term posts. At Q1 planning fee income is buoyant and there is sufficient capacity to cover these posts and consequently a virement is requested.

### Housing Revenue Account (HRA)

Housing Revenue Account – Q1 2018/19	Budget £000's	Forecast £000's	Variance £000's
Net Revenue Budget	11,075	10,689	(386)
Dwelling Rents	(11,940)	(11,940)	0
<b>Shortfall / (Surplus)</b>	<b>(864)</b>	<b>(1,251)</b>	<b>(386)</b>
Savings Target	0	0	0
<b>Net Surplus / (Deficit) transferred to Major Repairs Reserve</b>	<b>864</b>	<b>864</b>	<b>0</b>
<b>Net Revenue Budget</b>	<b>0</b>	<b>(386)</b>	<b>(386)</b>

The main forecasted variances against the HRA surplus are :-

- External borrowing is expected to be lower due to work programmes being funded from grants and internal borrowing in the short term. It is anticipated that external borrowing will be needed in the future, but a saving of approximately (£374k) is expected this year.
- Investment interest as a result of buoyant cash balances and a recent rise in interest rates is expected to exceed budget by (£38k).

### 2.3 Planned savings

The savings plan indicates that a target of just over £1m is expected in year, with new savings of £358k to be delivered this year. Current forecasts indicate a shortfall against this target of (£157k) with further risk in some additional areas. The key areas to note are as follows :-

- Planning savings of £200k were set but this is now not expected to be met with the latest forecast indicating a £60k saving this year. There are no savings in the first quarter in this area, so this will continue to be closely monitored.
- Asset rationalisation had a target of £50k saving to be generated from the relocating of the customer contact centre to the Civic Centre. This is unlikely to happen this year but plans for the Civic Centre extension are progressing and work is expected to begin in the last quarter of 2018/19. The profiles gym was let in 17/18, so this year we will see the full benefit of this at £41k.

- Collaboration with another local council has generated £30k of additional income.
- Work to identify mitigation for the shortfalls is currently underway. Vacancies are now being held where possible to generate a saving in year, the benefit of which can be seen in quarter 1.
- Details of all planned savings can be found in Appendix B.

## **2.4 Capital Programme**

The capital programme shows a forecast underspend of (£81k) in the General Fund, with the HRA, at this early stage in the year, expected to be fully spent. The General Fund variance is made up of :-

- Disaster recovery improvements project is now set to begin in June 2019 so it is proposed that this budget is carried forward in full (£41k).
- IHL have completed inspections of the items in the planned maintenance programme for 2018/19 and no works are required. This budget of (£30k) will be rolled over to cover future maintenance works and the 19/20 maintenance works programme.
- The upgrades required on the IDOX planning system are (£10k) lower than expected.

Capital receipts in the HRA are expected to be £119k lower than forecast. Four houses have been sold in the first quarter of the year and sales receipts are on target. However, retained receipts are expected to be much lower than the budget of £230k at £111k.

## **2.5 Programme for Growth**

Details of the programme that was agreed at Executive can be found in Appendix D, as well as additional detail in the separate P4G paper which is also on the agenda for the September Executive meeting.

The programme is expecting an in year underspend of (£130k), mainly driven by multi- year projects which will continue into 2019/20. The projects showing variances at quarter 1 are :-

- New Lane, Public Realm. There is currently a delay in this project, the impact of this being that the budget will be spent over the next two years. As a result, £130k of the £230k budget will not be spent in the current year.
- High Street shop fronts. This is a two year project, and therefore the £100k budget is expected to be spent over the next two financial years, driving an in year (£50k) variance.
- Retail Experience – Tadcaster Linear Park. Indicative costs suggest an overspend of £40k on the original budget allocation. Work is currently underway to identify opportunities to reduce overheads as well as understand if there are any underspends on other projects to help mitigate this.



### **3. Alternative Options Considered**

Not applicable.

### **4. Implications**

Not applicable

#### **4.1 Legal Implications**

*There are no legal issues as a result of this report.*

#### **4.2 Financial Implications**

*The financial issues are highlighted in the body of the report.*

#### **4.3 Policy and Risk Implications**

*Not applicable*

#### **4.4 Corporate Plan Implications**

*The financial position and performance against budget is fundamental to delivery of the Council's Corporate Plan, achieving value for money and ensuring financial stability.*

#### **4.5 Resource Implications**

Not applicable.

#### **4.6 Other Implications**

*Not applicable.*

#### **4.7 Equalities Impact Assessment**

*Not applicable.*

### **5. Conclusion**

4.1 At the end of quarter 1, the outturn is indicating a deficit in the General Fund and a surplus in the HRA. The General Fund deficit is primarily due to challenges meeting planned savings targets this year, and a clearer position on this will be presented in Q2.

4.2 At this early stage in the year some slippage on the capital IT programmes are forecast, this will be kept under review as the year progresses.

- 4.3 Programme for Growth is progressing well and delivery has commenced across a number of projects. Some of these projects are multi-year, and forecasts have been adjusted to reflect this where required.

**6. Background Documents**

*Not applicable.*

**7. Appendices**

*Appendix A – General Fund and Housing Revenue Account Revenue budget exceptions.*

*Appendix B – General Fund and Housing Revenue Account Savings.*

*Appendix C – General Fund and Housing Revenue Account Capital Programme.*

*Appendix D – Programme for Growth.*

**Contact Officer:**

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**APPENDIX A : GF Management Accounts 2018-19**  
**Results as at 30th June**  
 General Fund

