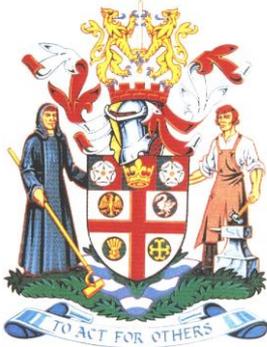


# Selby District Council



## Agenda

Meeting: **Executive**  
Date: **Thursday, 1 October 2020**  
Time: **2.00 pm**  
Venue: **Microsoft Teams - Remote ([Click Here](#))**  
To: **Councillors M Crane (Chair), R Musgrave (Vice-Chair),  
C Lunn, C Pearson and D Buckle**

### 1. **Apologies for Absence**

### 2. **Minutes** (Pages 1 - 12)

The Executive is asked to approve the minutes of the meeting held on Thursday 3 September 2020.

### 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. **Update on HS2 Phase 2b** (Pages 13 - 18)

Report E/20/17 asks the Executive to consider the update on High Speed 2 (HS2) and the future processes for reporting and delegations.

**5. Outcome of Community Centre Review by Task and Finish Group with Recommendations (Pages 19 - 36)**

Report E/20/18 outlines the outcome of the Community Centre Review by the Task and Finish Group established by the Scrutiny Committee.

**6. Private Session - Exclusion of Press and Public**

**That, in accordance with Section 100(A) (4) of the Local Government Act 1972, in view of the nature of the business to be transacted, the meeting be not open to the Press and public during discussion of the following items as there will be disclosure of exempt information as defined in paragraph 3 of Schedule 12(A) of the Act.**

**7. Disposal of the Former Car Park at Portholme Road, Selby, YO8 4QQ (Pages 37 - 44)**

Report E/20/19 provides details of the proposed disposal in principle of the former car park at Portholme Road, Selby for best consideration.

*Janet Waggott*

**Janet Waggott  
Chief Executive**

<b>Date of next meeting</b>
Thursday, 12 November 2020 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)

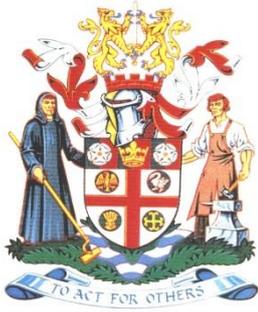
This meeting will be streamed live online. To watch the meeting when it takes place, [click here](#).

**Recording at Council Meetings**

Selby District Council advocates openness and transparency as part of its democratic processes. Anyone wishing to record (film or audio) the public parts of the meeting should inform Democratic Services of their intentions prior to the meeting on [democraticservices@selby.gov.uk](mailto:democraticservices@selby.gov.uk)

# Agenda Item 2

## Selby District Council



## Minutes

### Executive

Venue:	Microsoft Teams - Remote
Date:	Thursday, 3 September 2020
Time:	2.00 pm
Present:	Councillors M Crane (Chair), R Musgrave (Vice-Chair), C Lunn and D Buckle
Also Present:	Councillor R Packham
Officers Present:	Janet Waggott – Chief Executive, Karen Iveson – Chief Finance Officer, Alison Hartley – Solicitor to the Council, Suzan Harrington – Director of Corporate Services and Commissioning, Stuart Robinson – Head of Business Development and Improvement, June Rothwell - Head of Operational Services, Julian Rudd – Head of Economic Development and Regeneration, Paula Craddock – Senior Planning Policy Officer, Victoria Foreman – Democratic Services Officer

NOTE: Only minute numbers 25 to 32 are subject to call-in arrangements. The deadline for call-in is 5pm on Tuesday 15 September 2020. Decisions not called in may be implemented from Wednesday 16 September 2020. Minute number 34 is not subject to call-in arrangements as the decision taken by the Executive was deemed to be urgent, as outlined in the Executive procedure rules. The decision was urgent as any delay caused by the call-in process would seriously prejudice the Council's or the public interest.

### 22 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor C Pearson.

## **23 MINUTES**

The Executive considered the minutes of the meeting held on 6 August 2020.

### **RESOLVED:**

**To approve the minutes of the meeting held on 6 August 2020 for signing by the Chair.**

## **24 DISCLOSURES OF INTEREST**

There were no disclosures of interest.

## **25 REVIEW OF CAR PARKING TARIFFS 2020**

The Lead Executive Member for Communities and Development presented the first item which asked the Executive to consider the four options set out in the report and approve one of them.

The Executive Member explained that the report provided details of the options for potential car park tariffs. Each option had differing implications and Members were asked when considering an appropriate tariff scheme, to balance the support for the local economy and financial impacts, with the need to sustain income which was sufficient to cover the cost of providing and maintaining the car park service.

Officers confirmed that the decision to add £16k to the capital programme in 2020-21 was an executive function and would not require referral to full Council for approval, as it was not a change of policy.

It was accordingly proposed, seconded and agreed unanimously to approve Option 4 as set out in the report.

### **RESOLVED:**

**i. The Executive approved Option 4, to introduce a new tariff scheme which will extend short stay parking from 2 to 3 hours in Selby and introduce a minimum £1 charge for up to 2 hours stay as set out in the report.**

**ii. The Executive agreed to recommend to Council that £16k be added to the capital programme in 2020/21 to cover the costs of implementing cashless payments, to be financed from the Asset Management Reserve.**

## **REASONS FOR DECISION:**

- 1. Having regard to the ongoing discussions in relation to Tadcaster Central Car Park, to achieve at this time, the objective to use the Council's car parks as a platform to boost the local economies of the district by improving the customer experience, whilst supporting the Council's efficiency.*
- 2. To address any shortfall in car park tariff income which may arise from a new tariff scheme.*
- 3. To enable the Council to influence customer behaviour, attracting more users to under used car parks and town centre footfall.*
- 4. To achieve the Council's corporate priority of delivering great value.*

## **26 ADOPTION OF THE STATEMENT OF COMMUNITY INVOLVEMENT (2020)**

The Lead Executive Member for Place Shaping presented the report which asked the Executive to consider the results of the consultation and recommend to full Council that the Statement of Community Involvement (2020) be considered for adoption.

The Executive Member explained that at its meeting on 7 November 2019 the Executive recommended that a draft Statement of Community Involvement (2019) was released for an eight-week consultation between 20 November 2019 and 15 January 2020. The report before the Executive presented the results of the consultation and sought approval of the necessary changes to the draft document for adoption of a final version.

Members thanked Officers for their work on the Statement of Community Involvement and accordingly proposed, seconded and agreed unanimously that it be recommended to the Council for adoption.

### **RESOLVED:**

**To recommend to full Council that the Statement of Community Involvement (2020) be considered for adoption.**

### **REASON FOR DECISION:**

*The Council, as the Local Planning Authority, has a statutory duty to have in place a Statement of Community Involvement and for this to be reviewed at least every five years. Comments received in response to the eight week consultation were considered and*

*incorporated where appropriate into the revised Statement of Community Involvement attached at Appendix 2 to the report.*

**27 CORPORATE PERFORMANCE REPORT - QUARTER 1 2020/21 (APRIL TO JUNE)**

The Leader of the Council presented the report which asked the Executive to note and approve the report and consider any further action they wished to take as a result of current performance.

The Executive noted that the quarterly Corporate Performance Report provided a progress update on delivery of the Council Plan 2020-2030 as measured by a combination of: progress against priority projects/high level actions; and performance against KPIs. The Leader went on to give details of the impact of Covid-19 on service delivery and performance, what had gone well and what had not gone so well in Quarter 1.

Members acknowledged the work of the Council to support small businesses in the District during Covid-19, as well as the work of Officers to progress the Council's new Local Plan.

The Executive proposed, seconded and agreed unanimously to note and approve the report before them.