	Previous Year Actuals	Latest Approved Budget	Annual Total	Variances	Comment
	Actual £k	Budget £k	Forecast £k	Full Year Forecast £k	
<b>Income</b>					
Investment Income	-207	-165	-249	-83	The bank base rate has risen from 0.50% to 0.75% on 2 August 2018 and this coupled with high cash balances is driving increased forecast in interest receipts
Recharges	-3,020	-3,006	-3,006		Numerous variances, Sale of bins for new developments (£20k), (£9k) ICI recharges to the NHS, (£30k) Communications support to RDC offset by some increased costs, (£32k Commercial Waste Income from increased customer base, offset by contractor costs. There are anticipated income shortfalls in recycling income £14k, due to low tonnage rates for recyclates, £28k from private lifeline payers and £40k Assets Team Trading due to staff shortages.
Customer & Client Receipts	-7,309	-4,607	-4,625	-18	
Government Grants	-15,673	-17,803	-17,715	88	Lifeline Service - Withdrawal of NYCC SP Grant.
Other Government Grant	-2,137	-1,541	-1,541		Property Searches New Burdens Grant Shortfall in expected asset rationalisation saving, contact centre move to the Civic Centre currently under review. Collaboration agreement delivering service to another local district council has generated an additional £30k in year.
Other Grants/Contributions Etc	-333	-30	-50	-20	
Planned Savings		-90	-71	19	
<b>Total Service Income</b>	<b>-28,679</b>	<b>-27,243</b>	<b>-27,257</b>	<b>-14</b>	
<b>Expenditure</b>					
Employees	8,042	8,844	8,748	-96	£96k GF posts, savings due to vacancies. NNDR on corporate buildings as a result of latest RV review. Forecasted overspend from increase in Council Tax Court costs for Liability Orders £9k, Annual billing printing costs £6k, Recycling Gate Fees £5k from increase tonnage, Transaction Charges for Card payments £21k, Trade Waste Disposal from increase in new business £30k and costs associated with Communications support to RDC £10k.
Premises	678	684	702	19	
Supplies And Services	8,641	11,672	11,656	-16	This is offset by refuse collection contract savings (£102k), the 18/19 budget was increased for additional rounds due to significant property growth in the district over the last 12 months, work continues with the contractor to mitigate the strain. A number of day changes / additional shifts have been undertaken in the first quarter and is likely to increase.
Transport	164	154	154		£43k allocated to Counter Fraud and GDPR £70k of this saving relates to process improvements/online transactions and is at risk. Planning savings of £200k are forecast to be £60k this year.
Benefit Payments	15,256	16,941	16,941		
Support Services					
Third Party Payments	77	2	2		
Drainage Board Levy	1,663	1,685	1,685		
External Interest Payable	100	75	75		
Contingency		255	255		
Planned Savings		-268	-130	138	
<b>Total Service Expenditure</b>	<b>34,621</b>	<b>40,043</b>	<b>40,087</b>	<b>44</b>	
Total Accounting & Non Service Budgets	-5,942	-12,799	-12,799		
<b>Net Total</b>			<b>31</b>	<b>30</b>	

Forecast (Surplus) / Deficit

**30**

## APPENDIX A : HRA Management Accounts 2018-19

### Results as at 30th June

#### HRA

	Previous Year Actuals	Latest Approved Budget	Annual Total	Variances	Comment
	Actual £k	Budget £k	Forecast £k	Full Year Forecast £k	
<b>Income</b>					
Investment Income	-62	-75	-112	-38	The bank base rate has risen from 0.50% to 0.75% on 2 August 2018 and this coupled with high cash balances is driving increased forecast in interest receipts
Garage Rents	-98	-100	-100		
Housing Rents	-12,025	-11,940	-11,940		Hostel and Temp Accomodation rent income anticipated to exceed budget.
Customer & Client Receipts	-170	-145	-156	-10	
Government Grants	-1	-20	-20		
Recharges	-14	-18	-18		
Other Grants/Contributions Etc					
Planned Savings					
<b>Total Service Income</b>	<b>-12,370</b>	<b>-12,298</b>	<b>-12,308</b>	<b>-48</b>	
<b>Expenditure</b>					
Employees	40	2	38	36	Costs of Cleaning staff at the Community Centres - permanent budget adjustment required.
Premises	747	806	806		
Supplies And Services	1,127	1,060	1,060		No new borrowing anticipated for 2018/19 at this stage but interest rates rises may prompt action to increase borrowing to mitigate future interest costs. This will be kept under review during the year and forecasts will be updated if necessary.
Support Services	2,752	2,806	2,806		
Transport	112	113	113		
Debt Management Expenses	6	6	6		
External Interest Payable	2,413	2,787	2,413	-374	
Contingencies		75	75		
Provision for Bad Debts	69	263	263		
Planned Savings					
<b>Total Service Expenditure</b>	<b>7,266</b>	<b>7,918</b>	<b>7,579</b>	<b>-338</b>	
Total Accounting & Non Service Budgets	5,104	4,380	4,380		
<b>Net Total</b>			<b>-349</b>	<b>-386</b>	

Forecast (Surplus) / Deficit

**-386**

## APPENDIX B : SAVINGS PLAN

## Indicative Cumulative Profile - GF

Potential Saving	Sponsor	2018/19 Target £000's	2018/19 Forecast £000's	2019/20 Target £000's	Original Risk	Q1 June 2018	Current Risk
Pest Control	KC	15	15	15	Low	Completed	Low
Income generation	SR	0	0	185	High	Proposals to be developed for additional income streams for 2019/20 and beyond - including potential opportunities to maximise income streams through better understanding of our asset base, following asset management system implementation.	High
Process improvements /on-line transactions	JS	70	70	91	Medium	Business Case for 'channel shift' project approved - implementation of first two phases scheduled for early 2018/19 but savings are still to be defined. The new housing system will be fully implemented by early 19/20. Potential savings are currently being collated but the savings remain at risk until these are confirmed.	High
Planning service review	JC	200	60	200	Medium	This saving is currently under review following the Government's increase of planning fees and with it the requirement to reinvest in the service. Some internal efficiencies are planned in 2018/19 but further work is required to confirm the level of savings that can be achieved next year and beyond.	High
Asset rationalisation	JS	90	42	140	Medium	Ex Profiles Gym has been let to a tenant generating £28k in 18/19. The remainder of this saving is dependent upon the contact centre move from Market Cross. This will require redevelopment of the Civic Centre to accommodate. This remains under discussion but works are unlikely to be completed in the current financial year. Police co-location is now expected in February 2019 and this income is included in the forecast at £11k.	Medium
Commissioning & collaboration	JS	0	30	80	High	The savings expected in 2019/20 are still to be identified but additional income has been generated in 2018/19 through agreements to deliver work for another local District Council.	High