**RESOLVED:**

**The Executive noted and approved the 2020-21 Quarter 1 (April to June) Corporate Performance Report.**

**REASON FOR DECISION:**

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

**28 ANIMAL LICENSING POLICY 2020**

The Solicitor to the Council presented the report which recommended that the Executive note and consider the consultation responses and adopt the proposed policy, to take effect from 1700 hours on the Wednesday 16 September 2020.

The Solicitor to the Council explained that a public consultation was held between 29 June 2020 and 10 August 2020 on the draft Animal Licensing Policy 2020 ("the Policy") that consolidated existing procedures and incorporated the Animal Welfare (Licensing Activities Involving Animals) (England) Regulations 2018 ("the Regulations"). Officers had reviewed the consultation responses received and no amendments had been made to the proposed

policy. The consultation responses were reported to the Licensing Committee on the 20 August 2020; the Committee had no further comments.

The Executive had no further comments on the Animal Licensing Policy 2020 and it was therefore proposed, seconded and agreed unanimously that the policy should be adopted.

**RESOLVED:**

**The Executive noted and considered the consultation responses and agreed to adopt the proposed policy, to take effect from 1700 hours on the Wednesday 16 September 2020.**

**REASON FOR DECISION:**

*Failure to act appropriately under the legislation would make the Council non-compliant with the legislation and prevent appropriate regulatory action being taken to safeguard the welfare of animals in the Council's area.*

**29 REVIEW OF STATEMENT OF LICENSING POLICY**

The Solicitor to the Council presented the report which asked the Executive to note and consider the results of the public consultation exercise as summarised in Appendix B of the report, and to recommend to full Council that the amended Statement of Licensing Policy attached to the report at Appendix A be adopted.

The Solicitor to the Council explained that the Licensing Act 2003 ("the 2003 Act") required a Licensing Authority to prepare and publish a Statement of Licensing Policy ("the Policy") at least every five years. The current policy was due to expire at the end of 2020. Following a six-week consultation between 29 June 2020 to 10 August 2020, 3 responses had been received from the Environmental Health Team, North Yorkshire Police and North Yorkshire Public Health. All consultation responses had been considered and the proposed amendments to the policy had been made, which were shown in additional tracked changes in Appendix A. The report was considered by the Licensing Committee on 20 August 2020 to feed back the consultation results, and to ask for their comments. The Licensing Committee had no comments to make on the revised policy.

The Executive had no further comments on the Statement of Licensing Policy and it was therefore proposed, seconded and agreed unanimously that the amended Statement of Licensing Policy should be recommended to full Council for adoption.

**RESOLVED:**

Executive  
Thursday, 3 September 2020  
Page 5

**The Executive noted and considered the results of the public consultation exercise as summarised in Appendix B of the report and recommended to full Council that the amended Statement of Licensing Policy attached to the report at Appendix A be adopted.**

**REASON FOR DECISION:**

*Failure to have an up to date policy would result in the lack of a decision-making framework for the Council to refer to when responding to licensing applications. Having a policy in place will help to ensure that businesses and the public are clear on the Council's position concerning the 2003 Act, including details of how the licensing objectives should be promoted in Selby District.*

**30 FINANCIAL RESULTS AND BUDGET EXCEPTIONS REPORT TO 30TH JUNE 2020**

The Executive Lead Member for Finance and Resources presented the report which asked the Executive to endorse the actions of Officers, note the contents of the report, and approve re-profiled capital programmes and the Programme for Growth as set out at Appendices C and D.

The Executive Member explained that Covid-19 had had a substantial impact on the financial year, and the Council had been reporting monthly to MHCLG and the Executive the estimated impacts on the Council's income streams and cost base, affecting both the General Fund (GF) and the Housing Revenue Account (HRA).

Members noted that at the end of Quarter 1, taking into account Covid-19 and other issues, the current estimated full year revenue outturn estimates indicated deficits of £1,164k for the GF and £374k for the HRA.

Executive Members acknowledged that GF planned savings were showing a forecast shortfall of £603k whilst the HRA was forecasting savings to be £195k lower. Much of this related to staff capacity at the Council to deliver savings this year where Covid-19 had led to a requirement for additional resources to deal with backlogs where otherwise savings would have been expected to be made. There had been delays to negotiations on the environmental contract, as well as Covid-19.

The Committee were informed that the capital programme was currently forecasting an underspend of (£9,329k); (£3,641k) GF and (£5,688k) HRA. In the GF, the majority related to loans to the Housing Trust and the purchase of land, whilst the HRA variance

was due to much lower expected spend on the housing development and property improvement programmes in this financial year.

Members also noted that Programme for Growth projects continued, but progress in terms of financial spend had been mostly staff cost in Quarter 1.

The Executive thanked the Chief Finance Officer and her team for all the work they had undertaken on the Council's finances during Covid-19.

The Leader confirmed that further discussions with Opposition Group Leaders about projects for the Programme for Growth could be arranged, and that this could also be debated further at full Council on 22 September 2020.

In response to a question around housing rent arrears, Officers explained that the Council had put a debt recovery plan in place, and that they had worked closely with tenants to see how they could help them with the debts in these difficult times. It was expected that these issues would continue into the coming months as furloughing came to an end, but that the Council had planned for this accordingly.

It was proposed, seconded and agreed unanimously by the Executive to approve the recommendations set out in the report before them.

**RESOLVED: The Executive**

- i. endorsed the actions of Officers and noted the contents of the report; and**
- ii. approved re-profiled capital programmes and Programme for Growth as set out at Appendices C and D.**

**REASON FOR DECISION:**

*To ensure that budget exceptions are brought to the attention of the Executive in order to approve remedial action where necessary.*

**31 TREASURY MANAGEMENT - QUARTERLY UPDATE Q1 2020/21**

The Executive Lead Member for Finance and Resources presented the report which asked the Executive to endorse the actions of Officers on the Council's treasury activities for Quarter 1 2020/21 and approve the report.

The Executive Member explained that the report reviewed the Council's borrowing and investment activity (Treasury Management) for the period 1 April to 30 June 2020 (Quarter 1) and presented performance against the Prudential Indicators.

Members noted that on average the Council's investments totalled £75.0m over the quarter at an average rate of 0.77%, and earned interest of £143.9k (£103.9k allocated to the General Fund; £40k allocated to the HRA) which was £22.7k above the year to date budget. However, cash balances were expected to gradually reduce over the year, and interest rates were now at unprecedented low levels, so forecast returns could be in the region of £260k, a budget deficit of £225k. The Bank Rate of 0.10% was expected to remain in place for at least the next two years, and a Brexit trade deal was yet to be agreed. The position would be kept under review.

The Executive acknowledged that in addition to investments held in the pool, the Council had £4.69m invested in property funds as at 30 June 2020. The funds achieved 3.59% revenue return and 2.91% capital loss. This resulted in revenue income of £41.7k to the end of Quarter 1 and an 'unrealised' capital loss of £136.6k. The funds were long term investments and changes in capital values were realised when the units in the funds were sold.

Members also noted that long-term borrowing had totalled £52.833m at 30 June 2020, (£1.6m relating to the General Fund; £51.233m relating to the Housing Revenue Account (HRA)), and repayment was made in May 2020 of £6.5m of HRA debt. Interest payments of £1.917m were forecast for 2020/21, a saving of £0.871m against budget. This was due to HRA budgets allowing for borrowing to support Housing Delivery, which had not been required to date. The Council had no short term borrowing in place as at 31 June 2020.

Lastly, the Council's affordable limits for borrowing were not breached during this period.

It was proposed, seconded and agreed unanimously by the Executive to approve the recommendation set out in the report before them.