## APPENDIX B : SAVINGS PLAN

New SDHT Loans	DC	17	18.3	88	High	Loans currently made to the Selby District Housing Trust will generate £18.3k of interest returns in 2018/19. A number of schemes are currently in progress, with negotiations taking place with developers with a scheme to acquire 12 S106 affordable housing properties recently agreed between SDC and the SDHT at Ulleskelf. The revised and expanded Housing Development Programme agreed by Executive in January 2018 identifies a significant role for the SDHT in delivery which will provide further loan opportunities for SDC. Forecast has been retained at the level of current existing loans, but there is scope for new loans to be made during the year.	Medium
Lending to third parties	DC	0	0	40	High	This work will be considered as adoption of the Economic Development Strategy is achieved, and the Programme 4 Growth is developed. However, this is not currently a high priority within the Economic Development Framework and consequently this saving will be reviewed as part of the next budget round.	High
Programme for Growth	DC	0	0	250	High	The current programme above indicates that approximately £3.5m of the projects (the Commercial Property Acquisition projects) will generate a direct ROI, so a direct ROI of circa 7% is required on these projects to achieve the £250k target. We are in the process of acquiring two former bank buildings which are targeted to achieve £100k of income per annum from 19/20 but the purchases are not yet finalised and redevelopment proposals are being formulated.	High
Tax Base Growth	DC	0	0	28	Medium	As the growth agenda continues, an anticipated additional increase in the tax base of 0.5% is forecast by 19/20. This is subject to timing of development schemes completing, amongst other variables so will continue to be monitored.	High
Business Rates Growth	DC	0	0	200	High	The Economic Development team will deliver the Council's Economic Development Strategy and proactively foster new inward investment and indigenous business growth. This is however very high risk due to uncertainties regarding the BRR system reset from 20/21.	High
PFI	KI	57	57	57	Low	Completed	Low
MRP	KI	185	185	185	Low	Completed	Low
Pension Fund Deficit	KI	419	419	433	Low	Completed	Low
<b>Total Savings</b>		<b>1,053</b>	<b>896</b>	<b>1,992</b>			

**APPENDIX B : SAVINGS PLAN**

Assumed Savings Target		1,053	1,053	1,698	
Surplus / (Shortfall)		-	- 157	294	

*NB Low risk savings assumed to be delivered at 100%*

## APPENDIX B : SAVINGS PLAN

Indicative **Cumulative** Profile - HRA

Potential Saving	Sponsor	2018/19 Target £000's	2018/19 Forecast £000's	2019/20 Target £000's	Risk	Q1 June 2018	Current Risk
Process improvements /on-line transactions	JS	5		194	Medium	Business Case for 'channel shift' project approved - implementation of first two phases scheduled for early 2018/19. Quick wins already being delivered in Revs & Bens. Implementation of Housing Management System has commenced - first module due Jan 2018. Full implementation expected by July 2019. Project brief for 'Modern Office Project' to support a more flexible and mobile workforce currently being developed.	Medium
Commissioning & collaboration	JS	0		20	High		High
Pension Fund Deficit	KI	226	226	235	Low	Completed	Low
<b>Total</b>		<b>231</b>	<b>226</b>	<b>449</b>			
<b>Assumed Savings Target</b>		<b>148</b>	<b>148</b>	<b>310</b>			
<b>Surplus / (Shortfall)</b>		<b>83</b>	<b>78</b>	<b>140</b>			

*Low risk savings assumed to be delivered at 100%*



**APPENDIX C : 2018/19 Selby District Council Capital Programme - To 30 June 2018**

General Fund	Annual Budget	Year to date Budget	Year to Date Actual	Year to date Variance	Forecast	Forecast Variance	Comments
Sport Grounds Improvement Works	0	0	0	0	0	0	
Selby Park Improvement Work	20,888	5,222	-24,112	-29,334	20,888	0	Awaiting additional quotations for work to replace lighting
DIP System upgrade	23,000	23,000	22,575	-425	23,000	0	Northgate upgrade for year completed.
Industrial Units - Road Adoption	325,000	81,250	0	-81,250	325,000	0	Further information being sought from NYCC Highways regarding detailed specification requirements to enable formulation of an estimate of costs.
GIS System	65,641		0	0	65,641	0	Budget for GIS Digitalisation project is now committed for completion by May 2019.
Benefits & Taxation System upgrade	12,675	3,169	0	-3,169	12,675	0	Software upgrades for legislative changes and E-billing implementation and configuration for Annual billing process in Jan 19. Remaining budget is linked to software upgrade supporting Channel Shift Phase 1 (end date Mar 19).
IDOX Planning System	37,274	9,318	1,167	-8,151	27,000	-10,274	Committed upgrades to take place in quarter 2 & 3 to update Uniform, Public Access and TLC.
ICT - Infrastructure Costs	32,082	8,020	3,923	-4,097	32,082	0	Budget committed to the Digital Foundations Project.
ICT - Annual Software Licence	85,000		0	0	85,000	0	Budget committed to the Digital Workforce Project.
ICT - Desktop Replacement Programme	7,448	1,862	3,940	2,078	7,448	0	Budget committed to the Digital Foundations Project.
ICT - Software	85,194		0	0	85,194	0	Budget committed to the Digital Foundations Project.
Committee Management System	18,000	4,500	3,750	-750	18,000	0	ModernGov software now live and final invoices yet to be received.
Environmental Health System	0	0	1,000	1,000	1,000	1,000	IDOX software invoice for Annual maintenance
Northgate Revs & Bens	12,000	0	0	0	12,000	0	Budget anticipated to be used this year on system upgrades following legislative changes in relation to e-billing.
Asset Management Plan - Leisure & Parks	30,210	0	0	0	0	-30,210	IHL have completed inspections of the items in the planned maintenance programme for 2018/19. No works are required and items deferred to 2019/20. As part of the budget setting process progress is being made to develop the 2019/20 planned maintenance programme which will include a review of deferred works from 2018/19. Budget to be carried forward.
Portholme Road Culvert	371,374	0	-98,716	-98,716	371,374	0	Works are expected to be carried out over a 12 week period commencing August 2018. Delays were due to the complexity of location of the utilities and avoiding impacting on the Police emergency responses from the current Police Station. The next interim invoice for professional services in relation to the project is due imminently.
Bus Station Refurbishment	53,000		0	0	53,000	0	Following commencement of new NYCC framework, costings have now been received from framework provider. The quotation is over budget therefore a case for a CPR waiver is being drafted to deliver value for money.
Police Co-Location Project	229,710		0	0	229,710	0	Completion due on 19 July for sign off of legal documentation. Due to be on site within 1 month with works completed and Police moved in by end of January 2019.
Industrial Units Maintenance	0	0	0	0	0	0	Scheme completed, accrual put through at YE for invoices not yet received.
General Fund	Annual Budget	Year to date Budget	Year to Date Actual	Year to date Variance	Forecast	Forecast Variance	Comments
Car Park Improvement Programme	582,376	145,594	74,351	-71,243	582,376	0	Works to Market Cross Car Park now complete. Tender for works to Audus Street and South Parade are currently being prepared. Tenders have been received for Phase 2 design work.
ICT - Channel Shift 1 Website & Intranet	50,000		0	0	50,000	0	Budget committed to the Digital Customers Revenues and Benefits Project, due for completion Mar 2019
ICT - Channel Shift 2 Website & Intranet	18,000		0	0	18,000	0	Budget committed to the Channel Shift Phase 2 Project in relation to Customer Portal - project target completion date Mar 2020.
ICT - Channel Shift 3 Website & Intranet	18,000		0	0	18,000	0	Budget committed to Channel Shift Phase 3 Project in relation to Housing Management system project completion date Mar 2020.
ICT - Disaster Recovery Improvements - Software / Hardware	41,500		0	0	0	-41,500	Project due to start June 2019. Budget to be carried forward
ICT - End User Devices - Software / Hardware	96,000		0	0	96,000	0	Budget committed to the Digital Workforce Project.