**RESOLVED:**

**The Executive endorsed the actions of Officers on the Council's treasury activities for Q1 2020/21 and approved the report.**

**REASON FOR DECISION:**

*To comply with the Treasury Management Code of Practice, the*

Executive

Thursday, 3 September 2020

*Executive is required to receive and review regular treasury management monitoring reports.*

## **32 REVISED ESTIMATE 2020/21 AND MEDIUM-TERM FINANCIAL STRATEGY**

The Executive Lead Member for Finance and Resources presented the report which asked the Executive to submit to the Council for approval the Revised Estimates for 2020/21 and the Medium-Term Financial Strategy, subject to consultation with the Policy Review Committee.

The Executive Member explained that the report presented a revised Budget for 2020/21 and 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 in September 2020.

Members acknowledged that Covid-19 had, and continued to have, a significant impact on the Council's finances. As at the end of July 2020 the full year forecast for 2020/21 totalled £3.8m. The key assumptions that underpinned the strategy had been updated, and the Policy Review Committee would be consulted prior to Council consideration.

The Executive Member explained that the MTFS highlighted further delays to the Fair Funding Review and the reform of the Business rates Retention system, as a result of Covid-19. It is assumed therefore that the settlement for 2021/22 would be another roll-forward, which could result in a further year of the renewable energy business rates windfall. Should the Local Government Finance Settlement be announced early, any necessary changes would be incorporated into the draft Budget as part of the process during the autumn.

Members noted that the MTFS identified risk and uncertainty around business rates retention, on-going reductions to Government funding, wider economic uncertainty at the prospect of a no-deal Brexit and local government re-organisation on the back of a potential devolution deal. In spite of the uncertainty, the MTFS confirmed the Council's strategic approach to continuing to invest 'one-off' or finite resources to stimulate local economic growth and achieve sustainable income through Council Tax and Business Rates growth, whilst reducing its base revenue budget.

The Executive were informed that the MTFS also set out the Council's reserves strategy which sought to set aside sums to cover known commitments and cover financial risk, as well as earmarking resources to support delivery of the "Council Plan".

The Executive Member also explained that following the district elections in May 2019, a number of emerging cost pressures had been identified which would, if they materialised, increase the requirement for on-going savings. Some resources were available from the Business Rates Equalisation Reserve to support in the shorter term, although a top-up of this reserve was required.

The Committee understood that the progress against savings targets had been delayed as a result of Covid-19 and therefore additional drawdown from the Business Rates Equalisation Reserve was expected. Based on the assumptions within the MTFs, the savings requirement was estimated to rise to between £2.4m and £2.9m over the next 3 years. With savings of £848k p.a. already planned, a further £2m would need to be identified.

The Executive accordingly proposed, seconded and unanimously agreed the recommendation set out in the report before them.

**RESOLVED:**

**The Executive agreed that, subject to consultation with Policy Review Committee, the Revised Estimates for 2020/21 and the Medium-Term Financial Strategy be submitted to Council for approval.**

**REASON FOR DECISION:**

*To reflect the latest financial issues within the budget for 2020/21 and to set the framework for the 2021/22 budget and Medium-Term Financial Plan to 2023/24.*

**33 PRIVATE SESSION - EXCLUSION OF PRESS AND PUBLIC**

It was proposed, and seconded, that the Executive sit in private session for the next item due to the nature of the business to be transacted.

**RESOLVED:**

**That, in accordance with Section 100(A)(4) of the Local Government Act 1972, in view of the nature of business to be transacted the meeting be not open to the press and public during discussion of the following items as there will be disclosure of exempt information as described in paragraph 3 of Schedule 12(A) of the Act.**

*At this point the Leader adjourned the meeting for 15 minutes before continuing in private session.*

**34 ACQUISITION AND DEVELOPMENT OF JAMES WILLIAMS HOUSE, COWIE DRIVE, OUSEGATE, SELBY YO8 8BG**

The Lead Executive Member for Communities and Economic Development presented the report which provided details of an updated business case for the purchase of James William House, Cowie Drive, Selby.

Members discussed the proposals outlined in the report with additional information provided by the Head of Economic Development and Regeneration.

**RESOLVED: The Executive**

- 1. confirmed that further to Minute 27 of the Executive on 15 August 2019, the Director of Economic Regeneration and Place be authorised to purchase the land at James William House, Cowie Drive, Selby, for a renegotiated price, as detailed in the report, to contribute to the delivery of the Selby TCF proposals and regenerate the area east of Selby station;**
- 2. authorised, in principle, the use of compulsory purchase powers in the event that the site could not be acquired by a negotiated purchase; and**
- 3. agreed to fund the purchase of the site, together with sale-related and site clearance and conversion costs, from the P4G Commercial Acquisitions budget that was allocated as the Council's match funding for the TCF programme.**

**REASON FOR DECISION:**

*To contribute to the delivery of the Selby TCF project as the site had strategic importance in the wider regeneration planned to the east of the Selby station.*

The public meeting closed at 2.45 pm.

This page is intentionally left blank



**Report Reference Number:** E/20/17

---

**To:** Executive  
**Date:** 01 October 2020  
**Status:** Non Key Decision  
**Ward(s) Affected:** All  
**Author:** Clare Dickinson, Principal Planning Policy Officer & Rebecca Leggott, Senior Planning Officer  
**Lead Executive Member:** Cllr Richard Musgrave, Lead Executive Member for Place Shaping  
**Lead Officer:** Dave Caulfield, Director of Economic Regeneration and Place

---

**Title:** Update on HS2 Phase 2b

## **Summary:**

This report provides the Executive with an update on High Speed 2 (HS2), outlining work undertaken to date; key future milestones; and arrangements currently in place for the Service Level Agreement (SLA) and Non-Disclosure Agreement (NDA). The Executive are asked to consider proposals for reporting and delegation of decisions relating to HS2.

## **Recommendations:**

- i. The Executive notes the contents of this report.
- ii. The Executive endorses the reporting processes and delegations recommended at para 4.1 of this report.

## **Reasons for recommendation:**

Establishing appropriate delegations will enable an efficient engagement process that will help to speed up service delivery and reduce costs.

## **1. Introduction and background**

- 1.1 In November 2016 the Government confirmed its preferred route for Phase 2b of the High Speed 2 (HS2) network. The section of the route that impacts Selby District is approximately 7km in length and enters the district east of Mickelfield and joins the existing Church Fenton to York line at Ulleskelf. The Oakervee

Review, which provided an independent review of HS2, was published in February 2020 and confirmed no changes to the Selby District section of the route.

- 1.2 At the same time, the Government announced its intention to draw up an Integrated Rail Plan for the north and Midlands, to identify the most effective scope and sequence of relevant investments and how to integrate HS2, Northern Powerhouse Rail, and other rail investments. The Interim Report by the National Infrastructure Commission was published on 15 July 2020. This report acknowledges the challenges of the Covid-19 Pandemic but makes clear the importance of bringing forward infrastructure investment to support the recovery, including accelerating the delivery of HS2 Phase 2b. The final report will be published in November 2020 and will set out the different options, alongside an assessment of the potential benefits of each package.
- 1.3 An update was received from HS2 Ltd during September 2020, in which Officers were informed that the next Hybrid Bill will now only cover the western leg of HS2 (i.e. to Crewe and Manchester). The message from HS2 Ltd is still very much that the eastern leg will happen, but the review by the National Infrastructure Commission will look at ways in which the eastern section can be progressed quicker and it might be that parts of the eastern leg are considered in stages rather than by one hybrid bill. The situation will be clearer once the final report is published next month.
- 1.4 To date, officers from Selby District Council and North Yorkshire County Council have had ongoing involvement with HS2 Ltd on the technical development process involved with continuing route design and refinement. Officers have provided updates to the Executive in June 2018 and January 2019.
- 1.5 The Council's position on HS2 was formalised by the Executive on 7 June 2018, where it was agreed that if the development of the route goes ahead, Selby District Council should seek to minimise any adverse local impacts as well as maximise the benefits of Selby District's residents and businesses.
- 1.6 In January 2019 the Executive agreed formal comments on HS2's Working Draft Environmental Statement (WDES). Comments on the WDES, along with ongoing refinements to the scheme, will feed into the final Environmental Statement which will be submitted when the Draft Bill is deposited in Parliament.