ICT - Digital Workforce - Telephones - Mobile Working	40,000		0	0	40,000	0	Budget committed to the Digital Workforce Project.
New Build Projects (Loans to SDHT)	6,619,900	280,000	276,100	-3,900	6,619,900	0	The construction of 5 new family homes, delivered in partnership with the Selby and District Housing Trust on a former Council owned garage site at Landing Lane Riccall are progressing well and will be handed over to the Trust in September 2018. The acquisition of 12 s106 properties from Private Developer Berkeley DeVeer for Selby and District Housing Trust is progressing at Ulleskelf with exchange of contracts expected to take place in the next few weeks and the first handovers estimated in late October 2018. The construction of 12 family homes for the Selby and District Housing Trust is progressing at Ousegate in Selby. These properties are due to be handed over in January 2019
Private Sector - Home Improvement Loans	60,000	15,000	-6,000	-21,000	60,000	0	Ongoing RAS commitments of £12k, there has been a receipt of £6k repayment of a previous loan which must be used for Private Sector Housing initiatives. RAS loan limit increased from £4k to £6k in 2018/19. Grants and loans service has returned in-house to SDC from April 18 and therefore is likely to be a more focused approach to supporting vulnerable homeowners with emergency repairs
Disabled Facilities Grants (DFG)	596,960	149,240	56,548	-92,692	596,960	0	Includes C/Fwd. of £250k for Better Care Fund money. On-going DFG commitments (Approved but not Completed) total £107,000. In addition, new initiatives aimed at increasing take-up of DFG have been approved as part of the Private Sector Housing Assistance Policy 2018. Also, there are on-going discussions regarding the expansion of the adaptations service.
	<b>9,531,232</b>	<b>726,175</b>	<b>314,526</b>	<b>-411,649</b>	<b>9,450,248</b>	<b>-80,984</b>	

Housing Revenue Account	Annual Budget	Year to date Budget	Year to Date Actual	Year to date Variance	Forecast	Forecast Variance	Comments
Kitchen Replacements	130,000	32,500	203	-32,297	130,000	0	Looking to combine 18/19 and 19/20 programmes. Works anticipated January 2019
Housing & Asset Management System	262,083	65,521	9,680	-55,841	262,083	0	Forms part of the Housing software replacement project that will continue throughout 2018/19
Pointing Works	846,400	0	-158,075	-158,075	846,400	0	Programme of works identified. Awaiting asbestos surveys to confirm final property list. Works programmed to commence September 2018.
Electrical Rewires	240,000	60,000	20,167	-39,833	240,000	0	This budget is used as and when upgrades and partial re-wires are required
Bathroom Replacements	59,860	14,965	429	-14,536	59,860	0	Awaiting asbestos surveys. Programme delayed until September 2018 to benefit from savings on prelims through combined management with the pointing programme.
Asbestos Surveys	13,232	3,308	0	-3,308	13,232	0	A significant level of surveys were required in order to ensure SDC fully complies with its obligations under H&S legislation which has impacted on the implementation of the new Keystone Asbestos module as part of the Housing System. This has now gone live.
External Cyclical Repairs (Painting & Windows)	320,000	80,000	896	-79,104	320,000	0	Awaiting pricing confirmation from the Contractor to enable programme finalisation and work scheduling.
Central Heating System Replacements	295,000	73,750	27,341	-46,409	295,000	0	The provision is now for system failures rather than system replacements. There is a small install programme towards the end of year on systems nearing the end of their life.
Roof Replacement	741,636	185,409	11,950	-173,459	741,636	0	Awaiting approval to issue Stage 2 consultation. Programme expected to commence later in the financial year.
Damp Works	220,000	55,000	12,469	-42,531	220,000	0	Contract currently with Legal Services for review prior to issue.
External Door Replacements	226,051	56,513	3,745	-52,768	226,051	0	Programme to work in conjunction with the External Cyclical Repairs Programme.
Void Property Repairs	145,000	36,250	-3,038	-39,288	145,000	0	To look at procuring various contractors to deliver different types for works rather than ad-hoc.
Fencing Programme	42,821	10,705	-6,889	-17,594	42,821	0	Programme commenced 16 July 2018 and is currently scheduled for completion by the end of August.
St Wilfrid's Court	13,000	3,250	0	-3,250	13,000	0	Budget relates to works required to upgrade lifeline equipment and is to be undertaken as part of wider improvement of the property

Laurie Backhouse Court	28,000	7,000	-14,361	-21,361	28,000	0	Works to replace the lift are ongoing, delayed due to establishing project managers for the scheme before moving forward with the tender process. Tenders have been received - contract preparation in progress. Failure to replace the lift could lead to increased repair costs
Environmental Improvement Plan	150,488	37,622	1,579	-36,043	150,488	0	First project awarded, for path & seating area at St Wilfrids Court. Awaiting completion of contract documentation. Expected start date late July 2018.
Housing Development Project	1,200,000	0	0	0	1,200,000	0	Programme for the development of up to 10 HRA properties on small sites, proposals for these sites are currently being investigated.
Garage Sites - improvements to property	18,572	4,643	715	-3,928	18,572	0	Works required are influenced by which sites are identified for potential housing development.
Ousegate Hostel	59,499	14,875	775	-14,100	59,499	0	First improvement programme completed. Seeking contractor quotations for relocation of office space and associated works.
Phase 1 Hsg Dev. Byram / Eggborough Bungalows	0	0	-46,997	-46,997	0	0	Contractor Retention for Phase 1 due to be paid in Q2.
Phase 1 Hsg Dev. Byram Park Road	1,455,711	363,928	217,001	-146,927	1,455,711	0	Work continues to progress on the construction of 13 new homes for Selby District Council at Byram Park Road in Byram, and in accordance with the agreed programme that will see the properties handed over in January 2019.
Footpath Repairs	12,237	3,059	0	-3,059	12,237	0	Currently preparing information for ITT. Anticipating programme commencement September 2018.
Estate Enhancements	133,000	33,250	1,055	-32,195	133,000	0	Awaiting tender completion for car park improvement works to enable us to benefit from improved rates. Works have been identified.
Community Centre Refurbishment	48,000	0	0	0	48,000	0	Fire safety works - currently awaiting quotes for identified works
<b>Housing Revenue Account</b>	<b>Annual Budget</b>	<b>Year to date Budget</b>	<b>Year to Date Actual</b>	<b>Year to date Variance</b>	<b>Forecast</b>	<b>Forecast Variance</b>	<b>Comments</b>
Sheltered homes adaption	180,000	0	0	0	180,000	0	Specification being put together for both this and the aids & adaptation budget and DFG.
Empty Homes Programme - Improvements to Property	600,000	0	0	0	600,000	0	This is to enable RTB buy backs and the compulsory purchase of properties that will be brought back in to the HRA. Grant has now been confirmed to help accelerate this programme.
Aids and adaptations programme	125,000	31,250	51,595	20,345	125,000	0	Links to sheltered homes.
	<b>7,565,590</b>	<b>1,172,798</b>	<b>130,240</b>	<b>-1,042,558</b>	<b>7,565,590</b>	<b>0</b>	
<b>Total Capital Programme</b>	<b>17,096,822</b>	<b>1,898,973</b>	<b>444,766</b>	<b>-1,454,207</b>	<b>17,015,838</b>	<b>-80,984</b>	