## **2. Key milestones**

- 2.1 Key milestones for the eastern leg will be clearer once the National Infrastructure Commission report is published later this year. However, the main stages of the process are outlined below.

## The Hybrid Bill

- 2.2 The Hybrid Bill will comprise a number of documents, including the Environmental Statement.
- 2.3 The Hybrid Bill process allows for Selby District Council to defend its position on any parts of the scheme that it is not happy with, through the submission of petitions to Parliament and through appearance before Select Committee. There will also be the opportunity to enter into undertakings and assurances, which are binding agreements with HS2 Ltd which will be negotiated in the period between the petition being received in Parliament and the Select Committee appearance, with the aim to reduce the amount of time spent discussing outstanding issues at Select Committee.
- 2.4 Once the Bill receives Royal Assent, the Act will provide deemed planning consent, which is similar to Outline Planning consent, and will provide the powers by which HS2 will be constructed and operated.
- 2.5 Furthermore, once the Bill has received Royal Assent, HS2 will be in a position to submit detailed planning applications (similar to reserved matters applications) to relevant Local Planning Authorities.

## Planning Regime

- 2.6 The Hybrid Bill gives each impacted local planning authority a choice between having a wide range of controls or narrow range of controls. Local planning authorities opting for a wider range of control are referred to as 'Qualifying Authorities'. Should SDC opt to have a wider range of control SDC will be required to sign the 'Planning Memorandum', which is expected to be available in draft form for officer review prior to the deposit of the Hybrid Bill.
- 2.7 Qualifying Authorities will be able to approve the detailed designs of permanent structures such as viaducts and also have an enforcement and approval role in relation to certain construction matters. In agreeing to these controls, qualifying authorities are required to handle requests for approval in an expeditious manner (i.e. within 8 weeks unless agreed otherwise), and to ensure appropriate consultations are carried out and delegated authority procedures are in place.
- 2.8 It is important to note that LPAs have the scope to scrutinise, reject or request amendments to application submitted by HS2 Ltd. This is made clear in the Hillingdon Court of Appeal Decision which states that, "...a local planning authority is under no duty to process a request for approval from HS2 Ltd unless it is accompanied by evidence and information adequate and sufficient to enable the authority to perform its statutory duty." Therefore, going forward HS2 Ltd will be required to provide much more detailed information in planning applications. This in turn will have implications on resourcing including specialist advice to review specific documents.

- 2.9 By signing the 'Planning Memorandum' and becoming a 'Qualifying Authority' SDC will be able to enter into a post Royal Assent Service Level Agreement which will enable officer time to be charged back to HS2. This is as opposed to charging application fees.
- 2.10 Whilst SDC will be able to charge back officer time, it is noted that this will have significant resource implications on the Planning Service in respect of Officer involvement in providing ongoing pre-application advice and determining detailed planning applications.
- 2.11 Officer involvement in the pre-application process is expected to intensify leading up to the deposit of the Hybrid Bill and throughout the Hybrid Bill Process. Post-Royal Assent planning applications are expected to be substantial in number and frequency. They are expected to be submitted between 2023 and 2033. HS2 is required to provide the Council with a forward programme of requests for approval covering a 6-month period.

### Construction & Operation

- 2.12 Construction is expected to start in 2023 and operation of HS2 is planned to start by 2033. It is noted that this will have implications on Planning Enforcement through ensuring compliance with the Code of Construction Practice.

## **3 Non-Disclosure Agreement & Service Level Agreement**

- 3.1 Selby District Council signed a Service Level Agreement (SLA) with HS2 Ltd in January 2020, which recognises that the project places additional demands on the Council's resources. This has allowed the authority to invoice HS2 for officer time and expenses incurred to date for providing data and attending meetings at the request of HS2. Although this SLA is somewhat limiting in that it does not currently meet the rates for Officer time.
- 3.2 A further SLA will be required Post-Royal Assent to cover the reimbursement of Council resources in determining detailed planning applications for HS2.
- 3.3 Despite ongoing work and meetings with HS2 to discuss evolving route design and refinement, Selby District Council do not have a signed Non-Disclosure Agreement in place. However, Officers are working towards getting this agreement in place.

## **4 Reporting Processes and Delegations**

- 4.1 It is important to establish clear reporting processes and delegated powers going forward, particularly given it is likely that some information requests and engagement with HS2 Ltd will need a rapid response. To ensure efficient and effective decision making and project awareness at the appropriate level, the following is recommended:

- Decisions, on matters such as the signing of the NDA, any future SLAs and the Planning Memorandum, will be delegated to the Director of Economic Regeneration and Place in consultation with the Lead Executive Member for Place Shaping
- Information updates – as required, will be given to the Director of Economic Regeneration and Place and the Lead Executive Member for Place Shaping.

4.2 Notwithstanding the above information, a further update will be provided to the Executive following Royal Assent.

### **Alternative Options Considered**

4.3 No other options have emerged

## **5 Implications**

### **5.1 Legal Implications**

Not applicable

### **5.2 Financial Implications**

Officer time will be required to continue to engage with HS2 Ltd and going forward the determination of planning applications is likely to have significant resource implications for the Council. Whilst planning applications won't be subject to fees, the SLA will ensure an element of financial compensation.

### **5.3 Policy and Risk Implications**

Not applicable

### **5.4 Corporate Plan Implications**

The Council Plan 2020-30 outlines the Council's ambition to make Selby District a great place to live, a great place to enjoy and a great place to grow. The development of HS2 can have a transformational impact on how local employers do business in the district and how residents enjoy life. For our businesses, HS2 will improve access to talent, supply chains and markets, whilst residents will benefit from wider employment and skills opportunities and improved connectivity to some of the UK's major cities. However, it is also important to recognise that the development of the project could have a significant impact on the communities affected by the route and their ability to enjoy life. The Council should seek to minimise any adverse local impacts through ongoing officer engagement with HS2 Ltd.

### **5.5 Resource Implications**

Ongoing engagement with HS2 Ltd is likely to impact on service capacity during the lifetime of the project, particularly once the Hybrid Bill has been submitted to Parliament, in terms of activities around parliamentary lobbying and dealing with planning applications.

## 5.6 Other Implications

Not applicable

## 5.7 Equalities Impact Assessment

Not applicable

## 6 Conclusion

6.1 The Council has been considering issues related to HS2 over a number of years. Officer involvement in the pre-application process is expected to intensify leading up to the deposit of the Hybrid Bill and throughout the Hybrid Bill Process. Post-Royal Asset planning applications are expected to be substantial in number and frequency

6.2 Establishing appropriate delegations and reporting processes will enable decisions to be made quickly and efficiently and ensure project awareness at the appropriate level.

### **Contact Officer(s):**

Clare Dickinson  
Principal Planning Policy Officer  
[cdickinson@selby.gov.uk](mailto:cdickinson@selby.gov.uk)  
01757 292101

Rebecca Leggott  
Senior Planning Officer  
[rleggott@selby.gov.uk](mailto:rleggott@selby.gov.uk)  
01757 292101



**Report Reference Number: E/20/18**

---

**To: Executive**  
**Date: 1 October 2020**  
**Ward(s) Affected: All**  
**Status: Non-Key Decision**  
**Author: Drew Fussey, Customer, Business and Revenues Service Manager**  
**Lead Executive Member: Councillor Chris Pearson, Lead Executive Member for Housing, Health and Culture)**  
**Lead Officer: June Rothwell, Head of Operational Services**

---

**Title: Outcome of Community Centre Review by Task and Finish Group with Recommendations**

**Summary:**

In March 2019 Selby District Council's Scrutiny Committee agreed to establish a Task and Finish Group, to work in partnership with the Tenant Scrutiny Committee, in order to facilitate a review of Council-owned Community Centres. This review took place between November 2019 and February 2020, with the aim of making recommendations to the Council's Executive as to the future management of the centres.

**Recommendation: That the Executive consider and approve the recommendations as set out by the Scrutiny Committee in this report.**

**Reasons for recommendation:**

Housing Revenue Account (HRA) funded Community Centres and their sustainability remains a key issue for Members and residents alike. The recommendations included in this report are aimed at ensuring that all ten centres are better able to service their community and the Selby District as a whole.

**1 Introduction and background**

**1.1** Previous reviews have taken place regarding Council owned Community Centres. Most notably in 2010, following a report to the Social Board, the decision was made to sell the poorly used centre at Womersley and convert the centre at Kellington into a residential unit. This left the Council with the 10 centres it has today:

- Anne Sharpe Centre, St Edwards Close, Byram

- Westfield Court Centre, Westfield Court, Eggborough
- Coultish Centre, Charles Street, Selby
- Cunliffe Centre, Petre Avenue, Selby
- Harold Mills House, North Crescent, Sherburn-in-Elmet
- Lady Popplewell Centre, Beechwood Close, Sherburn-in-Elmet
- Grove House, Grove Crescent, South Milford
- Calcaria House, Windmill Rise, Tadcaster
- Kelcbar, Kelcbar Close, Tadcaster
- Rosemary House, Rosemary Court

**1.2** Primary concerns at this time were around the poor use of the centres, running costs, lack of community engagement and accountability issues. Improvements have taken place since this time, such as the installation of public WiFi into almost every centre, the implementation of a new booking system created and managed by the Customer Contact Centre, and an investment of £78,000 over two years (agreed in 2017) to facilitate security and access improvements.

**1.3** However, whilst these improvements are acknowledged, the same concerns regarding community usage and value for money remained present. Subsequently, it was agreed in March 2019 that the Council's Scrutiny Committee would establish a Task and Finish Group to review the Community Centres.

**1.4** The scope of the review was to:

- Determine current level of use and public satisfaction with the centres.
- Look at current management models at each centre.
- Confirm the cost of providing the centres to the HRA.
- Explore potential alternative delivery models.
- Explore whether the current service offer meets the future needs of tenants and residents; and if not, what future model may best achieve this.

**1.5** The group completed a comprehensive review of the centres over a 4-month period, acknowledging that different solutions may be appropriate for individual centres. It was important that group members visited each centre and consulted with the local community and key stakeholders. A resident-wide consultation also took place to inform the review and options for future use and management of each centre.

**1.6** Members of the Task and Finish Group were as follows: Councillors J Chilvers, W Nichols, S Shaw-Wright, J McCartney, and M Jordan. They were also joined by Keith Watkins, a member of the Council's Tenant Scrutiny Panel; and assisted by Council Officer Drew Fussey (Customer, Business and Revenues Service Manager).

## **2 The Review Process**

### **2.1 Visits**

One of the initial tasks performed by the Task and Finish Group was to visit all ten Community Centres and to consider the various aspects of their appearance, usability and governance. Key stakeholders were also invited to attend to share their views. The outcome and notes made as part of these visits are attached in Appendix A.

### **2.2 Community Consultation**

The Task and Finish Group were keen to engage the public in the review. A survey was therefore made available both online and in paper form. The online survey was publicised on the Council's website, as well as being sent to all participating tenants of our 'armchair consultees' group. Paper surveys were left at all ten centres for attendees to complete before collection, and neighbouring properties within the community were hand delivered a copy. Overall, the Council received 203 responses, illustrating a good response rate. A summary of the findings can be found in Appendix B.

### **2.3 Governance**

Daily management of the centres is undertaken by the Housing and Property Services Teams. Each centre also has a constitution (Appendix C) and should have a management committee in place. The committee arrangements vary locally, and some are more formal than others. As part of the review visits arranged for the Task and Finish Group, committee members were also invited to attend and share their thoughts.

### **2.4 Usage**

The management committee for each centre is authorised to have 6 free sessions per week (2 hours per session). Members of the public and community groups can hire the Community Centres for their own use; the current charge is £10.40 per hour and use varies across the centres. Appendix D contains an overview of bookings taken in 2018/19 at each individual centre.

### **2.5 Income and Expenses**

Council-owned Community Centres are solely funded by the Housing Revenue Account (HRA), which is also the recipient of any income generated by the ten centres. This budget covers the cost of repairs and maintenance, centre improvements, utilities, fixtures and fittings, cleaning, general insurance and management costs. As the centres' financial budget is combined with other Council services, it is difficult to identify entirely the costs associated with each individual centre. The overall budget for the Community Centres is provided in Appendix E, along with a breakdown of costs associated with each individual centre.

### **3 Key findings**

**3.1** Primary concerns with the centres were under-usage, a lack of community involvement, and a lack of control, clear structure and governance (both in terms of committees and Council management). Whilst there is some good work taking place in individual centres; overall, there is room for improvement in key areas.

#### **3.2 Governance**

There is weak governance across the centres, with the exception of Rosemary House, who along with Kelcbar have amended their Constitution to meet local needs. There is confusion over the roles of committees, how they operate and what support is available to them. Many do not report directly to the Council as they are unsure who to report to. This makes it difficult to assess membership and involvement, as well as what activities are taking place in each centre. Issues have also presented in some centres where individuals appear to have taken considerable management control, which although often leading to good work, can alienate the local community and residents who would otherwise use the centres, or use them more frequently.

#### **3.3 Usage**

Although it is agreed following the review that there is likely to be additional activity taking place in the centres of which the Council are unaware, it is also fair to conclude that all ten centres are not being used to full capacity; either during their regular opening hours or outside of this, such as evenings and weekends. There is also little strategy in place to effectively advertise the centres to the wider community. This may also stem from a lack of clarity regarding responsibility within Council functions.

#### **3.4 Engagement**

There has been a lost opportunity to truly engage with the community on the management and running of the centres. This includes the consideration of more enterprise projects, community-led workshops/projects and charitable involvement. Whilst some of the centres have done well to attract a more varied clientele, very few community groups and agencies are actively engaged with and using the centres on a regular basis. There has also been little to no dedicated Council resource provided to the centres and their committees in regard to how to attract third party interest as well as looking at the potential for external funding opportunities.

#### **3.5 Facilities and resources**

In most cases, the centres have suffered from a lack of financial investment regarding their general upkeep and maintenance. Visits to the centres show that, whilst the facilities are adequate, they are not necessarily attractive or suitable for third party hire; especially when considering alternative venues

available within the community. There is also inconsistency around the provision of disabled access, emphasising the importance of ensuring that the centres are DDA (Disability Discrimination Act 1995) compliant.