<b>General Fund Capital Receipts</b>	<b>Annual Budget</b>	<b>Year to date Budget</b>	<b>Year to Date Actual</b>	<b>Year to date Variance</b>	<b>Forecast</b>	<b>Forecast Variance</b>	<b>Comments</b>
Loans Received - Principal	0	0	-10,000	-10,000	-10,000	-10,000	AVS Loan installment Received

<b>Housing Revenue Account Capital Receipts</b>	<b>Annual Budget</b>	<b>Year to date Budget</b>	<b>Year to Date Actual</b>	<b>Year to date Variance</b>	<b>Forecast</b>	<b>Forecast Variance</b>	<b>Comments</b>
Sale of Council Houses	-500,000	-125,000	-128,230	-3,230	-500,000	0	4 Council Houses sold in Q1.
Retained Capital Receipts for 1 -4 - 1 replacement	-230,000	-57,500	0	57,500	-111,077	118,923	All retained receipts must be used on Housing Development Schemes. The amount retained is dependent upon the number of sales, type of property and value. If there is an increase above the 20 sales forecasted for 2018/19, the retained receipt is likely to increase.
	<b>-730,000</b>	<b>-182,500</b>	<b>-128,230</b>	<b>54,270</b>	<b>-611,077</b>	<b>118,923</b>	

APPENDIX D : Programme for Growth 2018/19 Financial Year Project Updates

Project	Lead Officer	Budget £	Position @ 6th August 2018			Update
			Spend to date £	Forecast £	Forecast Variance £	
Healthy Living Concepts Fund	Angela Crossland	82,176	0	82,176	0	Developing scope for health initiatives to tackle local health priorities in line with health action plan. Projects likely to include active travel and family engagement activities in line with IHL. Further year of available spend on agreed budget- multi-year project.
Visitor Economy (Tourism & Culture)	Angela Crossland	542,193	4	542,193	0	Recruitment to Culture, Visitor and Creative Economy Manager post and Tourism Development Officer post completed. Awaiting starts end September. Workstream Interdependent with Selby 950 planning. Multi-year project
Celebrating Selby 950	Angela Crossland	200,000	0	200,000	0	£150k allocated for potential TdY stage. Awaiting decision. Selby 950 steering group in place with key contributing partners. Schedule of events in development. Project on target.
Retail Experience - Tadcaster Linear Park	Angela Crossland	160,003	0	200,000	39,997	Awaiting fee proposal from Amey PLC to complete schedule of works. Also expecting to draw down grant from YorVenture (£27k). Current forecast for project is above the budget allocation although work is underway to mitigate this.
Growing Enterprise	Iain Brown	111,761	1,244	111,761	0	Match funding contributions paid to EU Leeds City Region business support programmes - AD:Venture & Digital Enterprise. Phase 2 of the programme is scheduled to be discussed end July'18 with LCR (current programme runs to June '19). year 2 contract of LCR Growth Programme has been signed which contributes 25% of the salary for the Business Growth Adviser role (£8,500pa)
Marketing Selby's USP	Mike James	78,108	17,485	88,000	9,892	First priority has been to create the series of 'case studies' that tell the story of the district. These are based on the issues businesses themselves have said are reasons for their success in the district, as well as data gathered as part of the development of the new Economic Development Framework. We have 20 case studies in the initial batch, in which we focus on an existing business in the district and link this back to a specific business or quality of life issue on our list of 'key messages'. Feedback from business is that this will work best if the material sits within an independent place brand, rather than this just being linked back to the brand of the Council: this is about branding the place, rather than branding a single organisation. Creating a brand concept has, therefore, become part of the overall project. We're working on the concept of branding the area as being 'at the heart of Yorkshire', as this helps to tell the story of our connectivity (a key business attribute) as well as helping to create an emotional connection: if we're to influence perceptions then we need to develop this type of emotional connection. 500 copies of the Heart of Yorkshire book produced and proceeds from the sale to be reimbursed to the project.
Retail Experience - STEP	Angela Crossland	108,340	2,933	108,340	0	Commission in place to develop public realm work. Due for completion Summer 2018. Scoping town centre coordination role. Projected completion of spend this financial year.

Towns Masterplanning (Regeneration)	Angela Crossland	150,000	0	150,000	0	Brief in draft for approval to next stage. Brief to include 2 phases of approach. Phase 1 - stakeholder and literature review of work/data to date. Phase 2 deliverables plan.
Strategic Sites Masterplanning	Chris Kwasniewski	246,613	0	246,613	0	Funded due diligence work on Olympia Park, Portholme Road, Edgerton Lodge, Selby Station Masterplan and Kellingley Colliery. Likely future projects will include strategic infrastructure response to Sherburn Employment sites, improvements to the area around the railway station in Selby and the Crosshills site.
Access to Employment	Iain Brown	100,000	0	100,000	0	Liaison with local businesses has emphasised the increasing severity of labour market challenges at Sherburn-in-Elmet. This will likely be exacerbated by the impending development of S2. Collaboration managed by ED between Arriva, WYCA, and Sherburn based businesses is close to a transport solution to improve scheduled transport solutions. The option for SDC to underwrite short term risk is being considered if necessary to achieve a collective agreement between all stakeholders.
Green Energy	Iain Brown	50,000	0	50,000	0	The work is currently on hold until a major study has been completed by the YNYER LEP to determine the regions long term energy strategy.
Church Fenton Studios	Iain Brown	300,000	0	300,000	0	Collaboration in a stakeholder sector study project currently being developed. No other specific activity in support of the CF development will be committed until the outcome of the consultants report is know. Total project costs forecast to be £70K shared between partners.
Business Space & Accommodation Review	Iain Brown	17,152	0	17,152	0	Licence fee due Q3 (£4k) we will review cost/benefits ahead of next years subscription. Further professional reporting may be required to support future investment in Commercial acquisitions.
Empty Homes	June Rothwell Simon Parkinson	115,475	0	115,475	0	Delivery of the Empty Homes Action Plan has resulted in 18 properties being brought back into use during 2017/18. All owners of empty properties have been identified and owners have been contacted. Work is progressing, with the 'top twenty' empty properties we provide advice, assistance through the recently approved private sector assistance scheme and to purchase either voluntarily or through CPO properties. A bid has been submitted to the HCA for grant contribution to assist with the purchase of 10 properties
Selby District Housing Trust	Chris Kwasniewski	38,300	0	38,300	0	This fund previously paid for half of the Housing Development Manager post, which has now been deleted from the new corporate structure. A revised resource request from the P4G was included within the Council's newly adopted Housing Development Programme. Discussions required with SDHT to support SDHTs role in the more ambitious HDP approved by Executive in January 2018.
Stepping Up' Housing Delivery	Chris Kwasniewski	49,862	0	49,724	-138	The Project will support the implementation of the Housing Development Programme approved by the Executive in January 2018, by working as a facilitator with the private sector to unlock sites for mixed tenure housing development.

Olympia Park	Chris Kwasniewski	435,000	2,400	435,000	0	The Council has submitted a significant (circa £9m) funding application to the Homes & Communities Agency through their 'Housing Infrastructure Fund'. A decision on this is expected in July 2018 -this will clarify the potential use of this funding in 2018-19 but there is already committed expenditure in relation to the engagement of external legal and property advisers, the employment of a project manager to drive the site forward and contributions towards survey work
Making our Assets work	Chris Kwasniewski	230,000	0	230,000	0	The budget is targeted at funding due diligence work to bring the Council's assets to the market. These include small garage sites, Portholme Road, Edgerton Lodge, Barlby Road depot and Bondgate. The Executive has recently authorised the former Barlby Road Depot site to be marketed for employment use.
Commercial property acquisition fund	Gill Marshall / Iain Brown	3,500,000	0	3,500,000	0	Offers for both the NatWest Bank at Tadcaster and Selby have been accepted. The purchase of Tadcaster was completed 10/08/18. The opportunity to acquire two industrial units is being developed and will be considered subject to the business case delivering an appropriate return and meeting all criteria.
High Street shop fronts	Angela Crossland	100,000	0	50,000	-50,000	Scope in place and workshop arranged with Heritage England to explore Heritage Action Zone and impact on design. Initiative also interdependent with towns brief. Fund allocated to spend within next 2 financial years and as such £50k is to be carried forward to support year 2.
New lane - Public Realm	Chris Kwasniewski	230,000	0	100,000	-130,000	This project has been delayed. The budget forecasts have been reduced for 2018/19 to reflect this until timelines are determined.
<b>Allocated</b>		<b>6,844,983</b>	<b>24,066</b>	<b>6,714,734</b>	<b>-130,249</b>	
Unallocated Contingency		62,000	0	0	-62,000	



**Report Reference Number: E/18/20**

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**To: Executive**  
**Date: 6<sup>th</sup> September 2018**  
**Status: Non Key Decision**  
**Ward(s) Affected: All**  
**Author: John Raine, Head of Technical Finance**  
**Lead Executive Member: Councillor Cliff Lunn, Lead Executive Member for Finance and Resources**  
**Lead Officer: Karen Iveson, Chief Finance Officer**

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**Title: Treasury Management – Quarterly Update Q1 2018/19**

## **Summary:**

This report reviews the Council's borrowing and investment activity (Treasury Management) for the period 1<sup>st</sup> April to 30<sup>th</sup> June 2018 (Q1) and presents performance against the Prudential Indicators.

Investments – On average the Council's investments totalled £60.6m over the quarter at an average rate of 0.66% and earned interest of £98.8k (£68k allocated to the General Fund; £31k allocated to the HRA) which was £30k above the year to date budget. Whilst cash balances are expected to reduce over the year, the bank rate increased on 2<sup>nd</sup> August 2018 meaning forecast returns could be in the region of £360k, a budget surplus of £120k.

Borrowing – Long-term borrowing totalled £59.3m at 30<sup>th</sup> June 2018, (£1.6m relating to the General Fund; £57.7m relating to the HRA), Interest payments of £2.5m are forecast for 2018/19, a saving of £0.3m against budget. The Council had no short term borrowing in place as at 31 March 2018.

Prudential Indicators – the Council's affordable limits for borrowing were not breached during this period.

The report also sets out an approach to investment in property funds and seeks approval of the procurement of investment of £5m in two selected funds.

## **Recommendations:**

- i. Councillors endorse the actions of officers on the Council's treasury activities for Q1 2018/19 and approve the report.**
- ii. The Executive approve the exemption to the Council's procurement rules for the investment of £5m in property funds as set out in this report.**

## **Reasons for recommendation**

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

In relation to investment in property funds, the Council's treasury team has been through an equivalent procurement process for North Yorkshire County Council to select suitable funds for investment by Selby District Council.

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

- 1.1 This is the first monitoring report for treasury management in 2018/19 and covers the period 1 April to 30 June 2018. During this period the Council complied with its legislative and regulatory requirements.
- 1.2 Treasury management in Local Government is governed by the CIPFA "Code of Practice on Treasury Management in the Public Services" and in this context is the management of the Council's cash flows, its banking and its capital market transactions, the effective control of the risks associated with those activities and the pursuit of optimum performance consistent with those risks. This Council has adopted the Code and complies with its requirements.
- 1.3 The Council's Treasury Strategy, including the Annual Investment Strategy and Prudential Indicators was approved by Council on 22 February 2018.
- 1.4 The two key budgets related to the Council's treasury management activities are the amount of interest earned on investments £240k (£165k General Fund, £75k HRA) and the amount of interest paid on borrowing £2.729m (£75k General Fund, £2.787m HRA).

### **2. The Report**

#### **Interest Rates and Market Conditions**

- 2.1 Following the Monetary Policy Committee announcing a Bank of England increase, interest rates increased from 0.25% to 0.50% in Q3 2017/18. Q4 17/18 saw a gradual improvement in returns as the



increase was reflected in market rates, resulting in the current average rate on investments achieving 0.66% in the first quarter of 18/19. On 2<sup>nd</sup> August 2018 a further increase has been announced to 0.75%, which is earlier than previously anticipated. Forecast investment income has therefore been adjusted to reflect the earlier rise in rates.

2.2 The Council’s treasury advisors Link Asset Services – Treasury Solutions summarised the key points associated with economic activity in Q1 2018/19 up to 30 June 2018:

- The economy showed signs of regaining momentum after the slowdown in the first quarter of 2018;
- Employment growth rose strongly but wage growth softened;
- Consumer price inflation eased further;
- Public sector borrowing was lower than expected;
- Progress on Brexit negotiations stalled.

2.3 Deposit rates at the start of 2018/19 have gradually increased, as the rate increase in Q3 17/18 has filtered through into various deposits. Following the recent announcement of a further 0.25% increase, it is expected that rates achieved on investment will continue to steadily improve over the financial year.

### **Interest Rate Forecasts**

2.4 The interest rate forecasts from Link Treasury advisors are as follows; which reflect the latest base rate rise:

Table 2: Forecast for Interest Rates

	Forecast	Forecast	Forecast	Forecast
	Q1 2018/19	Q2 2018/19	Q3 2018/19	Q4 2018/19
<b>Bank Rate</b>	0.50	0.75	0.75	0.75
<b>5 Yr PWLB</b>	2.00	2.00	2.00	2.10
<b>25 Yr PWLB</b>	2.80	2.40	2.50	2.50
<b>50 yr PWLB</b>	2.50	2.60	2.70	2.80

### **Annual Investment Strategy**

2.7 The Annual Investment Strategy outlines the Council’s investment priorities which are consistent with those recommended by DCLG and CIPFA:

- Security of Capital and
- Liquidity of its investments

- 2.8 The Investment of cash balances of the Council are managed as part of the investment pool operated by North Yorkshire County Council (NYCC). In order to facilitate this pooling, The Councils Annual Investment strategy and Lending List has been aligned to that of NYCC.
- 2.9 NYCC continues to invest in only highly credit rated institutions using the Link suggested creditworthiness matrices which take information from all the credit ratings agencies. Officers can confirm that the Council has not breached its approved investment limits during the year.
- 2.10 In light of an anticipated growth in the investment pool held by NYCC due to an increase in client funds, a review of the current counterparty list has been carried out, with recommendations to standardise limits within various institution groups, remove un-utilised institutions and add new institutions which hold the recommended rating and attractive rates. This review will not change the risk profile of the overall fund.
- 2.11 The Council's investment activity in the NYCC investment pool up to Q1 2018/19 was as follows:-
- Balance invested at 30 June 2018 £58.1m
  - Average Daily Balance Q1 18/19 £60.6m
  - Average Interest Rate Achieved Q1 18/19 0.66%
- 2.12 The average return to Q1 2018/19 of 0.66% compares with the average benchmark returns as follows:
- 7 day 0.36%
  - 1 month 0.38%
  - 3 months 0.55%
  - 6 months 0.67%
  - 12 months 0.84%

### **Borrowing**

- 2.13 It is a statutory duty for the Council to determine and keep under review its "Affordable Borrowing Limits". The Council's approved Prudential Indicators (affordable limits) were outlined in the Treasury Management Strategy Statement (TMSS). A list of the limits is shown at Appendix A. Officers can confirm that the Prudential Indicators were not breached during the year.
- 2.14 The TMSS indicated that there was no requirement to take long term borrowing during 2018/19 to support the budgeted capital programme. However, the borrowing requirement is largely dependent on the Housing Development Programme and whilst it is expected that this will be funded by internal borrowing, this will continue to be reviewed.

- 2.15 The Council approved an Authorised Borrowing Limit of £84m (£83m debt and £1m Leases) and an Operational Borrowing Limit of £79m (£78m debt and £1m Leases) for 2018/19.
- 2.16 The strategy, in relation to capital financing, is to continue the voluntary set aside of Minimum Revenue Provision (MRP) payments from the HRA in relation to self-financing debt in order to create capacity to internally borrow to support the Housing Delivery Programme. £1.26m is budgeted for 2018/19.
- 2.17 As a result, the Council was in an over-borrowed position of £6.8m as at 30 June 2018. This means that capital borrowing is currently in excess of the Council's underlying need to borrow. The increase of £1m compared to the year-end position is a result of the in-year HRA self-financing set aside and timing of new capital expenditure which will increase as the year progresses, reducing the over-borrowed position.
- 2.18 The 2018/19 Treasury Management Strategy forecasts an under-borrowed position by the end of 18/19, rising to £14.5m by the end of 20/21 as loans are made to support the Housing Trust, and HRA Housing Investment Programme. Plans to undertake any additional long term borrowing in the short/medium term will be kept under review as the Extended Housing Delivery Programme progresses and while borrowing rates remain low.

### **Capital Strategy**

- 2.19 The Capital Strategy was included as part of the Council's Annual Treasury Management and Investment Strategy 2018/19, approved in February 2018. The Capital Strategy sets out how capital expenditure, capital financing and treasury management contribute to the provision of Corporate and service objectives and properly takes account of stewardship, value for money, prudence, sustainability and affordability. It sets out the long term context in which capital expenditure and investment decisions are made and gives due consideration to both risk and reward and impact on the achievement of priority outcomes.
- 2.20 Alternative non-treasury investments are considered as part of the Capital Strategy. Given the technical nature of potential alternative investments and strong linkages to the Council's Treasury Management function, appropriate governance and decision making arrangements are needed to ensure robust due diligence in order to make recommendations for implementation. As a result, all investments are subject to consideration and where necessary recommendations of the Executive.
- 2.21 Options for alternative investments currently being explored are Commercial Property investments, which will be subject to individual

business case approval, and Property Funds.

### **Commercial Property Investments**

- 2.22 To date there has been two successful bids on Commercial Properties, one in Selby town and one in Tadcaster, both buildings are ex-Natwest Bank Properties. The first successful bid was placed for the Tadcaster property, completion is due towards late August. The second in Selby, which is currently being progressed by Legal and the Project Team.

### **Property Funds**

- 2.23 In August 2017 NYCC's approach to commercial investment was reviewed and consequently, Property Funds (pooled investment vehicles investing in diversified UK commercial property), were added to the schedule of Non Specified Investments as part of the 2018/19 Annual Treasury Management Strategy which was subsequently adopted by Selby District Council in March 2018 as part of our Treasury Management Strategy.
- 2.24 The County Council, through its in-house treasury team (led by the Assistant Director NYCC/Selby's CFO) has undertaken a procurement process to select one or more property fund managers. The County Council's (and Selby's) treasury management advisors, Link, were commissioned to support the selection process.
- 2.25 NYCC's approved Investment strategy provides for up to 20% (max £20m) to be invested for a period of up to 5 years in Property Funds and the County Council is now pursuing an initial £6m investment in two property funds. A full EU compliant procurement process could then be considered to extend investment in the future.
- 2.26 This is now an opportune time for Selby District Council to consider its appetite for investment in Property Funds and it is proposed that the Chief Finance Officer, with the necessary support from the County Council's treasury team and Link, seek to invest £5m in the two property funds selected through the NYCC procurement process.
- 2.27 In endorsing this approach the Executive are advised that £5m represents a reasonable proportion of Selby's cash balances (circa 10%) and cash flow forecasts suggest that these funds are available for at least 5 years. It is also important to note that the value of property can go down as well as up – the funds selected have a good mix of properties within their portfolio in order to mitigate downturns in the market but this cannot be guaranteed.
- 2.28 The funds selected are capital funds, which means that when cash is withdrawn from the fund it is received as a capital receipt – accordingly it is proposed that the investments are cash backed through a dedicated

reserve financed from balances within the Special Projects Reserve not yet allocated to the Programme for Growth.

### **3. Alternative Options Considered**

3.1 The Council has access to a range of investments through the pooled arrangements in place through North Yorkshire County Council.

### **4.0 Implications**

#### **4.1 Legal Implications**

4.1.1 The proposal to invest in property funds by applying the process undertaken by NYCC is a departure from Selby's own procurement rules but given the process was undertaken by the same team that manages Selby's investments, supported by the same treasury advisors, and Selby has the same investment strategy as NYCC, it is unlikely that a different conclusion would be reached from another procurement exercise and consequently an exemption to Selby's rules is sought.

4.1.2 In order to apply to invest in property funds the Council must qualify under the Markets in Financial Instruments Directive (MIFID II) which is EU legislation that regulates firms that provide services to clients.

#### **4.2 Financial Implications**

4.2.1 The Council's investment income during the year has been highlighted through in-year monitoring and is reported in the surplus outturn position for the General Fund and HRA.

4.2.2 Going forward investment in property funds will generate a revenue income for the Council – based on past performance (which is no guarantee of future performance) return of 4-5% could be achieved which would give annual income of around £200k - £250k based on £5m invested. The funds will be established and monitored through our existing treasury arrangements but given the specialist nature of these investments an additional fee of 1% of revenue returns (£2k based on estimated returns) will be charged by NYCC plus a one off fee of £3.5k.

4.2.3 Fund entry fees are subject to confirmation but could be in the region of £120k - £150k on the secondary market and £300-500k on the primary market. It is proposed that these be funded from the Programme for Growth (Commercial Property Acquisition Fund).

### **5. Conclusion**

5.1 The impact of the economy, and the turmoil in the financial markets, continues to have an impact on the Council's investment returns. Forecasts predict steady growth in bank rates over the long term over and above the 0.50% increase over the last 12 months. Whilst returns

remain relatively modest, rate increases earlier than forecast and better than expected cash flows, largely as a result of the timing of collection fund cash-flows has resulted in a positive outlook for 2018/19 in performance against budget.

- 5.2 The Council's debt position is in line with expectations set out in the Strategy, with no immediate changes on the horizon. However, as the Housing Delivery programme progresses and interest rates begin to rise, opportunities to optimise the Council's debt portfolio will be kept under review.
- 5.3 The Council operated within approved Strategy Indicators for the quarter, with no breaches on authorised limits. The Prudential Indicators are reviewed annually as part of the Treasury Strategy to ensure approved boundaries remain appropriate; activities to date during 18/19 have not highlighted any concerns.
- 5.4 The approach to investment in property funds set out in the report enables Selby to apply the procurement process undertaken by the County Council's treasury team and achieve an improved return on the funds invested. In approving such an investment the Executive must keep in mind that property investment is not without risk and property values can go down as well as up and revenue returns cannot be guaranteed. However, the funds selected have a diversified portfolio and a strong track record of managing risk and volatility in property values over the long term.

## **6. Background Documents**

Finance Treasury Management Files

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### **Appendices:**

Appendix A – Prudential Indicators as at 30 June 2018

## Prudential Indicators - As at 30 June 2018

<b>Note</b>	<b>Prudential Indicator</b>	<b>2018/19 Indicator</b>	<b>Quarter 1 Actual</b>
<b>1</b>	Capital Financing Requirement £'000	59,019	52,651
	Gross Borrowing £'000	59,561	59,561
	Investments £'000	34,869	59,063
<b>2</b>	Net Borrowing £'000	24,692	498
<b>3</b>	Authorised Limit for External Debt £'000	84,000	84,000
<b>4</b>	Operational Boundry for External Debt £'000	79,000	79,000
<b>5</b>	Limit of fixed interest rates based on net debt %	100%	100%
	Limit of variable interest rates based on net debt %	30%	30%
<b>6</b>	Principal sums invested for over 364 days		
	1 to 2 years £'000	20,000	0
	2 to 3 years £'000	15,000	0
	3 to 4 years £'000	5,000	0
	4 to 5 years £'000	5,000	0
<b>7</b>	Maturity Structure of external debt borrowing limits		
	Under 12 months %	20%	0.00%
	1 to 2 years %	20%	0.00%
	2 to 5 years %	50%	10.96%
	5 to 10 years %	50%	0.00%
	10 to 15 years %	50%	0.00%
	15 years and above %	90%	89.04%

1. Capital Financing Requirement – this is a measure of the Council’s underlying need to borrow long term to fund its capital projects.
2. Net Borrowing (Gross Borrowing less Investments) – this must not except in the short term exceed the capital financing requirement.
3. Authorised Limit for External Debt – this is the maximum amount of borrowing the Council believes it would need to undertake its functions during the year. It is set above the Operational Limit to accommodate unusual or exceptional cashflow movements.
4. Operational Boundary for External Debt – this is set at the Council’s most likely operation level. Any breaches of this would be reported to Councillor’s immediately.
5. Limit of fixed and variable interest rates on net debt – this is to manage interest rate fluctuations to ensure that the Council does not over expose itself to variable rate debt.
6. Principal Sums Invested for over 364 days – the purpose of these limits is so that the Council contains its exposure to the possibility of loss that might arise as a result of having to seek early repayment or redemption of investments.
7. Maturity Structure of Borrowing Limits – the purpose of this is to ensure that the Council is not required to repay all of its debt in one year. The debt in the 15 years and over category is spread over a range of maturities from 23 years to 50 years.