## **4 Conclusion and Recommendations**

- 4.1** Based on the findings of the review, it is concluded that the centres should remain within the control of the Council for the immediate future due to their strategic importance in terms of the communities they serve.
- 4.2** It is recognised that finances play a significant part in this review, and it is recommended that income generation continue to be pursued in all ten centres. However, this should not be the Council's priority, which instead should be to increase community usage and develop the centres as key community assets (noting that these two aims are not mutually exclusive). Whilst the latter may be less profitable, this will deliver stronger and broader benefits to the community.
- 4.3** As noted, the HRA is used to finance the centres in their entirety, given that the centres were originally intended to service older and disabled Council tenants. However, International Financial Reporting Standards (IFRS) require that properties are categorised according to the purposes for which the Council holds them. Where the purpose of the property is identified as having changed since their original acquisition, these properties should be moved from one class of assets to another. The Right to Buy policy (allowing tenants to purchase their Council home at a discounted price) means that an increasing proportion of properties on Council's housing estate are occupied by leaseholders or private owners, rather than Council housing tenants. This means that the centres are no longer supplied solely for Selby District Council tenants. Therefore, if the centres were opened up to the wider community and made available for use by general residents rather than tenants alone, it may be appropriate that the General Fund be considered to fund the capital works required identified in the recommendations below but are retained within the HRA.
- 4.4** The group also found that existing staffing arrangements are not clear, meaning responsibility and ownership within the Council is somewhat absent regarding individual officers and teams. At the same time, there are concerns that there is limited capacity to both maintain the daily running of all ten centres, whilst also carrying out more strategic development work. However, it is felt considerable improvements could be made by better defining officer roles in relation to management of the centres. A partnership model of management, looking to the Council to more directly involve colleagues from Housing as well as Communities and Partnerships, Town and Parish Councils, partners such as NYCC, voluntary and charitable groups and local residents; would provide a sense of 'ownership' whereby the Council are supporting the community to help themselves.
- 4.5** With this in mind, the group have made a number of recommendations for Executive Members to consider, set out below:

- That work should be undertaken to assess whether it is appropriate to fund the works recommended below from the General fund whilst retaining the Community Centres within the HRA.
- Does the Council want to consider each centre under an individual business plan or look at them as a whole? If we do want each centre to have its own individual plan, do we want to do this in phases and which centres come first?
- To establish a clear Council staff structure in relation to the management of the centres, including reporting and responsibilities. This will help to tackle the lack of clarity regarding which Council officers hold responsibility for the centres and who the committees should contact.
- To review the Constitutions for the centres to ensure they are standardised and fit for purpose. Each centre should also have a committee with registered members and with a process for reporting back activity to Council officers.
- To establish closer working relationship with Town and Parish Councils, either in regard to developing business plans or establishing the needs of the community.
- To identify local voluntary organisations, community and resident groups (some of which may already be present at the centres), subsequently exploring and encouraging their interest in being involved in the management of the centres. This could be facilitated by the Council's Communities and Partnerships Team.
- That all relevant service areas should consider the centres as venues for delivering services or hosting events, using these centres as an outreach facility to save residents traveling into Selby. They should also be promoted to partners as potential venues for them to do the same, especially regarding NYCC and the local CCG (Clinical Commissioning Group). Consideration also needs to take place as to whether these partner agencies should be charged for the use of the centres, given that an increased income yield could result in Business Rate charges. Using the centres for the delivery of services to reduce travel would also contribute toward reducing the council carbon footprint
- To arrange for an independent valuation of each centre to understand the value of the asset 'as is' as well as the land value.
- That marketing of the centres needs to be improved, both online and within the local community. Residents need to know that the resource exists and where they can find it (e.g. additional signage). They should also be publicised as a resource for all, and not just serving a specific demographic. A social media presence for example, for each of the centres, could help remedy this.

- Finally, that the centres require financial investment and a full schedule of works should be produced for each centre. This should focus on ensuring all centres are DDA compliant and more attractive to outside hire. The Executive should consider funding this work the General fund whilst ownership of the Community Centre's remains within the HRA.

## **5 Implications**

### **5.1 Legal Implications**

This review has provided tenants and residents alike an opportunity to share their views and be involved in the future of the centres, meeting the 'Tenant Involvement and Empowerment Standard' as set out by the Regulator of Social Housing.

Any legal implications arising from future proposals in respect of individual centres will be addressed as part of those proposals, and if required further reports produced to consider any specific legal implications

### **5.2 Financial Implications**

Currently all centres work to a deficit and this is funded by the HRA Rent Payer. Whilst outgoings per annum are relatively similar for each centre, it is evident that different centres bring in varying incomes largely from rental. The income from the laundry service is negligible.

Any income earned is returned to the HRA budget. If there was a push to increase usage via rental space, there would be the need to consider the impact of paying business rates which could possibly eliminate any additional income made dependent upon the earning potential for each centre. For example, if the centres were promoted as a rentable space for commercial purposes such as running slimming clubs; such additional income generation would make the centres liable for business rates.

It is proposed that the centres benefit from additional financial investment in order to improve decoration as well as fixtures and fittings. Current revenue budgets allow for a yearly spend of £25,000 for repairs and maintenance. Once a full schedule of works is produced for each centre, financial viability can be ascertained and works prioritised according to budget.

Any additional financial implications arising from future proposals in respect of individual or all centres will be addressed as part of those proposals.

Consideration should also be given to how the centres can contribute to the lower carbon footprint of the Council.

### **5.3 Policy and Risk Implications**

The review's recommendations provide a number of opportunities to develop a partnership approach to the management of our centres, between different Council directorates, partner agencies, third sector organisations, Council tenants and general residents. As with any proposal regarding partnership working arrangements, roles and responsibilities will need to be clearly identified in order to mitigate risk as much as possible.

#### **5.4 Corporate Plan Implications**

This review delivers on our strategic priority in the Corporate Plan 2020-2030 to make the Selby district 'a great place to live' by investing in our properties and communities.

#### **5.5 Resource Implications**

Rather than recommend additional staffing resources, the review instead concludes that considerable improvements could be made by better defining current Council officer roles in relation to management of the centres, and by facilitating a partnership model of management. This would require a review of current officer roles and responsibilities.

#### **5.6 Equalities Impact Assessment**

An EIA has not been completed as it is recognised that not all the centres are DDA (Disability Discrimination Act 1995) compliant. Carrying out the recommended work would ensure the Centres were accessible to all with a protected Characteristic.

### **6 Conclusion**

The recommendations included in this report are aimed at ensuring that all ten Council-owned centres are better able to service both their community and the Selby district as a whole. If the centres are to provide true social value within their communities, they must adapt to the modern needs of tenants and residents, in order to stay relevant and make a difference.

### **7 Background Documents**

None.

### **8 Appendices**

Appendix A - Outcome of Community Centre visits  
Appendix B - Summary of survey results  
Appendix C - Copy of Community Centre Constitution  
Appendix D - Community Centre usage 2018/19  
Appendix E - Community Centre net spend 2017/18 & 2018/19

**Contact Officer:** Drew Fussey, Customer, Business and Revenues Service Manager

[dfussey@selby.gov.uk](mailto:dfussey@selby.gov.uk)

## APPENDIX A

	External Surroundings			First Impressions					Facilities				
Centre	Parking	Environment	Signage	Entrance	Decoratio n	Information	Contact Info	Event Info	Space available	Furniture & Fittings	Kitchen	Toilets	Wi-Fi
<b>Westfield Court, Eggbrough</b>	Adequate	Clean, tidy, welcoming	Signposted suitably	Clean, tidy, welcoming	Needs painting	Need bigger notice board and no contact info for bookings	Not available	Not available	Lounge/kitchen	Good order/appropriate	Good order	Adequate	No
<b>Anne Sharpe Centre, Byram</b>	Inadequate	Clean, tidy, welcoming	Needs directional signage	Clean, tidy, welcoming	Not needed	Good but no contact info for bookings	Not available	Available	Lounge/kitchen	New carpet	Cooker needed	Adequate but shared	No
<b>Grove House, South Milford</b>	Inadequate	Clean, tidy, welcoming	Needs directional signage	Clean, tidy, welcoming	Needs painting. Has new ceiling and lights	Good selection available	Available	Available	Lounge/kitchen	Good order/appropriate	Good order	Adequate	Yes
<b>Harold Mills, Sherburn</b>	4 parking spaces but an issue at school time (school is adjacent)	Clean, tidy, welcoming but standing water in the porch	Needs directional signage	Clean, tidy, welcoming	Not needed	Inappropriate signs by the Committee removed. Needs a notice board	Not available	Not available	Lounge/kitchen	Good order/appropriate	Good order	Good	Yes
<b>Lady Popplewell, Sherburn</b>	Inadequate	Looks tired	Needs directional signage	Plaster not painted after rewire years ago. Floor and entrance porch dirty	Needed	Needs someone to take ownership	Not available	Not available	Lounge/kitchen	All need replacing	Some cupboards locked in kitchen (dirty)	Adequate but needs decorating	Yes
<b>Rosemary House, Tadcaster</b>	Inadequate - residents parking only for the flats	Looks tired. Metal gates due to previous vandalism. Guttering is loose	Needs directional signage. On Google Maps and has its own FB page	Clean but in need of decoration and flooring	Needed	Needs ownership. Committee have their own FB page to advertise events	Available	Committee have their own FB page to advertise but will put up list	Lounge/kitchen	All need replacing	Yes, but needs updating and a new cooker	Adequate but needs decorating	Yes

<b>Calcaria House, Tadcaster</b>	Inadequate	Clean, tidy, welcoming	Needs directional signage	Clean, tidy, welcoming	Needed	Needs ownership	Available	Not available. Committee asked if NO could explain to tenants on sign up about the centres	2 x lounge and kitchen	Needs decoration and new carpets. Furniture good but very heavy	New kitchen fitted but no cooker. Residents want small lounge made into kitchen as they have large functions at times	Adequate but needs decorating	Yes
<b>Kelbar, Tadcaster</b>	Inadequate	Clean, tidy, welcoming but small hole in the roof to report	Needs directional signage	Clean, tidy, welcoming	Entrances and toilets need decorating. Committee told these would be painted in 2016/17	Good selection available	Available	Available	Lounge/ kitchen	Good	Has a new kitchen	Adequate but needs decorating	Yes
<b>Coulton Centre, Selby</b> Phone 01653 290000	Good car park and street parking	Clean, tidy, welcoming	Needs directional signage	Clean, tidy, welcoming	In good decorative state	Looks cluttered and needs ownership	Available	Not available	2 x rooms and kitchen	Good	New kitchen but small. Needs new crockery etc.	Adequate but needs decorating and disabled facilities need attention	Yes
<b>Cunliffe Centre, Selby</b>	Inadequate	Clean, tidy, welcoming	Needs directional signage	Clean, tidy, welcoming	Needs attention throughout	Looks cluttered and needs ownership	Available	Not available	4 x rooms and 2 x kitchens	Needs attention throughout	Needs all new	Adequate but needs decorating and disabled facilities need attention	No

## Additional Comments

**Westfield Court:** No attendees present at visit.

**Anne Sharp Centre:** 4 residents attended visit and stated that parking is a problem as it is shared with the Doctors Surgery. Heating is also providing on storage heaters and question was posed whether the centre could be fitted with gas central heating.

**Grove House:** No attendees present at visit. Post office now operates from the centre two days a week. Also has a defibrillator outside.

**Harold Mills:** No attendees. Noted that cooker is new and unused, but too small.

**Lady Popplewell:** 31 residents attended the first consultation meeting. They asked if a loop could be fitted for the hard of hearing. They were also upset that the centre is well used but badly in need of refurbishment. There were also complaints about the centre being dirty since the cleaner left in September 2019.

**Rosemary House:** 16 residents attended the visit plus members of the Committee, who have their own constitution.

**Calcaria House:** 8 residents attended visit.

**Kelcbar:** 17 residents attended the visit and the Committee have their own constitution. Also has a defibrillator outside.

**Coultish Centre:** 12 residents attended the visit but there is no formal Committee.

**Cunliffe Centre:** No attendees at visit. A very large building with potential to change the layout of the centre.

## Summary

**Car Parking:** 7 centres considered parking would be inadequate for popular events.

**External Environment:** 8 centres considered clean and welcoming, whilst Rosemary House and Lady Popplewell need work.

**External / directional signage:** needs improved directional signage and registering on Google Maps. 8 centres also need external notice boards.

**Entrance:** Acceptable for 9 of the centres but Lady Popplewell in particular needs attention.

**Internal decoration:** 7 centres need decorating throughout (Coultish Centre and Harold Mills are in good order and Ann Sharpe is acceptable).

**Information:** 8 of the 10 centres need a tidy to make sure the notice boards are clear and include contact info and an up to date activity list.

**Furniture:** 5 centres need new furniture, but all need to be considered for more appropriate lighter tables if they are to be more multifunctional.

**Toilets:** generally seen as adequate but not all centres have disabled facilities that would comply with the DDA. This needs to be reviewed across all to ensure they meet the requirements for all potential users.

**Kitchens:** 5 centres considered adequate for hosting events. The other 5 are mixed with some needing minor changes and others needed a new kitchen.

**Wi-Fi:** 8 centres have Wi-Fi but in 2 it is not accessible to the public. Cunliffe Centre and Ann Sharpe have no Wi-Fi.

**Community involvement:** Overall, 88 individuals attended the visits. Lady Popplewell had the most attend with 31. 4 centres had no attendees – Westfield Court, Grove House, Harold Mills and Cunliffe Centre.

## **Appendix B**

Consultation responses: totalled 203, a mix of online and paper returns.

Age of respondents was as follows:

Under 39 - 5.5%

40 to 59 - 14%

60 to 79 - 59%

80 plus - 21.5%

This means over 80% of respondents were aged over 60.

75% of respondents who disclosed their gender (190 of the 203) were female, with the remaining 25% male.

Almost all respondents stated their nearest village:

Eggborough - 3.5%

Byram - 5%

South Milford - 8%

Sherburn In Elmet - 23.8% /

Selby - 26.7%

Tadcaster - 33%

86% of respondents had used a Community Centre before. Of these, 80.5% in the last month, 7.5% in last 3 months and 7% in last year.

Of those who did not use the centres, the most common reason cited for this was because they did not know what was going on within them, followed by not knowing where they were. A small number also said they did not attend due to transport issues.

Activities respondents would like to see at the centres, in descending popularity:

Bingo - 62%

Café - 56%

Talks - 51%

Music and film events - 51%

Arts and crafts - 50%

Fundraising events - 44%

Skills and learning opportunities - 42%

Health and advice - 42%

Games - 39%

In terms of other activities wanted by respondents not listed, the most frequent were: additional laundry facilities, exercise classes for the elderly, meetings to discuss local issues, jumble sales, play groups, and book clubs.

When asked '*would you consider hiring a Community Centre in future:*' 51% said yes, 13% said no and 36% were unsure.

When asked '*would you like to be involved in running one of our Community Centres:*' 25% said yes, 41% said no and 34% were unsure.

Respondents were also able to provide comments as to how we could improve the centres. Key themes here included:

- Issues with committees abusing their powers

- Lack of advertisement
- No transport to get there
- Committee to be better engaged with the Council
- Improved facilities and redecoration
- Increasing use for all age groups
- More and different events available

Some of the comments are noted below:

*'What's on and when needs to be advertised more...we need to get younger people involved to try and get more events on.'*

*'Most of the villagers don't know it's here. All the white goods in the kitchen need repairing or replacing as they are so old.'*

*'Maybe we need more advertising to young families for children's parties as residents think it is for old people only.'*

*'Promote their use by information to the community, more varied activities and involve the community in volunteering. People not near to the centre do not know of it or where it is.'*

*'Centre needs new kitchen bits - cooker, microwave, pots and pans to enable use of hiring. It also needs greater SDC involvement and running of the place.'*

*'The community centre is not very inviting in how it looks. It needs a good make over on everything.'*

## **Appendix C**

### **CONSTITUTION OF THE COMMUNITY CENTRE**

<b>NAME OF CENTRE AND PURPOSE</b>	The Centre shall be called *. Its purpose is to provide a meeting place and entertainment for Senior Citizens living in * and immediately surrounding villages.
<b>THE COMMITTEE</b>	The Management Committee shall be called the * Management Committee - hereinafter referred to as the Management Committee.
<b>OBJECTS OF THE COMMITTEE</b>	<p>The Management Committee shall be responsible for the day to day running of the Centre and the promotion and regulation of its use by those eligible.</p> <p>Those eligible to use the Centre are all those of pensionable age and the disabled living in the villages referred to above.</p>
<b>COMPOSITION OF THE COMMITTEE</b>	The Committee shall comprise of no more than 12 Members elected by those eligible to use the Centre (by invitation others not eligible to use the Centre may have their names put forward for election) at the Annual General Meeting.
<b>SELECTION OF THE COMMITTEE</b>	<p>The Annual General Meeting shall elect the Committee each year. Members elected shall serve for a period of one year and may allow their names to go forward for election for further periods of yearly service.</p> <p>The Management Committee shall have power by a two thirds majority vote to co-opt any person to serve on the Committee whom it feels would benefit its work. Co-opted members have no vote in Committee on policy decisions.</p>
<b>THE CHAIRMAN</b>	A Chairman shall be elected annually by the Committee from amongst its members. This election to take place at the AGM. The Chairman will serve for a period of one year. That person may stand for re-election for further yearly terms.
<b>THE HONORARY SECRETARY</b>	At the same first meeting of the Committee each year the Honorary Secretary shall be elected for a period of one year. He/she may stand for re-election for further yearly terms. The Secretary shall take minutes at the AGM and each Committee meeting and record them in a book provided for this purpose.
<b>THE HONORARY TREASURER</b>	The Honorary Treasurer shall be elected at the same meeting to serve for one year and shall keep a record

of all financial transactions pertaining to the Centre. The Honorary Treasurer shall be required to present to the Committee an audited Statement of Account in March which the Committee will put before the AGM for acceptance in April. The Honorary Treasurer may serve for further periods of yearly service.

## **RULES**

1. The Committee shall meet as often as its business requires providing that there shall be at least one meeting each quarter.
2. The Honorary Secretary shall convene the meeting on the instruction of the Chairman by giving at least seven days clear notice to members.
3. A meeting may also be convened by request of at least six members of the Committee.
4. The Annual General Meeting shall be held in April each year and a report of the Centre's activities shall be presented by the Chairman to the AGM.
5. Any changes, amendments or additions to the Constitution can be made only at the AGM. Submissions in writing, duly proposed and seconded by those eligible to vote at the AGM, must be received by the Honorary Secretary at least six weeks before the date of the AGM. Any additions to or changes in the Constitution must be made in the form of a motion to the AGM and before being adopted must be passed by at least a two thirds voting majority of those attending the AGM.
6. Those eligible to vote at the AGM are all members of the Centre - that is all senior citizens and disabled persons living in the villages referred to in the Constitution.
7. The assets of the Committee shall be held for and used for the benefit of all senior citizens and disabled persons living in the above mentioned villages. Should all members of the Committee resign and no-one be elected to replace those members, then all the assets of the Committee shall be immediately transferred to the account of "Selby District Council".
8. In any matter of Policy and Use of the Centre decision rests with the Management Committee whose decision shall in all matters be final.
9. **VOTING AT COMMITTEE MEETINGS**

All elected members of the Committee shall have one vote each but co-opted members may only vote in non-policy matters. In the case of a tied vote the Chairman shall have a second or casting vote.

## Appendix D

### Community Centre usage (hours per week) in 2018/19

Commercial = paid regular rental income

Social = committee activities and other social events e.g. bingo, coffee mornings

H&W = promoting wellbeing in the community via clubs etc.

Council = being used by Council for Council business e.g. drop-ins and team meetings

Ad hoc = paid bookings over the year that are not regular

Centre	Commercial	Social	H&W	Council	Ad hoc (p.a.)
<b>Ann Sharpe</b>	28	8	0	0	4
<b>Grove House</b>	0	8.5	2	0.5	0
<b>Coultish Centre</b>	3	10	2h 45mins	1	7
<b>Cunliffe Centre</b>	22	11	3	0	5
<b>Westfield Court</b>	0	2.5	2	2	0
<b>Lady Popplewell</b>	2h 45mins	8	4	0	4
<b>Harold Mills</b>	0	4.5	1.5	0	0
<b>Kelcbar</b>	0	3.5	4	0	6
<b>Rosemary House</b>	0	8	0	0	20
<b>Calcaria</b>	1	9	3	3	0

**Appendix E - Community Centres - Net Cost of Service**

<b>Account description</b>	<b>2017/18 Actual</b>	<b>2018/19 Actual</b>	<b>Notes</b>	
<b>Income</b>				
OTHER INCOME	-612	-160		
FEES & CHARGES	-81	0		
LAUNDRY INCOME	259	-441		
HIRE/LETTINGS - ROOMS	-12,953	-15,057		
<b>Total Income</b>	<b>-13,387</b>	<b>-15,658</b>		
<b>Direct Costs</b>				
GROSS PAY	34,764	30,667	Cleaning Staff Costs	
NATIONAL INSURANCE EMPLOYERS	601	460		
SUPERANNUATION EMPLOYERS	4,729	4,603		
APPRENTICESHIP LEVY	163	136		
REPAIRS & MAINTENANCE	10,383	12,843		
IMPROVEMENTS TO PROPERTY	15,309	9,009		
GAS	8,086	-1,617		
ELECTRICITY	38,655	26,553		
RENTS (EXPENDITURE)	8,652	8,566		Rent Charge for Warden occupied Units
NNDR	2,475	2,741		
WATER - METERED	16,820	13,389		
FIXTURE & FITTING R & M	6,181	2,894		
CLEANING MATERIALS	744	199		
WINDOW CLEANING	1,694	2,754		
CLOTHING & UNIFORMS	75	0		
GENERAL OFFICE EXPENSES	600	755		
CLIENT COSTS REFUSE COLLECTION	3,176	3,314		
PRIVATE CONTRACTORS - CONTRACT	413	374		
SUB-CONTRACTORS - RESPONSIVE	10,181	11,478		
TELEPHONES - OFFICE	11,138	15,876		
TELEPHONES - MOBILE	72	117		
MISCELLANEOUS	120	148		
GENERAL INSURANCES	61,048	49,430		
<b>Total Direct Costs</b>	<b>236,080</b>	<b>194,687</b>		
<b>Net Position - Direct Costs &amp; Income</b>	<b>222,693</b>	<b>179,029</b>		
<b>Support Services (Indirect Costs)</b>				
OTHER CENTRAL DEPT. SUPPORT	65,080	65,080	Costs of Lifeline Team Managing Centres	
<b>Net Position - after Indirect costs</b>	<b>287,773</b>	<b>244,109</b>		
<b>Accounting Adjustments</b>				
BACK FUNDED SUPERANN	8,630	8,683		
IAS 19 ADJUSTMENT	-4,729	-4,603		
DEPRECIATION	32,486	17,074		
REVALUATIONS		42,482		
<b>Total Accounting Adjustments</b>	<b>36,387</b>	<b>63,636</b>		
<b>Net Cost of Service</b>	<b>324,160</b>	<b>307,744</b>		

# Agenda Item 7

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank