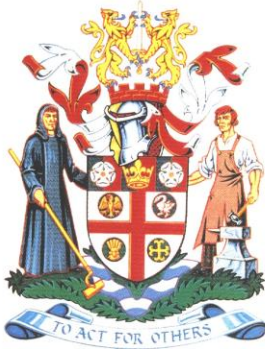


Selby District Council



Agenda

Meeting: **Executive**
Date: **Thursday, 9 September 2021**
Time: **4.00 pm**
Venue: **Council Chamber - Civic Centre, Doncaster Road, Selby, YO8 9FT**
To: **Councillors M Crane (Chair), R Musgrave (Vice-Chair), C Lunn, D Buckle and T Grogan**

1. **Apologies for Absence**

2. **Minutes** (Pages 1 - 10)

The Executive is asked to approve the minutes of the meeting held on 8 July 2021.

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.

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. Church Fenton Neighbourhood Development Plan 2020-2027 (CFNDP) (Pages 11 - 52)

Report E/21/13 seeks Executive approval that the Church Fenton Neighbourhood Development Plan be made part of the Development Plan for Selby District following a positive outcome of the referendum held on 3 August 2021.

5. Report on the Outcomes of the Change to Wheeled Bins for Recycling (Pages 53 - 58)

Report E/21/14 appraises the Executive of the positive outcomes of the decision in September 2019 to implement a wheeled bin recycling service from April 2020.

6. Places and Movement Study (Pages 59 - 72)

Report E/21/15 updates the Executive on the progress of the Place and Movement Study, including public consultation outcomes and recommended next stages of work and outlines the findings of the completed study for Selby and Sherburn-in-Elmet.

7. Town Centres Revitalisation Programme (Pages 73 - 80)

Report E/21/16 outlines how the budget will be allocated to a pipeline of capital-based projects using outline budget estimates from the funding agreed for town centre revitalisation from the Programme for Growth.

8. Selby District Council Annual Report 2020-21 (Pages 81 - 104)

Report E/21/17 asks the Executive to agree the contents of the annual report for 2020/21.

9. Corporate Performance Report - Quarter 1, 2021-22 (April to June) (Pages 105 - 134)

E/21/18 provides a progress update on delivery of the Council Plan 2020-23 as measured by a combination of: progress against priority projects/high level actions; and performance against Key Performance Indicators (KPI's)

10. Financial Results and Budget Exceptions Report to 30th June 2021 (Pages 135 - 160)

E/21/19 outlines the Financial Results and Budget Exceptions report to 30th June 2021 (Quarter one).

11. Treasury Management - Quarterly Update Q1 2021-22 (Pages 161 - 172)

E/21/20 asks that the Executive note the actions of officers on the Council's treasury activities for Quarter 1, 2021-22 and approve the revised Prudential Indicators.

12. 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.

13. Disposal of Edgerton Lodge, Tadcaster (Pages 173 - 178)

Report E/21/21 updates the Executive and seeks authorisation for actions relating to the disposal of Edgerton Lodge, Tadcaster.



Janet Waggott
Chief Executive

Date of next meeting
Thursday, 7 October 2021 at 4.00 pm

For enquiries relating to this agenda please contact Palbinder Mann, on 01757 292207 or 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:	Council Chamber - Civic Centre, Doncaster Road, Selby, YO8 9FT
Date:	Thursday, 8 July 2021
Time:	4.00 pm
Present:	Councillors M Crane (Chair), R Musgrave (Vice-Chair), C Lunn, D Buckle and T Grogan
Also Present:	Councillors R Packham
Officers Present:	Janet Waggott (Chief Executive), Dave Caulfield (Director of Economic Regeneration and Place), Karen Iveson (Chief Finance Officer (s151)), Glenn Sharpe (Solicitor), Martin Grainger (Head of Planning) (for minute item 98), Caroline Skelly (Planning Policy Manager) (for minute item 98), Sharon Cousins (Licensing Manager) (for minute item 99), Stuart Robinson (Head of Business Development and Improvement) (for minute item 100), Angela Crossland (Head of Community, Partnerships and Customers) (for minute items 101 and 102), Iain Brown (Economy and Infrastructure Manager) (for minute item 105), Tania Weston (Economic and Regeneration Projects Lead) (for minute item 105) and Palbinder Mann (Democratic Services Manager)

NOTE: Only minute numbers 98 to 102 and 105 are subject to call-in arrangements. The deadline for call-in is 5pm on Wednesday 21 July 2021. Decisions not called in may be implemented from Thursday 22 July 2021.

95 APOLOGIES FOR ABSENCE

There were no apologies for absence.

96 MINUTES

The Committee considered the minutes from the meeting on Thursday 27 May 2021.

RESOLVED:

To approve the minutes of the meeting held on Thursday 27 May 2021.

97 DISCLOSURES OF INTEREST

There were no disclosures of interest.

98 LOCAL PLAN ADDITIONAL SITES CONSULTATION DOCUMENT

The Lead Executive Member for Place Shaping presented the report which sought approval for consultation to take place on the Local Plan Additional Sites Document which will be undertaken under Regulation 18 of the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended).

The Lead Executive Member for Place Shaping explained that over 1,200 responses had been received to the Preferred Options consultation along with a further 44 sites submitted.

The Lead Executive Member for Place Shaping encouraged anyone who had views regarding the sites to respond formally to the consultation when it was open so that their views could be considered.

RESOLVED:

- i) To approve the Local Plan Additional Sites consultation document at Appendix 1 of this report for consultation in accordance with the Town and Country Planning (Local Planning) (England) regulations 2012 (as amended).**
- ii) To delegate to officers the arrangements for the consultation to take place for six weeks between 2nd August and 13th September 2021.**
- iii) To delegate to the Director of Economic**

Regeneration and Place, in consultation with the Lead Executive Member for Place Shaping, any minor amendments required to the documentation for typographical, grammatical and factual or Plain English purposes to the documents prior to publishing for consultation.

REASON FOR DECISION:

To approve the Local Plan Additional Sites document for public consultation in order to further progress the adoption of the Selby Local Plan.

99 PROPOSED TAXI LICENSING CONSULTATION ON STATUTORY TAXI AND PRIVATE HIRE VEHICLE STANDARDS

The Lead Executive Member for Housing, Health and Culture presented the report which asked the Executive to approve the proposed consultation document on Statutory Taxi and Private Hire Vehicle Standards.

The Lead Executive Member for Housing, Health and Culture explained that these were statutory standards which had been issued by the Secretary of State for Transport to safeguard children and vulnerable adults.

The Executive raised concern that certain offences were not listed as having to be reported within the 48 hour timeframe.

RESOLVED:

To approve the proposed consultation document, at Appendix A to the report for public consultation for a period of 8 weeks. Consultation to take place between the 12th July to the 6th September 2021.

REASON FOR DECISION:

The view of the Department for Transport (DfT) is that all licensing authorities should have reviewed their Taxi Licensing Policies against the new standards by the end of 2021, so that any changes to policies can be in place as soon as possible in 2022. The purpose of the new standards is to increase safeguarding of the public and the Council promotes this.

100 CORPORATE PERFORMANCE REPORT - QUARTER 4 - 2020/21 (JANUARY TO MARCH)/YEAR END 2020/21)

The Leader of the Council presented the quarterly performance report which provided a progress update on delivery of the Council

Plan 2020-23 as measured by a combination of: progress against priority projects/high level actions; and performance against Key Performance Indicators (KPIs).

It was noted that 69% of KPIs were on target with 56% of KPIs showing an improvement over the longer term or having maintained 100% performance.

A query was raised regarding the indicator for renting properties. The Head of Business Development and Improvement explained that the indicator was not on target for a number of reasons including the Covid pandemic, and the increase in the number of void properties. The Leader of the Council added that some properties which came back into Council use were in a poor state of repair therefore it took longer and more resources to bring them back into a habitable state.

Concern was raised at the lack of progress concerning the work around Low Carbon in particular the Low Carbon Action Plan created by the Low Carbon Working Group. The Head of Place Shaping as the Lead Executive Member for Low Carbon explained that whilst he agreed with the work done by the Low Carbon Working Group, he had asked for some elements in the Action Plan to be looked at again along with the resources required for the work as it was important to have an achievable plan.

It was suggested the Lead Executive Member for Place Shaping meet for a discussion with the Low Carbon Action Group over the matter.

RESOLVED:

To note and approve the report.

REASON FOR DECISION:

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

101 A CULTURAL DEVELOPMENT FRAMEWORK FOR SELBY DISTRICT (2021 - 2026)

The Lead Executive Member for Health and Culture presented the report which asked the Executive to agree the Cultural Development Framework and the outline costed spend profile.

The Lead Executive Member for Health and Culture praised the work of officers on the Framework and explained that the spend profile outlined how the remaining £600k of the agreed budget would be spent.

Members praised the work by officers on the Selby 950 project and stated that it was important to include all of the highlights in the Selby District in the forthcoming work.

RESOLVED:

To agree the Cultural Development Framework and outline costed spend profile.

REASON FOR DECISION:

The Framework delivers the Council Plan Delivery priority: Enable a thriving visitor economy underpinned by a sustained focus on enhancing the district's cultural, retail and leisure offer.

102 SELBY DISTRICT COMMUNITY LEGACY FUND

The Lead Executive Member for Communities and Economic Development presented the report which outlined options for establishing a Community Legacy Fund, using budget underspend from the Community Engagement Forum (CEF) 2021-21 funding.

The Lead Executive Member for Communities and Economic Development explained that the report recommended an approach to use the £100k of the budget for Community Engagement Forums to secure a legacy fund for the district by working with the Two Ridings Community Foundation.

The Executive discussed the proposals and were supportive of agreeing the underspend of £100k going to the Two Ridings Community Foundation. The Executive also discussed the opportunity to consider establishing an Endowment Fund which would require larger investment. This would need to be a discussion at full Council with regard to whether Members wanted to invest £1m in the Community Endowment Fund or more.

RESOLVED:

- i) To approve the donation, subject to appropriate conditions, of the CEF 2020/21 underspend of £100,000 to Two Ridings Community Foundation to establish a Selby District Community Fund.**
- ii) To recommend to Council the establishment of a Community Endowment Fund to be invested and managed by Two Ridings Community Foundation, subject to final due diligence, in line with Option 3 at**

Section 4.4 of the report.

- iii) **To recommend to Council that a minimum £1m be considered as part of the Medium Term Financial Strategy review and invested into the Community Endowment Fund subject to available unallocated funds committed to the Programme for Growth.**
- iv) **To recommend to Council that authority be then delegated to the Director of Economic Regeneration and Place in consultation with the Lead Executive Member for Communities and Economic Development, the S151 Officer and Solicitor to the Council to enter into an agreement between Selby District Council and Two Ridings Community Foundation to secure achievement of agreed parameters to the investment and subsequent grant making process.**

REASON FOR DECISION:

To provide a grant funding solution which offers greater investment into the Selby District community and secures a sustainable, place-based funding option for the future.

To do so in line with the Council Plan 2020-2030, 'to make Selby District a Great Place to Enjoy' with a key objective to 'Develop a Resilient Community'. A milestone achievement for this is to 'Collaborate with community representatives and funders to establish the community engagement and funding process post covid-19'.

Application of Programme For Growth funding is subject to Full Council resolution as per the Full Council recommendations in section 71 (v, vi) of 20th February 2020 to enable all councillors to have a considered input to review existing and newly considered projects under P4G.

103 MEDIUM TERM FINANCIAL STRATEGY

The Lead Executive Member for Finance and Resources presented 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 Lead Executive Member for Finance and Resources explained that based on the assumptions within the mid case MTFS, the savings requirement was estimated to rise to £2.8m - £4m p.a. within the next 3 years; however, this was dependent upon future local government finance settlements and emerging risks whilst the majority of savings were deferred.

The Executive discussed the proposed projects outlined in the Programme for Growth due to there being insufficient funding available to deliver all of the projects outlined. It was suggested that the current outlined funding for Sherburn and Tadcaster be increased from £500k to £1m each with the additional funding coming from capital receipts. It was noted that despite the increase in funding for the areas, any proposals would be subject to business cases. Allowing for the recommendation to allocate £1m to the Community Endowment Fund project, proposals remained in excess of available funding. The Executive noted the option to review other projects and reallocate funds if necessary.

Discussion took place on resources and capacity for project delivery with resources possibly being required for Local Government Reorganisation. The Leader of the Council stated that the list of projects which could be delivered needed to be looked at to discuss capacity.

Concern was raised at the reduction of funding for low carbon. It was noted that this was a long term project and that the Executive could reallocate resources in the MTFS at a later date.

RESOLVED:

That subject to consultation with Policy Review Committee it be recommended that Council:

(a) Receives this Executive recommendation as notice signed by five Councillors pursuant to Council Procedure Rule 18 to enable consideration of the matters at (b) notwithstanding that it would rescind a decision made by Council within the past six months; and

(b) that Council:

- i) Approves the Medium-Term Financial Strategy;**
- ii) Approves the revisions to the General Fund and HRA capital programmes;**
- iii) Approves the release of £8m from the**

Business Rates Equalisation Reserve for the Programme for Growth;

- iv) **Approves the supported capital and Programme for Growth bids within the funds available;**
- v) **Approve the increase in funding for projects in Sherburn and Tadcaster from £500k to £1m each with an additional £1m funding toward capital expenditure within Programme for Growth coming from capital receipts;**
- vi) **Delegates approval of Business Cases to the Chief Executive in consultation with the Lead Executive Member for Housing to expedite delivery of the housing delivery programme.**

REASON FOR DECISION:

To reflect the latest financial issues and to set the framework for the 2022/23 budget and Medium-Term Financial Plan to 2024/25.

104 PRIVATE SESSION - EXCLUSION OF PRESS AND PUBLIC

It was proposed, and seconded, that the Executive sit in private session for the following business 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 paragraphs 3 and 6 of Schedule 12(A) of the Act.

105 SELBY STATION GATEWAY: LAND ASSEMBLY & TRANSFORMING CITIES FUND PROJECT UPDATE

The Lead Executive Member for Communities and Economic Development presented the report which updated the Executive and sought authorisations for actions relating to the delivery of the Selby Station Gateway project and the Transforming Cities Fund (TCF) business case, including land assembly, budget contingency and proposed match-funding alteration.

The Lead Executive Member for Communities and Economic Development outlined the update and explained the recommendations outlined to the Executive.

The Executive discussed the report and asked questions on a range of matters of the officers present.

RESOLVED:

- i) To endorse the revisions to the TCF business case to incorporate the potential scenarios for implementing the Selby Station Gateway project (as set out in paragraph 1.4 of the report).**
- ii) To amend the terms of the Council's match-funding for the TCF (as set out in paragraphs 2.9-2.11 of the report).**
- iii) To agree to allocate the previously identified contingency from the Commercial Acquisitions Fund to and subject to availability of funds seek an allocation of Programme for Growth funding through the Medium-Term Financial Strategy to cover increased TCF project land assembly costs and Compulsory Purchase Order costs (as set out in paragraph 2.9 of the report).**
- iv) To note the current land assembly status and agree the approach detailed in this report (as set out in Appendix 1 to the report).**
- v) To approve the submission of a bid to allocate funding through the Medium-Term Financial Strategy/extended Programme for Growth to deliver the construction of the plaza, should it not be able to be progressed through the TCF project.**
- vi) To note the appointment of external advisors and exercise the Council's powers to investigate, determine a programme and begin the preparation of a Compulsory Purchase Order for land and rights to support the delivery of the Selby Station Gateway project. A final decision to make a CPO will be subject to Executive approval following this investigation and preparation (as set out in paragraphs 2.12-2.13).**

REASON FOR DECISION:

To ensure the delivery of the Selby Station Gateway project and compliance with WYCA's TCF funding requirements.

The meeting closed at 5.46 pm.



Report Reference Number: E/21/13

To: Executive
Date: 9 September 2021
Status: Non-Key Decision
Ward(s) Affected: Church Fenton
Author: Clare Dickinson, Principal Planning Policy Officer
Lead Executive Member: Cllr Richard Musgrave, Lead Member for Place Shaping
Lead Officer: Dave Caulfield, Director of Regeneration and Place

Title: Church Fenton Neighbourhood Development Plan 2020-2027 (CFNDP)

Summary:

This report seeks Executive approval that the Church Fenton Neighbourhood Development Plan should be made part of the Development Plan for Selby District following a positive outcome of the referendum held on 3rd August 2021. The referendum posed the following question: 'Do you want Selby District Council to use the Neighbourhood Plan for Church Fenton to help it decide planning applications in the neighbourhood area?' There was a 20% (211 ballot papers issued) turnout to the referendum with 88% (185 votes recorded) of the votes cast in favour of 'Yes'. 12% (26 votes recorded) of votes were cast in favour of 'No'.

Recommendations:

That Executive

- i. Executive recommends that Council formally makes the Church Fenton Neighbourhood Development Plan 2020-2027 as part of the Development Plan for Selby District following the positive outcome of the referendum held on 3 August 2021.

Reasons for recommendation

The Executive is asked to agree the recommendation to enable the Church Fenton Neighbourhood Development Plan to be made part of the statutory Development Plan under the provisions of s38A of the Planning and Compulsory Purchase Act 2004 (as amended) which requires that the Council must adopt or 'make' the Neighbourhood Plan if more than half of those voting have voted in favour of the Plan.

1. Introduction and background

- 1.1 Through the Localism Act, Selby District Council (SDC) has a duty to support Parish and Town Councils who wish to prepare a Neighbourhood Plan.
- 1.2 There are a number of stages involved in producing a Neighbourhood Plan, broadly grouped into three areas. The first is for the Town / Parish Council wishing to prepare a Neighbourhood Plan to submit their proposed Neighbourhood Area to SDC for designation. The second stage is the preparation of the Plan to inform the development of the vision and the formulation of policy, proposals and site allocations. The third stage includes the submission of the proposed Plan to SDC for consultation, an independent examination of the plan and subsequent public referendum.
- 1.3 Church Fenton Parish Council, as the qualifying body, submitted an application to SDC for the whole Parish of Church Fenton to be formally designated as the Church Fenton Neighbourhood Area. In November 2016 the Council approved the application.
- 1.4 Church Fenton Parish Council developed a draft Neighbourhood Plan with input from the community and submitted it to SDC in October 2020. The submitted version of the Plan was publicised and comments invited from the public and stakeholders for an eight week period with consultation closing on 12 February 2021.
- 1.5 Following consultation on the draft Plan SDC, in agreement with the qualifying body, appointed an Independent Examiner, Mr Andrew Ashworth, to review whether the Plan met the 'Basic Conditions' (and other legal requirements) and whether the Plan should proceed to referendum.
- 1.6 The Examiner's Report was published on the Council's website on 5 May 2021. The report concluded that, subject to making modifications recommended by the Examiner, the Plan met the Basic Conditions (and other legal requirements) and should proceed to referendum.
- 1.7 SDC considered each of the modifications recommended in line with regulation 18 of the Neighbourhood Planning (General) Regulations 2012 (as amended) and agreed to accept them. For the reasons given by the Examiner, SDC was satisfied that subject to the proposed modifications by the Examiner, the Plan met the Basic Conditions detailed in para 8(2) of Schedule 4B of the Town and Country Planning Act 1990.
- 1.8 Delegated approval to proceed to referendum was given on 2 June 2021 by the Director of Economic Regeneration and Place in consultation with the Lead Councillor for Place Shaping.

2. Making the Plan

- 2.1 A referendum relating to the Church Fenton Neighbourhood Development Plan was held on Tuesday 3 August 2021. The referendum area covered the civil parish of Church Fenton, in line with the approved Neighbourhood Area. The question which was asked at the referendum was 'Do you want Selby District Council to use the Neighbourhood Plan for Church Fenton to help it decide planning applications in the neighbourhood area?'.
- 2.2 Following a 20% turnout, 88% of those voting were in favour of using the Neighbourhood Plan for Church Fenton to help SDC to determine planning applications in the Neighbourhood Area.
- 2.3 Once made, the Church Fenton Neighbourhood Development Plan 2020-2027 will become part of the statutory development plan for Selby District. Statute provides that planning applications should be determined in accordance with the provisions of the Plan's policies unless material considerations indicate otherwise. However, the weight attached to the Development Plan must still be balanced with other material considerations when considering planning applications.
- 2.4 In accordance with the 2012 Neighbourhood Planning Regulations (as amended) the prescribed date for making (adopting) a Neighbourhood Development Plan is the last day of the period of 8 weeks beginning with the day immediately following that on which the last applicable referendum is held. In this instance the deadline for making the Plan is 29 September 2021.

3. Legal / Financial Controls and other policy matters

Legal Issues

- 3.1 Under the provisions of the Planning and Compulsory Purchase Act 2004 and relevant regulations, the Council has no discretion in making the Plan unless it considers that making it would breach, or would otherwise be incompatible with any EU obligation or any of the convention rights (within the meaning of the Human Rights Act 1998). Officers are satisfied that making the plan would not breach or be incompatible with these requirements. In addition, under the provisions of the Neighbourhood Planning Act 2017 the Plan, as a post referendum plan, should be considered as part of the Development Plan from the point of approval at referendum even if the Council has not yet approved or 'made' the plan. It therefore carries full weight in decision making.

Financial Issues

- 3.2 There is a cost of administering the latter stages of the Neighbourhood Plan process as well as the cost of the referendum. The costs of appointing the Examiner and holding the referendum fall initially to SDC but are reimbursed by the Government. The robustness of the Neighbourhood Plan policies will be tested over time by Independent Planning Inspectors on appeal. Liability for future appeal costs lie with SDC as the Local Planning Authority and as

such the usability of the Plan and its impact on decision making will be monitored. With regard to the referendum expenses, the limit that will apply will be £2,423.71.

- 3.3 Further to the costs of developing a Neighbourhood Plan there are some implications to the funding for CIL. Regulations 59A and 59F of the CIL legislation requires that 15% of the CIL collected within a parish area is to be retained for spending on infrastructure within that area. However, where there is an adopted Neighbourhood Plan in an area then the CIL collected for local infrastructure increases to 25%. The administration fee remains at 5% of the CIL collected and the wider infrastructure CIL collected reduces from 80% to 70% for those areas with a Neighbourhood Plan in place.

Impact Assessment

- 3.4 The Plan was screened for Strategic Environmental Assessment (SEA) and Habitats Regulations Assessment (HRA) by SDC, which found that it was unnecessary to undertake SEA or HRA, a conclusion supported by the statutory consultees and the Independent Examiner.

4. Conclusion

- 4.1 Paragraph 38A (4) (a) of the Planning and Compulsory Purchase Act 2004 as amended requires that the Council must adopt, or 'make' the Neighbourhood Plan if more than half of those voting have voted in favour of the Plan. In the case of Church Fenton, the referendum results indicated that of the 211 votes cast, 185 (88%) were in favour of using the Neighbourhood Plan for Church Fenton to help it decide planning applications in the Church Fenton Neighbourhood Area.

5. Background Documents

- 5.1 The Church Fenton Neighbourhood Plan, Independent Examiner's Report, referendum details and other relevant supporting documentation is available on the Council's website at: <http://www.selby.gov.uk/cfndp>

6. Appendices

Appendix A – Church Fenton Neighbourhood Development Plan 2020-27

Contact Officer:

Clare Dickinson
Principal Planning Policy Officer
cdickinson@selby.gov.uk

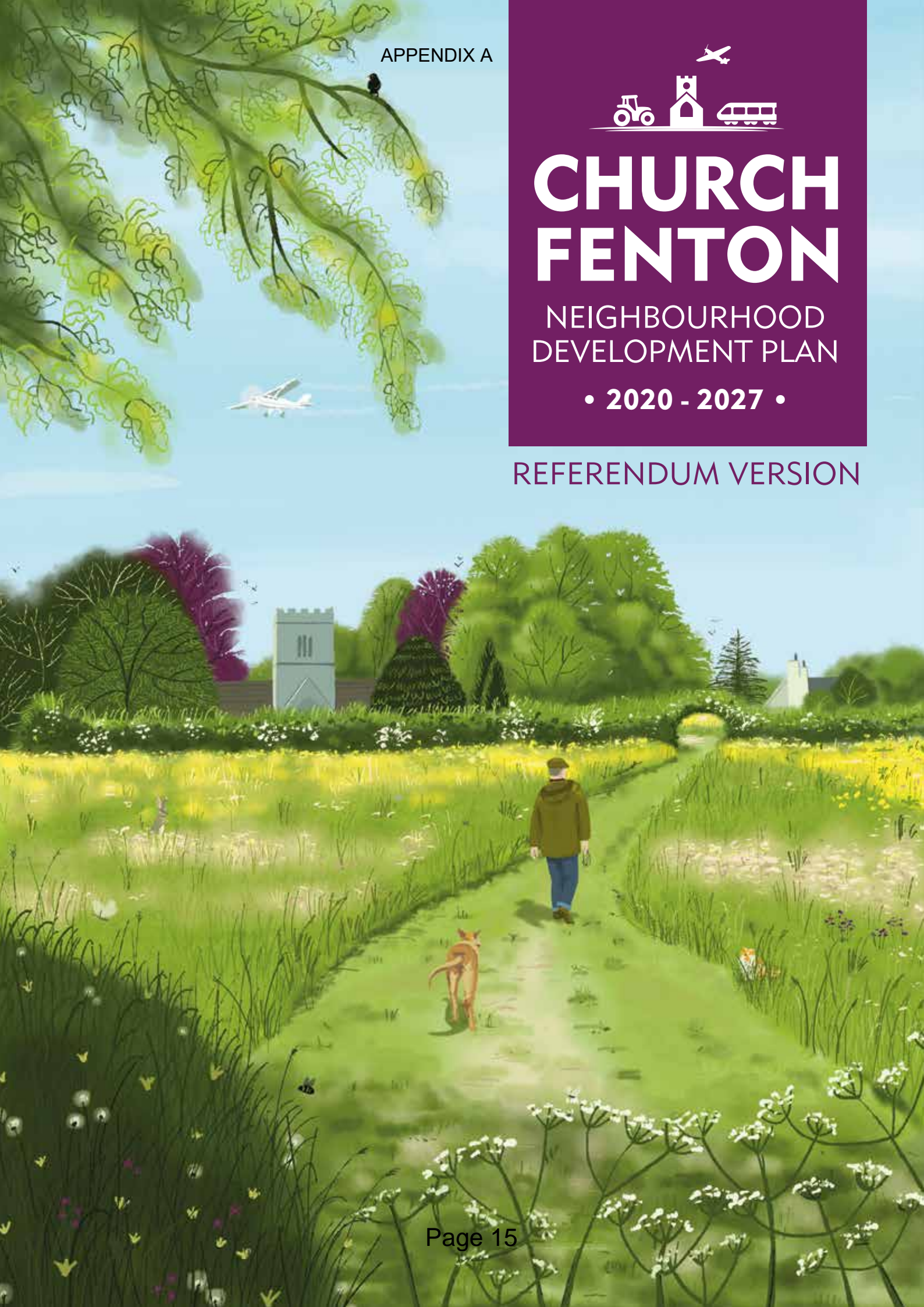


CHURCH FENTON

NEIGHBOURHOOD
DEVELOPMENT PLAN

• 2020 - 2027 •

REFERENDUM VERSION



CONTENTS

FOREWORD _____ **4**

1.0 INTRODUCTION _____ **5**

1.1 Background to the Neighbourhood Development Plan _____ 5

1.2 Consultation and engagement _____ 5

1.3 The Neighbourhood Planning process _____ 5

2.0 A BRIEF HISTORY AND CHURCH FENTON TODAY _____ **8**

3.0 VISION AND OBJECTIVES _____ **10**

3.1 The Vision for Church Fenton to 2027: _____ 10

3.2 Objectives _____ 10

4.0 POLICIES _____ **11**

4.1 Housing (H) _____ 12

4.2. Amenities and Services (AS) _____ 22

4.3 Business and Economy (BE) _____ 26

4.4 Environment and Green Spaces (EGS) _____ 28

4.5 Conservation and Heritage (CH) _____ 38

4.6 Flooding (F) _____ 42

4.7 New Rail Infrastructure (NR) _____ 46

5.0 Monitoring and Review of the Plan _____ **50**

POLICIES MAPS _____ **52**

APPENDICES

Appendix 1 Local Green Space Assessment _____ **54**

Appendix 2 Non-designated Local Heritage Assets Assessment _____ **55**

Appendix 3 Parish Community Facilities Assessment _____ **56**

Appendix 4 Sustainable Community Assessment _____ **59**

Appendix 5 Business Survey Summary _____ **65**

Appendix 6 Church Fenton Green Spaces Maps _____ **67**



Dear Resident,

We are pleased to present the Church Fenton Neighbourhood Plan. This has been promoted by the Parish Council and has been prepared by a group of Parish Councillors and village residents with valuable assistance from our neighbourhood planning consultant, David Gluck, staff and Councillors at Selby District Council.

Over the recent years Church Fenton has experienced significant development and whilst we have a very active Parish Council who work with Selby District Council to minimise large scale development, we have seen many new homes being built, many more than neighbouring villages. Whilst all residents of Church Fenton, new and old, are a vital part of our village life, we, as a Parish Council, felt that our Village Design Statement was not being referred to when Selby District considered planning applications and realised the most proactive approach was to set about creating our Neighbourhood Plan.

This is very much a community-led Neighbourhood Plan. It is based on what you have told us over recent months, either in conversations at drop-ins, working group meetings or via the questionnaires we have been sending out. It therefore reflects your needs and aspirations for our future village development and community cohesion; some of which, we are delighted to report, have been realised during the process of the Neighbourhood Plan creation – namely, Church Fenton Community Shop and the White Horse pub purchase & reopening with the incredible efforts of the Church Fenton community.

Church Fenton is steeped in history, the first recorded mention of Fenton as a settlement was in 963 when King Edgar gave a grant of land to Aeslac of Sherburn. He in turn probably gave this to St Peter’s of York, as by 1030 it is included in the Archbishop’s estate. This history is reflected by the significance & importance of St Mary the Virgin Church (construction of which started circa 1230AD) which is recognised and valued as much today as it was then.

In Church Fenton there are many examples of how close knit and supportive our community can be. It is a special place that we feel fortunate to be part of and as our research has proven most of us agree that it should be kept that way whilst recognising the need for change to meet the growing needs of our present and future residents.

The vision described in our Neighbourhood Plan is to protect the history & character of our village, maintain our much-valued green space & offer a safe, attractive place in which to live.

Cllr Sarah Chester, Chair of Church Fenton Parish Council
Cllr Samantha Charlston, Chair of Church Fenton Neighbourhood Plan working group

1.1 Background to the Neighbourhood Development Plan

The Localism Act 2011 gave Parish Councils the power to develop Neighbourhood Development Plans (NDP). The Church Fenton Parish Council led steering group started work on their NDP in 2017. Once ‘made’, this NDP will form part of the statutory Development Plan for Selby District Council and will be used by the District Council to help make decisions on planning matters that affect Church Fenton.

This Plan is seeking to develop a set of policies, practical actions, and longer term aspirations for the community, all framed within a strategic vision for Church Fenton. These will ensure that as development takes place in the parish, it is in line with the community’s aspirations and views – i.e. putting our community in control of our future. Examples will include, the provision of affordable homes, increased community ownership of key assets (village shop, village pub, village hall) and improvements to much loved and valued facilities, such as play areas, green spaces and rights of way.

1.2. Consultation and engagement

Church Fenton Parish Council began engagement with parishioners early in 2017, our working group was formed in February 2017 followed by the creation of our website (www.planchurchfenton.org.uk) in the same month. During March of 2017, our working group divided the tasks between ourselves and between April and December 2017 we met frequently to progress our work. This work mainly consisted of sending residents questionnaires relating to:

- Housing needs
- Local green space
- Business needs

The collation of the results and researching specific facts about our village was all undertaken by the group.

On 17th December 2017, we were delighted to present the progress we had made to our community, and despite being a cold, wet Sunday afternoon we were inundated with interested residents keen to find out how we had progressed. During 2018 the work continued and informal comments were received from Selby District Council alongside their screening opinion on the need for a Strategic Environmental Assessment, which allowed us to undertake the Regulation 14 ‘pre-submission’ consultation.

We would like to take this opportunity to mention our working group which became a little smaller as we progressed on our plan, mainly as a result of some fantastic community led initiatives taking much needed resource, namely Church Fenton Community Shop Ltd and Church Fenton Community Hub CBS as the White Horse lessee. Evidence in itself that Church Fenton is already realising our vision and ambition.

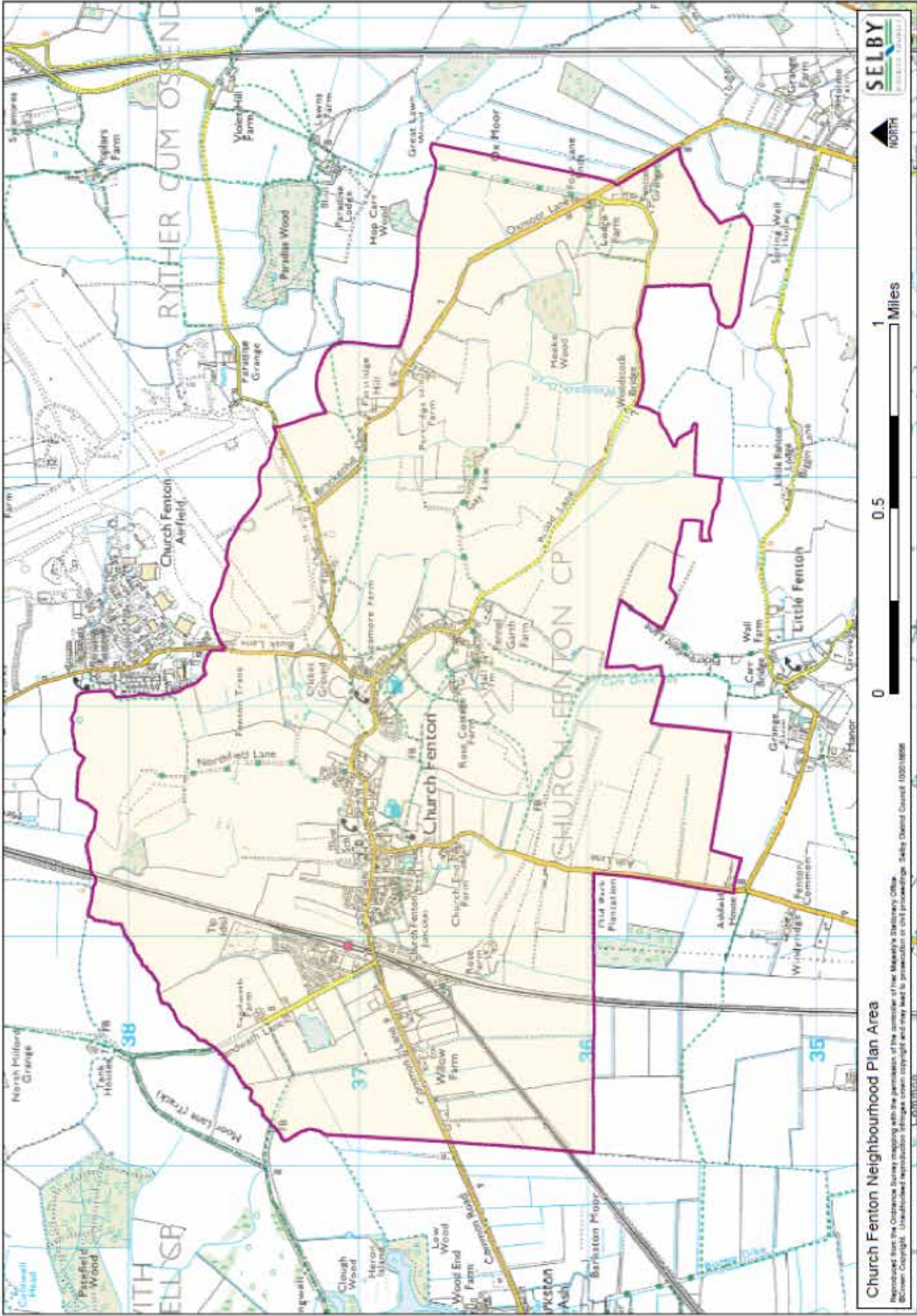
1.3 The Neighbourhood Planning process

On 11th August 2016, Church Fenton Parish Council submitted a formal application for designation of the parish as a Neighbourhood Area to Selby District Council. This application was consulted on by Selby District Council between 23rd September 2016 and 4th November 2016 and subsequently approved. The Neighbourhood Area encompasses the whole of the parish of Church Fenton (see map 1 overleaf). The plan period is 2020 to 2027.

The Parish Council subsequently established a Working Group to drive the Plan forward. Following early discussions about collaboration with neighbours Ulleskelf, it was decided to pursue an independent Plan but to liaise closely due in particular to the shared interest in the former RAF Church Fenton and its future development.



Following the extensive consultation and engagement with parishioners, District Council and other stakeholders set out above, the draft Plan was submitted to Selby District Council for informal comments in November 2018. At the same time, it was requested that the draft Plan be screened by Selby District Council, with inputs from Historic England, Natural England and the Environment Agency in order to determine if a Strategic Environmental Assessment (SEA) or Habitats Regulation Assessment (HRA) would be required before the draft Plan progresses to the pre-submission Regulation 14 consultation.



Map 1: Church Fenton Neighbourhood Area

The first documentary evidence of Fenton is in 963AD when King Edgar made a grant of twenty Hides to Aeslac of Sherburn-in-Elmet. Little evidence remains of the earlier origins of the village, although in 800AD an archive source records:

“East of the high ground at Sherburn the land was wooded with huge oaks and tiny British settlements. Houses were made of poles covered by skins or leaves. The land was low lying, often below sea level. Tracks that existed were limited to ridges of high ground.”

We can perhaps assume that the village main street probably reflects one such ancient path.

The name Church Fenton has evolved over the years, starting as Fentune in 963 to Fentun in the Domesday book of 1086. Kirk Fenton is first mentioned in 1338 signifying the establishment of a church in the village. ‘Ton’ or ‘tun’ suggests a community within an enclosure, reclaimed from the ‘fen’ which is an old English word for a marsh.

It is likely that the origins of the village were agricultural, although in 1400 records show that many villagers were employed at the Huddleston stone quarry at a time when the stone was being used to build York Cathedral. In 1458 the village had a population of 42 married couples, 26 single adults, 1 tradesman (blacksmith). There appears to be no mention of children. Major drainage works opened up the majority of the land for agriculture between 1600 and 1800 and the Moated House of the Lord of the Manor used to stand on the site of Manor Farm.

Railways first appeared in the area with the Leeds and Selby line which opened in 1834. The York and North Midland was formed in York in 1835 and began planning a link to London. The first plan showed the railway passing through Kirkby Wharfe and North Milford. However, objections from the Grimston Estate led to a revised plan on the current route through Ulleskelf to Altofts near Normanton to connect with the Leeds to Derby railway.

Originally the railway crossed Common Road on a level crossing, with a station on the site now occupied by



the present railway bridge. In 1847 a new line was built to Harrogate for which a new station was built with workshops and an engine shed. In 1854 the York and North Midland was bought by the NER. The line from Leeds arrived in 1869 and in 1904 additional tracks were built to York which required the building of a new (third) station. The station employed a station master, porters, shunters, office staff, signal men, plate layers and a telegraph messenger. In 1990 the platform buildings and awnings were demolished.

RAF Church Fenton was opened on 1st April 1937, while it was still being constructed. It was built as a result of the RAF’s massive pre-war expansion programme, in response to Hitler’s move to increase the strength of the German armed forces. The base was designed as a fighter base from the outset, with the task of protecting the industrial regions of Leeds, Bradford, Sheffield and Humberside.

From the start of the Second World War, until August 1940, Church Fenton was a sector station in 13 Group, being home to both defensive and offensive squadrons. Because of Church Fenton’s remoteness from southern England, it had a limited part to play in the Battle of Britain, being used as a base for battle-scarred fighter squadrons to rest and work back up to operational status. Its main job was being part of the defensive network of fighter airfields that protected the industrial cities of northern England from attack by German bombers. Throughout the war the airfield was home to many squadrons and aircraft types, such as Spitfires, Hurricanes and Mosquitoes amongst

Demographics

In 1801 Church Fenton was a hamlet with a population of only 220. The population changed very little over the period with the exception of the peaks of temporary increase attributed to in-migration of railway workers between 1841 and 1851, then again in 1861 to 1901 when the rail network was extended.

By 2011 the population was 1,392 after a steep rise over the previous 10 years. This rise was linked to the building of large numbers of houses as the village became an increasingly popular place to live – and commute to work from. The effect of building the Sandwath estate, along with several other smaller developments in the village resulting in a steep increase in housing stock.



many other. As with all of the RAF, inevitably a number of Church Fenton aircrew paid the ultimate price in the defence of Britain.

Following the end of the war, the station retained its role as a front-line fighter station in the defence of northern England. In April 1946, the station became one of the first in the country to operate jet aircraft, these were the Gloster Meteors of 263 Squadron, and later 257 Squadron. In July 1959, the station ceased being a front line home defence station, and its role changed to that of pilot training.

Today, Church Fenton has a solid, friendly community spirit, having its own primary school and nursery, Jigsaws day care and out of school club. There are two churches and a post office/general store; coupled with this are a public house and an Indian restaurant within the mainline railway station. Village life has much to offer with football, cricket and bowls clubs, and for children rainbows, brownies, cubs

2011 Census statistics for Church Fenton

- 23 % (325) were aged under 18
- 9% (125) were aged 18 to 29
- 25 % (354) were aged 30 to 44
- 20% (280) were aged 45 to 59
- 15% (211) were aged 60 to 74
- 7% (97) were aged 75 or over
- 99.3% (1392) of the population described their ethnic group as white
- 48% (285) of dwellings are detached houses or bungalows
- 25% (149) of dwellings are semi-detached houses or bungalows
- 20% (121) of dwellings are terraced houses or bungalows (including end-terrace)
- 7% (40) of dwellings are flats, maisonettes or apartments
- There are 896 cars or vans in Church Fenton
- 76% (758) of residents aged 16-74 are employed

and scouts and a toddler group. The Village Hall is well used and is a meeting venue for a variety of local community groups and a place for regular evening entertainment.

To conclude, Church Fenton has had a steady slowly rising population for over two hundred years. There have been temporary spikes of population related to specific activities but the underlying trend has been for very slow steady growth. This trend broke down more recently due to relatively large-scale house building causing a rapid expansion to the village’s permanent population numbers.

3.1 The Vision for Church Fenton to 2027:

The Parish Council created the following draft vision, which was consulted on during public events:

“Our Vision is for Church Fenton to be a place that meets the needs of its residents in terms of homes, jobs, play and recreation and education and learning. The village needs to be a place that retains its character and essence as a village, whilst growing sustainably to support the wide range of facilities we enjoy now and wish to see develop in the future.”

Page 20



3.2 Objectives

The following objectives have been developed to ensure the Vision is delivered. For Church Fenton to realise its Vision by 2027, the key objectives are as follows (not listed in priority order):

- To have a proper mix of homes which meets the needs of the community
- To maintain and improve services and facilities
- To improve our green environment
- To recognise and conserve our heritage
- To maintain and develop a ‘small business economy’
- To avoid urbanisation and maintain a high quality village setting
- To work closely with our neighbours particularly with regard to potential future development on the airbase
- To enable organic growth that is small in nature, for example self-build homes
- To improve broadband connection speeds
- To manage and improve road safety and car parking
- To minimise the impact of HS2 and other rail infrastructure projects on the community and landscape.

This section of the Plan sets out the detailed policies, the justification for these and how policies will contribute towards the objectives set out for achieving the Plan’s Vision. In summary, the policies are organised into seven themes and are:

THEME	POLICY
Housing (H)	H1: Type, size and scale H2: Design principles H3: Location of new development
Amenities and Services (AS)	AS1: Valuing community facilities AS2: New community facilities
Business and Economy (BE)	BE1: Supporting the small business economy BE2: Farm diversification
Environment and Green Spaces (EGS)	EGS1: Local Green Spaces EGS2: Protecting biodiversity and habitats EGS3: Green infrastructure and corridors
Conservation and Heritage (CH)	CH1: Non-designated local heritage assets CH2: Development in the historic core
Flooding (F)	F1: Development that does not add to flood risk
New railway infrastructure (NR)	NR1: Design, community and the landscape

POLICIES SUMMARISED

Purpose: to ensure our community has access to homes appropriate to their needs.	H1: Type, size and scale
	H2: Design principles
	H3: Location of new development

OBJECTIVES ADDRESSED

- To have a proper mix of homes which meets the needs of the community
- To improve our green environment
- To recognise and conserve our heritage
- To avoid urbanisation and maintain a high quality village setting
- To enable organic growth that is small in nature, for example self-build homes.
- To manage and improve road safety, traffic and car parking

SUPPORTING EVIDENCE BASE DOCUMENTS

Village Design Statement; Strategic Housing Market Assessment; Housing Needs Survey; Historic Core Assessment

In the period November 2008 – November 2018, there were 41 dwellings (40 net) completed, with outstanding permissions for a further 78 dwellings in the parish. Selby District Council’s Core Strategy set out projected growth for Designated Service Villages (DSV) across the district and including Church Fenton as being 2000 from 2011-2027. When considering the options for delivering this growth across the 18 DSVs, the District Council considered 3 options: first, to disperse growth proportionate to settlement size; second, to distribute growth based on services and accessibility; and third to only grow those villages not located in Green Belt. The result of these 3 options for Church Fenton were:

- Option 1 – 29 new homes
- Option 2 – 24 new homes
- Option 3 – 39 new homes

It is clear from this that Church Fenton as a parish has already seen more than its required growth to contribute to Local Plan targets (see Table 1). As a result, the Parish Council and community have been very clear in consultations for the Neighbourhood Plan that new growth should be predicated on a very specific set of criteria. These are set out in the policies that follow.

4.1.1 H1: Type, size and scale

Issues and evidence

Church Fenton currently has a wide choice of type, tenure, style and size of housing. However, in recent years, new homes built or planned have predominantly been larger in size and more expensive in cost. In November 2018, of 34 available homes for sale, the highest priced property in the parish was a 5-bed detached house at £600,000: the lowest price was £140,000 for a one-bedroom flat. Only four properties were available for rent ranging from £475-£900 pcm . Of the homes for sale, the following types/numbers were available:

● Detached -	19
● Semi-detached -	9
● Terrace -	3
● Flat -	1
● Bungalow -	2

The 2018 parish-wide housing survey indicated that 27% (21) of respondents wanted no development in the parish. 21% (15) preferred to see single homes on small areas of land, 28% (22) preferred small development of 1-4 houses, 21% (16) preferred

developments of 5-10 houses and 4% (3) preferred developments of 10 or more houses.

The preferred types of houses were:

- Apartments/flats – 2% (2)
- 1-2 bedroom starter homes 30% (27)
- 3-4 bedroom medium family homes 26% (23)
- Large family home 12% (11)
- Small retirement homes/bungalows 30% (27)

Of the 58 respondents, 79% (46) thought affordable homes to buy should be included in new developments and 45% (26) thought social housing for rent should be included in new developments.

Community led housing has been identified as a new mechanism for delivering affordable homes not associated with substantial quantities of new dwellings, enabling smaller developments to be progressed where the opportunity arises. Community-led is an ethos which resonates strongly in the parish with its recent history of community initiatives. The second part of Policy H1 addresses this important issue. Community-led housing schemes will traditionally be led by a local community group such as the Parish Council or Community Land Trust’

Policy H1: Type, size and scale

New housing developments should be:

- a) Appropriate to the size of Church Fenton and its position in the local settlement hierarchy.
- b) Integrated with their immediate neighbouring properties and landscape in terms of:
 - i. Design of new homes
 - ii. Design of the overall development
 - iii. Car parking arrangements
 - iv. Appropriate landscaping, greenspace and green infrastructure

- v. Non-vehicular links, including new public rights of way linking the development to other parts of the village and the surrounding countryside, where practicable.
- c) Provide for a mix of housing type and size in accord with the Selby Local Plan and reflecting demand and needs identified through the most recently available housing needs analysis for Church Fenton parish.

Development proposals for community-led housing schemes will be particularly supported.

Year	Annual housing planning applications in Church Fenton parish 2004-2019
2004	CO/2004/0227 – Reserved matters application for 83 buildings on land at Triesse Vulcan Works, Sandwath Lane.
2005	2005/0093/OUT – Outline application for erection of 2, 3 bedroomed dwelling houses following the demolition of the parish centre, Church Street.
2007	2007/0926/OUT – Erection of One dwelling, North View, Main Street.
2008	2008/0147/FUL – Erection of a 2storey dwelling and 2 single storey dwellings at Lavorricks, Church Street 2008/1060/FUL – Erection of a detached dwelling with garage at Vulcan Works, Sandwath Lane 2008/0267/FUL – Conversion of existing barn into new dwelling at Shepherds Barn, Church Street 2008/1017/FUL – Erection of 7 terraced dwellings Biggin Lane Garage, Nanny Lane
2009	2008/1060/FUL – Erection of a detached dwelling with garage at Vulcan Works, Sandwath Lane
2010	2010/0063/FUL – Erection of 6 dwellings following demolition of public house, Junction Hotel, Station Road 2010/0405/FUL – Erection of a dwelling, Vulcan Works, Sandwath Lane.
2011	2011/0767/COU – Change of use of redundant farm buildings to form two dwellings, Hall Farm, Hall Lane
2012	2012/0903/OUT – Residential development following demolition of existing farm buildings, Hall Farm, Hall Lane.
2013	2013/0088/FUL – Erection of 2 dwellings at land at Church Fenton Station, Station Road This was changed to 3 dwellings (2015/0207/FUL).
2014	2014/0207/OUT – Erection of a detached dwelling following demolition of existing outbuilding Ashley Bank, Hall Lane 2014/0551/ FUL – 2 dwellings following demolition of existing buildings and removal of builders yard, Joiners Workshop, Sandwath Lane 2014/0631/OUT – 9 residential dwelling buildings on vacant land at Dorts Crescent, Church Fenton.
2015	2015/0148/FUL – proposed new dwelling on land east of Ashley Bank, Hall Lane 2015/0318/FUL – 39 dwellings at RAF Church Fenton, Busk Lane 2015/0760/OUT – 25 dwellings at The Laurels, Main Street 2015/0908/FUL – Dwelling and garage for essential rural worker, Hall Lane Stables, Hall Lane 2015/1220/FUL – Proposed erection of a detached dwelling on land adjacent to 1 Fern Cottages, Nanny Lane
2016	2016/0457/OUT – Erection of 9 dwellings Bridge Close / Church Fenton Hall 2016/0505/OUT – Erection of 5 new dwelling houses, land adjacent to Station Mews, 2016/0716/FUL – Erection of detached bungalow and garage, land adjacent to 6 Northfield Lane 2016/1384/FUL – Proposed erection of 1 dwelling, Old Forge Cottage, Main Street
2017	2017/0084/FUL – Proposed erection of 1.5 storey 3 bedroom dwelling, Willow Garth, Station Road 2017/0887/FUL – Erection of 2 dwellings following demolition of existing buildings and removal of builders yard, Joiners Workshop, Sandwath Lane
2018	2018/0009/OUT – Outline application for the erection of a detached dwelling, Land north of Station Road 2018/0938/FUL – Conversion of an agricultural barn into a residential dwelling, Farm buildings to the east and south of Old Farmhouse, Oxmoor Lane 2018/0522/FUL – Proposed erection of detached dwelling, Wyke Holme, Main Street 2018/0935/FUL – Proposed erection of 1 dwelling, Brownfield site. Leeds East Airport 2018/1281/OUT – residential development, Maple Cottage, Nanny Lane
2019	2019/0108/FUL – Conversion of redundant agricultural buildings to provide two residential units, The Orchards, Church Street.

4.1.2 H2: Design principles

Issues and evidence

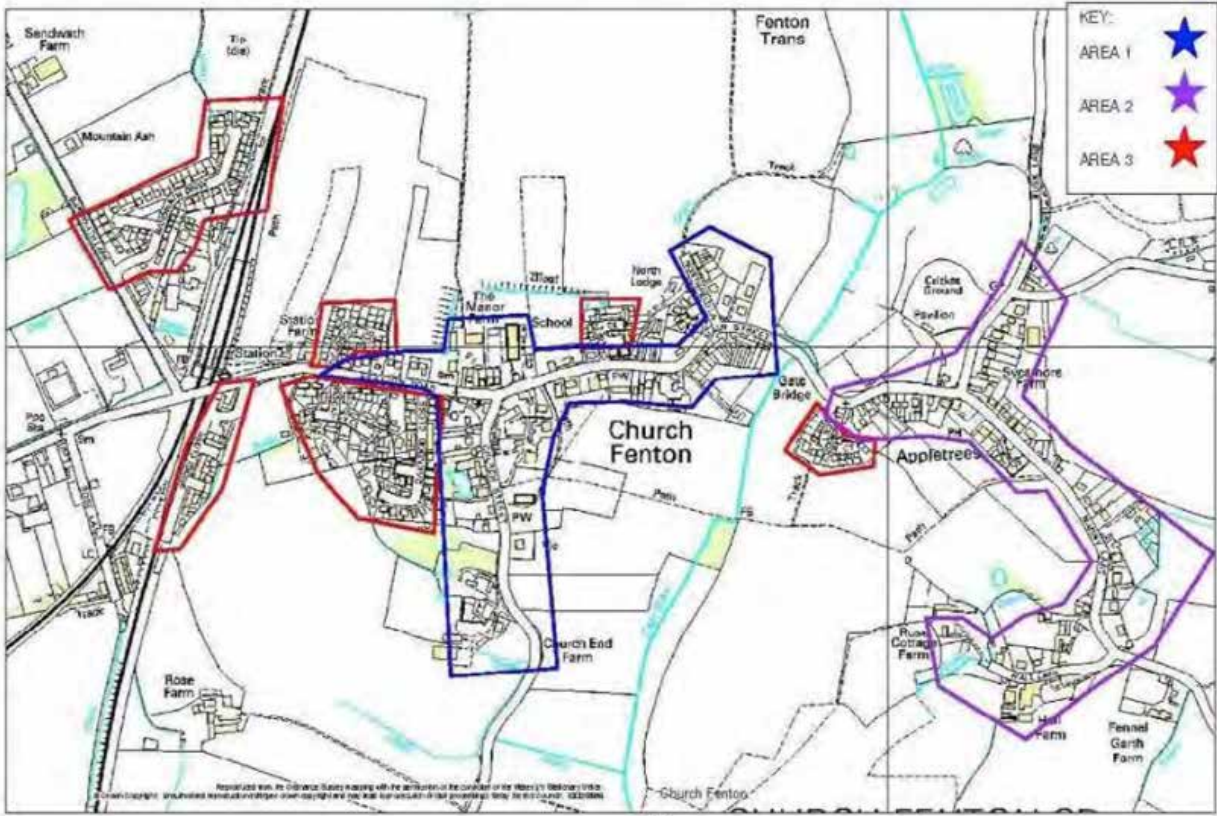
The Church Fenton Village Design Statement (February 2012) describes Church Fenton as follows: “the village is essentially a “T”-shaped layout at the junction of three roads. Common Lane extends westward to Barkston Ash, which Main Street extends eastward to Ryther/Cawood/Biggin. Lastly, Ash Lane leads due south to Sherburn-in Elmet. Most of the village’s services and facilities are located here, including the railway station, shop, school and pub.

Along the roads, farms and houses have developed on both sides to form an elongated village. Main Street is the longest of these ribbons, and over the years has doubled the length of the village. The linear nature of the village is of fundamental

importance when designing new development as the vast majority of the housing stock has views across open countryside to the rear, with rear gardens. Backfilling would ruin this aspect and should therefore be avoided.

Some compact estates have been developed in the west that bulk out the village, and a 21st Century volume house builder’s estate has introduced more built form on the opposite side of the railway lines, deep in to the open countryside. Despite these additions, the linear character remains very strong.”.

Policy H2 sets out a series of design principles for new residential development. They take account of the wider approach in the Village Design Statement. Where it is practicable to do so proposals should demonstrate how they would respond to the relevant recommendations in that Statement.



Map 2: Character Areas of Church Fenton

The Village Design Statement defines the following three Character Areas (text extracted from Village Design Statement):

Character Area 1: The village centre

This area has developed one house at a time with an overall palette of brick and pan tile/slate materials, but each house is unique. The houses face the street to form attractive rows, set behind a front garden of varying length. Mature planting and trees creates a “chocolate box” street scene and a traditional North Yorkshire village appearance.

Most of the village facilities are also located here, including the railway station, school, shop/post office and pub. Occasional infill plots have realised newer house designs, but an adherence to the materials and plot layout ensure that these blend in and continue the character rather than spoil it.

- Houses have been built one at a time in a ribbon layout
- Each house is unique
- Houses mostly feature gardens to the front and long thin plots
- Size of the front garden varies due to the meandering nature of the road
- Mix of houses – little or no repetition
- Low-density environment
- Mature planting creates a very green street scene
- Narrow carriageway
- Roof interest and the variation in the height of the eaves
- Red/brown brick or cream render
- Generally rectangular footprint and elevations
- Houses parallel with the road so eaves face the front
- Simple cottage style
- Occasional bungalow

- Further out of the centre houses are larger and more elaborately designed and detailed
- Red pan tile or natural slate
- Mixture of fencing, brick walls and hedges
- Windows have a vertical emphasis, white timber and multiple panes
- Doors are simple timber, or elaborate finely detailed doors with elaborate porch features with carved wooden surrounds. Although mostly white, variation features dark earth colours.

Character Area 2: The East End

A gap in the built form occupied by agricultural fields, football pitch and cricket field separates this area from the village centre. Built either side of three roads, houses here follow the one-at-a-time layout, but are larger and set in larger plots than houses in the village centre. The architectural style changes slightly too, moving away from the cottage style to a more villa style with more variation and detailing.

- One-at-a-time ribbon layout
- Individual “villa-style” (unlike cottages in Village Centre)
- Houses set back from the road
- Boundary treatments mainly brick walls and hedgerows
- Hand clamped bricks (dark brown-red) or render
- Windows depend on the property size, large properties have grand designs with brick headers and thick stone cills, small properties feature simple designs with no surround features
- Doors are plain timber with a single window at the top
- Larger houses feature porches or brick surrounds with elaborate detail.

Character Area 3: 20th Century estates

There has always been steady development over the years but always on a piecemeal scale until recently when large estates were developed. These demonstrate a “national” style with little regard for local character. The estates range from around 10 dwellings to over 70 dwellings. The principal difference in these estates is the introduction of standardised house types and more uniformity in the designs. All built at the same time, these houses do not demonstrate the intricacies of the older part of the village, and also introduce new colour shades in the mass-produced bricks in place of the hand made and low volume darker shades.

There are several smaller post-war estates that have been built throughout the village. These break

the traditional one-at-a-time growth pattern and introduce uniformity and standardisation. Further, they often introduce materials, house types and details that are alien to the Church Fenton style. Although none of the developments should be considered repugnant, the diversion away from the Church Fenton style of development should be avoided in the future, and a return to the local character ensured.

The 2018 housing needs survey indicated that 87% (49) of respondents felt it was very important that the design of new buildings are sympathetic to the character of the village. 11% (6) thought it was quite important and 2% (1) thought it not very important.

Policy H2: Design principles

New housing developments should comply with the following design principles:

- a) The type of housing should be distinctive in design, and with appropriately-sized gardens.
- b) New housing should reflect the best design elements as found in the historic core of the village, including:
 - i. Respecting the overall palette of traditional designs and the character of the local area as set out in the Village Design Statement.
 - ii. Respecting the height, position, size and massing of existing buildings.
 - iii. Ensuring boundary treatments are in keeping with the tradition of the village and primarily involve hedgerows formed by native species.
 - iv. The density of new developments should reflect that of their immediate surroundings.

- c) Modern architectural detailing, including environmental systems (i.e. systems built into the home designed to save energy, reduce waste, prevent pollution, cut carbon emissions or enhance biodiversity), can be accommodated in new development but should be carefully sited and designed to blend in with village character, avoiding street front elevations wherever practicable.
- d) New housing should be designed to incorporate the best of sustainability principles in design and construction and demonstrate how the design has been influenced by the need to plan positively to reduce crime and the fear of crime.



4.1.3 H3: Location of new development

Issues and evidence

The housing survey asked for suggestions for **suitable** locations of new developments. The following places were suggested more than once:

- ✓ Close to HS2 infill
- ✓ Infill/garden grabbing
- ✓ Near Nanny Lane bungalows
- ✓ Airbase/Leeds East Airport (Ulleskelf parish)
- ✓ Brownfield sites

The housing survey also asked for suggestions for **unsuitable** locations of new developments. The following places were suggested more than once:

- ✗ RAF base
- ✗ Land with facilities on e.g. White Horse

- ✗ Flood zones/drainage gap
- ✗ Close to HS2 development
- ✗ Maintain linear village (respect strategic countryside gap)
- ✗ Avoid historic settings and views e.g. St Mary’s and the village centre
- ✗ Greenfield/agricultural land/Green Belt
- ✗ Near train station – parking issues

Policy H3 sets out the Plan’s response to these issues and the wider matter of the location of new residential development. It sets out a series of five development principles. The combined effect of the five principles will be that conversions, the development of replacement dwellings, the re-development of brown-field sites and appropriate scale development on green-field sites will represent the bulk of new development in the period up to 2027.



Church Fenton Airbase

A key location for potential new housing in the locality is the land on the Church Fenton Airbase. Although the majority of the Airbase is located within the adjoining Ulleskelf parish boundary, it will impact the residents of Church Fenton directly as it is in their direct vicinity, in particular any development to the north of the Neighbourhood Area, near to Busk Lane.

The adopted Selby District Council’s Core Strategy contains policies with particular implications for Church Fenton Airbase and/or its immediate environs , including:

- Church Fenton Airbase is identified as a ‘secondary village with defined development limits’, within which limited amounts of residential development may be absorbed where it will enhance or maintain the vitality of rural communities, (SP2) and may have the potential to become Rural Housing Exception site, (SP10).
- Protects and enhances the ‘Regional Green Infrastructure Corridor’ which runs up to and abuts the west side of Busk Lane and includes the residential development west of Busk Lane. Also provides for measures to mitigate or minimise the consequences of any development within the corridor (SP12).

This Plan seeks to ensure that any development on the Church Fenton Airbase takes into consideration the design principles and other policies set out in this Plan.

In July 2018, Makin Enterprises submitted a hybrid planning application to Selby District Council. Although the development is in the neighbouring parish of Ulleskelf, it is important to note this potentially significant new development in this Plan. The planning application includes:

- A new 6,000 square metre (approximately) creative, digital or media business headquarters within a new ‘Create Yorkshire’ creative industries employment park of creative, digital and media-related uses.
- Permanent use of the existing Hangars for commercial film-making and formalisation of this part of the site as a ‘Studio’ area with associated stages, stores, workshops, backlot and parking.
- Upgrades to the site access onto Busk Lane.
- Landscaping of the creative hub area and a landscape framework for the Create Yorkshire campus.
- Makin Enterprises consider that up to 1,800 permanent jobs could eventually be provided on the site by this proposal.

Key views

Church Fenton is located in a flat landscape and is a low-lying village, with the exception of its historic Grade 1 listed church. Key views from publicly-accessible places of this feature have been analysed by the Neighbourhood Plan group and are noted in the map 3 below and development should seek to avoid disrupting these views wherever practicable



A view of the church from point 3 of the map below



Map 3: Key views of St Mary's Church, Church Fenton

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Policy H3: Location of new housing development

All new housing development proposals should:

- a) Respect the integrity of the linear structure and open aspects of the village.
- b) Avoid Green Belt, strategic countryside gap and other areas identified in the Policies Map as valuable for the green infrastructure roles they perform.
- c) Apply sequential, risk-based testing to potential development locations to avoid the flood zone areas 2 and 3.

- d) Be capable of being accommodated in a safe and satisfactory way within the local highway network and which would not have an unacceptable residential amenity on residential properties in the immediate locality.
- e) Respect and maintain key views as identified on map 3, in order to maintain the character and appearance of the village, with particular attention paid to the views of St. Mary's Church.



COMMUNITY ACTIONS

- To support improvement to existing and establishment of new footpaths to link all residential dwellings in parish via safe footpaths.
- To publish a circular for recreational walks along Gay Lane.
- To promote utilities improvement, especially the drains network.



POLICIES SUMMARISED

Purpose: To sustain and improve upon community facilities.	AS1: Valuing community facilities AS2: New community facilities
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OBJECTIVES ADDRESSED

- To maintain and improve services and facilities
- To improve our green environment
- To improve broadband connection speeds
- To manage and improve road safety, traffic and car parking

SUPPORTING EVIDENCE BASE DOCUMENTS

Observations, Surveys, Parish Plan.

4.2.1 AS1: Valuing Community Facilities

Issues and evidence

The residents of Church Fenton greatly value the services that are provided by the existing local facilities. The following community facilities have been identified through consultation and this Plan will seek to protect and, where practicable, expand these assets.

The community has, in recent years, developed a positive approach towards maintaining facilities through community ownership as demonstrated by the Village Shop and most recently the White Horse pub, both having been secured for the future of the community by the Parish Council. These enhance the sense of community and one which is increasingly self-reliant and prepared to support its ‘third sector’ in all its forms.

In addition to those facilities identified in the policy, the community enjoys a range of additional private services, including:

- Garages
- Taxis
- Rail
- Bus
- Broadband
- Stables



Policy AS1: Valuing community facilities

The Plan identifies the following facilities as important community facilities. Development proposals affecting the important community facilities should ensure that the facility is maintained or improved for community benefit.

- St Mary the Virgin
- Methodist Church
- Kirk Fenton Primary School
- Jigsaws Childcare
- Village Hall
- Methodist Church Hall
- Main Street Playing Field
- Sandwath Playing Area
- Cricket Club and Ground
- Bowling Club

- Station Farm Guest House
- White Horse Pub and Restaurant
- Fenton Flyer Pub
- Village Shop & Post Office
- Fishing Lake

Development proposals which would result in the loss of an important community facility will not be supported unless:

- a) The facility is replaced by equivalent or better provision in terms of quantity and quality in a suitable location in the community, if a sufficient level of need is identified ; or
- b) The facility can be clearly shown to be unviable, in which case alternative uses can be considered.

4.2.2 AS2: New Community Facilities

Issues and evidence

Through consultation, the following issues have been identified as priorities for the community in relation to developing new/enhanced community facilities:

Pubs and Restaurants – following the closure of the White Horse, there is now one operational public house, the Fenton Flyer, and an Asian restaurant at the Railway Station. The White Horse has recently been purchased by the community and work is underway to restore it as a viable pub/restaurant.

Car Parking Requirements – especially near the centre of the village where none exists and the school, nursery and shop are sited. Again, parking around the station is a problem and a planned entry to new housing will reduce this.

Better broadband coverage – broadband reception is very patchy and deters home workers, as well as affecting general leisure and education opportunities.

Hard play surface - for Netball and other formal and informal sports.



Any proposed facility, new or extended, should not disrupt other aspects of community life, in particular, residential amenity. Particular needs include the following and proposals coming forward in relation to these will be welcomed:

- Public Car Park
- Superfast Broadband coverage
- Hard play surface

In addition, the upgrade and growth of Kirk Fenton CE Primary School, its buildings and grounds, will be

supported where proposals provide for the ongoing sustainability of the facility and contribute to the improvement of the school's learning environment. However, the school playing fields will be protected from development except for that which is deemed essential for expansion of the school's capacity and where it has been demonstrated that the space required for development is surplus to requirements or that the new use is for sport and recreational provision which provides benefits in excess of the loss of the current use.

Policy AS2: New community facilities

Development proposals for community facilities currently not provided in the parish will be supported. This includes the expansion of an existing facility.



COMMUNITY ACTIONS

- For the Parish Council to continue to offer small grants to support local clubs.
- To improve the availability of mobile/outreach services by:
 - a) encouraging the use of facilities available at the community shop, especially the Post office, and Prescription collection.
 - b) access other spaces to provide spaces for hire/rent by small businesses.
- To support the potential opening of a café and to support the reopening of the White Horse pub with a restaurant in Church Fenton.
- Jigsaws Childcare has a limited lease on land used at school for temporary buildings. It is expected in the future that school will require the land to expand (due to expanding village) leaving Church Fenton without a nursery in walking distance of school (or even in the village). Support the purchase of Jigsaws Childcare premises to give greater outdoor provision and parking on site. This will help maintain links to school (Kirk Fenton CE Primary School).
- To offer support for families and older people through investment in the community shop and combatting loneliness via volunteering (less isolation at home) also through the ability to walk to local shop and see people in the community.
- Increasing the number of local jobs, including supporting the White Horse reopening to provide wider range of low skills work / student/ first job employment opportunities.
- Improving regular transport links to allow residents to access essential facilities in other locations.
- Support a "20mph is plenty" campaign through the village.



POLICIES SUMMARISED

Purpose: To help Church Fenton thrive economically and deliver local employment opportunities for residents.	BE1: Supporting the small economy
	BE2: Farm diversification

OBJECTIVES ADDRESSED

- To maintain and improve services and facilities
- To develop a ‘small economy’
- To avoid urbanisation and maintain a high quality village setting
- To work closely with our neighbours particularly with regard to potential future development on the airbase
- To improve broadband connection speeds
- To manage and improve road safety, traffic and car parking

SUPPORTING EVIDENCE BASE DOCUMENTS

SDC Business Rates Data; BT, Surveys (business and residents)

4.3.1 BE1: Supporting the small economy
Issues and evidence

The housing survey indicated that residents support some growth in the local economy. 50% (25) said there were not any sites in the village suitable for industrial/commercial development, however 36% (18) thought there were. Of the suggested sites, 12 respondents support the development of Leeds East Airport into a technical hub and film production to bring in high quality jobs.

Other popular sites were the White Horse (5) and near the railway line/station & HS2 (5).

The following is the complete response to the question in the housing survey: “Which of the following would you consider suitable commercial activity for this Parish? (please tick to indicate YES)”

●	Retail food/drink	34
●	Retail (other)	12
●	Warehouse distribution	2
●	Light industrial	11
●	Heavy industrial	0
●	Offices	13
●	Homeworking	18
●	None	8
●	Other – high tech units	1
●	Post office	2
●	N/A	5

Policy BE1 of the Plan sets out a supporting context for business development in the neighbourhood area. In relation to the need for development proposals to be appropriate to their locations particular consideration should be given to the effects upon residential amenity of an increase in traffic movements, the use of heavy goods vehicles, or other environmental impacts such as noise, light, odour or pollution.

Policy BE1: Supporting the small economy

Development of existing small businesses and new businesses will be supported where the scale of the proposed development is appropriate to the location.



COMMUNITY ACTIONS

- To improve the available and effective telecommunication and internet access by:
 - a) Supporting more broadband suppliers in the village
 - b) Supporting fibre optic broadband being available to all houses in the village.
- To improve mobile phone reception in the village and key locations e.g. village hall

4.3.2 BE2: Farm Diversification

Issues and evidence

Church Fenton is a rural community still with working farms across the parish. These farms and smallholdings provide maintenance of the landscape within which the village is set and from where it derives much of its charm and character.

Where there are derelict farm buildings, on brown field sites, we would encourage a sympathetic change of use to residential dwellings – similar to the barn conversions on Hall Lane i.e. Thythe Barn circa 1995 & The Coach House circa 2014.

Policy BE2: Farm diversification

Development proposals for the diversification of farms will be supported where this enables production from the land to continue and where:

- a) They do not result in unacceptable effects upon the landscape or the ecological significance of the buildings concerned;
- b) They do not result in an unacceptable level of heavy goods vehicles on rural roads; and.
- c) They would result in sustained or increased local employment.



POLICIES SUMMARISED

Purpose: To develop a greener village and higher quality surrounding countryside.	EGS1: Local Green Spaces
	EGS2: Protecting biodiversity and habitats
	EGS3: Green infrastructure and corridors

OBJECTIVES ADDRESSED

- To maintain and improve services and facilities
- To develop a ‘small economy’
- To avoid urbanisation and maintain a high quality village setting

SUPPORTING EVIDENCE BASE DOCUMENTS

Selby Landscape Assessment; SDC Local Plan Evidence Base; Community Surveys; Design Statement

Page 29

The Selby District Landscape Assessment (1999) describes Church Fenton as being located within Selby District’s West Selby Plain. This landscape assessment covers the area eastwards from the foot of the West Selby Magnesian limestone ridge, between the river floodplains of the Aire valley to the south and the River Wharfe/Ouse corridor to the north. The area is largely low-lying farmland with good quality drained soils, which has led to the area being intensively cultivated for arable crops. There are few sites of ecological interest in the West Selby Plain due to the intensive farming. Within the open farmland is the former WWII Church Fenton airbase, which has recently been transformed into a ‘creative hub’ and film studios.

4.4.1 EGS1: Local Green Spaces

Issues and evidence

The National Planning Policy Framework (NPPF) introduced a new concept of a Local Green Space designation³. This is a discretionary designation to be made by inclusion within a local development plan or Neighbourhood Development Plan.

The designation should only be used where the land is not extensive, is local in character and reasonably close to the community; and, where it is demonstrably special, for example because of its beauty, historic significance, recreational value (including as a playing field), tranquillity or richness of its wildlife⁴.

Policies within the local development plan or neighbourhood development plan for managing development within a Local Green Space should be consistent with the policies protecting green belts within the NPPF.

Accessible Natural Greenspace Standard recommends that everyone, wherever they live, should have accessible natural greenspace:

- of at least 2 hectares in size, no more than 300 metres (5 minutes’ walk) from home;
- at least one accessible 20 hectare site within two kilometre of home;

³ Paragraph 76, National Planning Policy Framework, Department for Communities and Local Government, March 2012

⁴ Paragraph 77, National Planning Policy Framework, Department for Communities and Local Government, March 2012



- one accessible 100 hectare site within five kilometres of home; and
- one accessible 500 hectare site within ten kilometres of home; plus
- a minimum of one hectare of statutory Local Nature Reserves per thousand population.

The community greatly value the accessible green spaces within Church Fenton. The steering group consulted with the community by sending out a Local Green Space questionnaire. The results of this questionnaire plus the local knowledge of the steering group has led to the identification of a number of Local Green Spaces within the Neighbourhood Area. This Plan seeks to protect and enhance these areas and prevent the unnecessary development of the countryside.

Details of proposed Local Green Spaces are set out in Appendix 1 and maps in Appendix 6, following

the key guidance set out in the National Planning Policy Framework that such areas should only be designated:

- where the green space is in reasonably close proximity to the community it serves;
- where the green area is demonstrably special to a local community and holds a particular local significance, for example because of its beauty, historic significance, recreational value (including as a playing field), tranquillity or richness of its wildlife; and
- where the green area concerned is local in character and is not an extensive tract of land.

The following map illustrates the location and extent of Local Green Spaces.



Map 4:
Church Fenton Local Green Spaces

Policy EGS1: Local Green Spaces

The following areas are designated as Local Green Spaces.

- Church Fenton Cricket Ground
- Main Street Playground
- Church Fenton Bowling Green
- Village Green
- Sandwath Drive play area and greenspace
- St Mary’s House (to the immediate South of the Church)
- Church Field

Development on these Local Green Spaces will not be supported other than in very special circumstances.

4.4.2 EGS2: Protecting biodiversity and habitats

Issues and evidence

Church Fenton is surrounded by open countryside and arable farmed fields with hedgerows and small pockets of deciduous woodland. These natural environments support an abundant and diverse range of nature and wildlife. This Plan is committed to ensuring the future of Church Fenton’s biodiversity assets and ecological networks will be protected.

According to the National Forest Inventory 2015, the parish contains five separate mostly broadleaved woodlands. The total wooded area is 8 ha which represents 1% land area coverage within the parish.

The nearest SSSI, Kirby Wharfe, is outside the parish and is approximately 1.6 miles north of the village.

Most of the parish is in a nitrogen vulnerable zone (NVZ). NVZs were set up under Council Directive 91/676/EEC and have been established in areas

where nitrate from agricultural land is causing, or could cause, pollution of the water environment. In these zones Action Programmes of compulsory measures apply. These measures include a requirement for farmers to limit their applications of livestock manures and, in some circumstances, to observe closed periods for the application of organic manure to agricultural land.

A 2009-2010 bird breeding survey identified an arable assemblage of 3-4 breeding species of nationally important declining farmland birds including yellow wagtail, tree sparrow, grey partridge and corn bunting .

From baseline survey data in the Selby District Species Action Plan 2004 there is no indication of any important species being present in the parish. Species surveyed include otters, water voles, great crested newts, tansy beetles, dingy skipper butterfly, pillwort, cylindrical whorl snails, aquatic beetle, bats and clearwing moths.

However, since then there have been two European Protected Species Applications granted for the destruction of habitats pertaining to common pipistrelle bats and great crested newts suggesting these at least are present.

The North and East Yorkshire Ecological Data Centre note that there are important local populations of Great Crested Newt in and around the village. The pasture of Nanny Lane is also noted as a Site of Importance for Nature Conservation (SINC), designated for its species-rich grassland.

⁷ Selby District Council A Study of the Green Belt, Strategic Countryside Gaps, Safeguarded Land and Development Limits for Plan Selby Strategic Countryside Gaps 2015

Policy EGS2: Protecting biodiversity and habitats

Development proposals should seek to provide opportunities to enhance and support wildlife and/or biodiversity on development sites. This includes:

- a) preserving or creating wildlife habitats, including trees, verges, walls, hedgerows, ponds.
- b) providing wildlife friendly features in open spaces.

4.4.3 EGS3: Green infrastructure and corridors

Issues and evidence

Corridors are habitats that are typically long relative to their width, and they connect fragmented patches of habitat. Corridors work by increasing connectivity between patches that are isolated by human habitat fragmentation, caused primarily by urbanization, agriculture, and forestry. Plants and animals can use corridors for both dispersal and migration. By linking populations throughout the landscape, there is a lower chance for extinction and greater support for species richness.

Selby District Council has recognised a Strategic Countryside Gap in Church Fenton and this is an allocation in the Local Plan where development is restricted. The 2015 study stated that the village is divided into two parts, east and west, by an area of open countryside. The Strategic Countryside Gap maintains the open space between Church Fenton east and west and prevents these two parts of the settlement from merging. The generally open nature of this gap and the lack of development in this area means that the two parts of Church Fenton could be perceived as two separate settlements. The Gap is allocated through the Selby Local Plan and development is restricted in this location where it is considered to have

an adverse effect on its open character. Development proposals within the Church Fenton Strategic Countryside Gap should also comply with Policy SG1 of the Selby District Local Plan (2005).

Development proposals within the Church Fenton Strategic Countryside Gap should also comply with Policy SG1 of the Selby District Local Plan 2005.

Running north from the Gap lie the Fenton Trans, an area of land that is situated mainly between the former RAF camp extending south to near the cricket field. It was predominantly fen / marsh land. There is a section that extends adjacent to the football field that is also lower lying that may have been classed as being in the Trans originally.

The area is bisected by Carr Dyke; which starts to the North of the Trans and runs South towards Little Fenton. It eventually reaches the Ouse at Selby via other drains.

The original extent of the Trans may have been much larger but what most locals refer to as the Trans is probably more than 20 acres. Roughly speaking it can be divided into 3 main areas: A North Western area which is rough grassland that has been cultivated at times. This would have value to birds, mammals and invertebrates; a North Eastern area at the other side of Carr Dyke. This area has suffered degradation and its value as a wildlife area has diminished due to imported soil covering the original wet meadow/grazing land many years ago. Some modern grazing exists adjacent to Busk lane but it’s value for wildlife is marginal regards diversity; thirdly an area south of these that composes of dryish fen habitat with a few small ponds. This area is valuable for many plant and animal species. Some hay cutting took place in the past along with willow cultivation.



A private fishing pond sits in the centre of the Trans which will be beneficial to birds and amphibians. It is one of the very few ponds still existing in the village; which lacks greatly in wildlife habitat.

In 2010 study by Natural England looked at green infrastructure corridors for Yorkshire and the Humber. It determined that the north west of the Neighbourhood Area, (which includes part of the village) is encompassed by the regionally important River Wharfe Corridor (R17). The River Wharfe Corridor covers a large area but Church Fenton reflects the character of floodplain pasture and intensive arable farming. Natural England noted the following in relation to this strategic regional green corridor:

R17 – Wharfe

“The regionally significant Wharfe corridor starts in the heart of the Yorkshire Dales National Park and runs to the north of Leeds joining the Ouse corridor to the south of York. The upper part of the corridor is at the heart of the Yorkshire Dales National Park. The whole of the corridor is rich in terms of cultural heritage, wildlife and recreational assets. It includes a number of settlements that are the focus for tourist activity, notably Burnsall, Grassington, Kettlewell and Ilkley in addition to other key sites such as Bolton Abbey and Kilnsey Crag. The corridor demonstrates much agricultural use – developing from low intensity grazing in the north of the corridor to more intensive arable to the south. It continues eastwards to Cawood where it meets the Ouse. The valley provides a landscape setting for the towns and villages along its length including Grassington, Ilkley, Otley and Tadcaster.”

⁸ http://webarchive.nationalarchives.gov.uk/20140605112209/http://www.naturalengland.org.uk/regions/yorkshire_and_the_humber/ourwork/yandhgreeninfrastructuremappingproject.aspx

Function	Indicator (Selby district)
Openspace	Grimston Parkland. Patefield Wood and Carr Wood, Scarthingwell. The Park, Nun Appleton. Riparian footpaths intermittently along the river banks.
Biodiversity	Tadcaster Mere SSSI. Kirkby Wharfe SSSI. Bolton Percy Ings SSSI. Nesfield Woods. Middleton Woods SEGI. River Wharfe SEGI. Multiple BAP habitats including Rivers, Deciduous Woodland, Lowland Meadow, Upland Hay Meadow, Coastal and Floodplain Grazing Marsh, Reedbed, Lowland Calcareous Grassland and Fen. Large areas of ancient woodland. Various UKBAP species such as otter, brown trout, salmon and european eel.
Landscape	The Wharfe corridor is characterised by floodplain pasture, mixed upland pasture and wooded incline with medium sensitivity to change. Views across and along the river valley.
Products from the land	Agricultural land throughout the corridor.
Flood risk	Many areas along the corridor are prone to flooding. By controlling run off in catchment, the severity of flooding could be reduced. Potential for wetland creation/restoration to retain flood water and reduce flooding down the catchment.
Climate Change	Several areas of woodland which could be managed for fuel and/or carbon sequestration in several locations along the corridor. Some areas where peat restoration could provide carbon sequestration. Opportunities to link green and grey infrastructure with potential hydro power on weirs along the corridor.
Access	National Cycle Network Route 66. Wetherby to Thorp Arch Railway Path. Network of other footpaths and bridleways.
Recreation	Wetherby Golf Course. Playing fields at Wetherby and Ulleskelf. Cricket Grounds at Church Fenton. Promoted access routes. Fishing along the river banks.
Cultural	Wetherby Bridge SM. Kyme Castle SM. Tadcaster Motte & Bailey Castle SM. Mote Hill SM. Nun Appleton Hall and Parkland. Conservation Areas.
Tourism	Tadcaster Breweries.
Poor Quality Environments	Sand and gravel extraction currently underway within the corridor will offer future opportunities to reuse sites to create new sites which could be used for wildlife, recreation or flood management.
Economic Growth	Proximity to markets of Leeds and principal town of Wetherby offers opportunities for farm diversification e.g. conversion of farm buildings to domestic and business premises and energy crops. Church Fenton airbase.

The Strategic Countryside Green Gap and the River Wharfe Corridor are marked on the Green Corridors Map on the next page.

POLICIES SUMMARISED

Purpose: To maintain the heritage of the village and the integrity of the built environment.	CH1: Non-designated local heritage assets
	CH2: Development in the historic core

OBJECTIVES ADDRESSED

- To improve our green environment
- To recognise and conserve our heritage
- To avoid urbanisation and maintain a high quality village setting
- To enable organic growth that is small in nature, for example self-build homes
- To manage and improve road safety, traffic and car parking

SUPPORTING EVIDENCE BASE DOCUMENTS

Historic England, Historic Maps And Histories Of The Village; SDC Historic Environment Appraisal, Village Design Statement

Page 34

4.5.1 CH1: Non-designated local heritage assets

Issues and evidence

Church Fenton has the following buildings and sites, which are of special architectural or historic interest and which have already been listed to protect them from development:

- Village Cross, Church Street, Grade II Listed
- Church of St Mary the Virgin, Church Street, Grade I Listed
- The Old Vicarage, Main Street, Grade II Listed
- Ingledene, Main Street, Grade II Listed
- The Croft, Church Street, Grade II Listed
- Shaft of cross approximately 2 metres to south of south transept of St Mary’s Church, Church Street, Grade II Listed
- World War II airfield defences at RAF Church Fenton, Scheduled Ancient Monument (SAM)

With the exception of the World War II airfield

defences, all the other Listed buildings are located centrally within Church Fenton.

However, there are a number of other buildings that are of notable local importance but which are not listed that have been identified and assessed using Historic England guidance. This Plan will protect them as non-designated local heritage assets. They are:

- Church End Farm, Church Street
- Orchard Cottage, Church Street
- Former Church Fenton Primary School, Church Street and the associated Schoolmasters House
- 1-6 Church Street ‘Chicory Row’
- The White Horse Public House, Main Street
- Methodist Chapel, Main Street

These and other potential assets were considered by the Neighbourhood Plan group utilising guidance from Historic England. The summary information for each can be found in Appendix 2.

Policy CH1: Non-designated local heritage assets

The Plan identifies the following buildings as non-designated heritage assets:

- Church End Farm, Church Street
- Orchard Cottage, Church Street
- Former Church Fenton Primary School and Schoolmasters House, Church Street
- 1–6 Church Street ‘Chicory Row’
- The White Horse Public House, Main Street
- Methodist Chapel, Main Street

The effect of development proposals on the significance of the identified non-designated heritage assets should be taken into account in determining the application. In weighing applications that directly or indirectly affect non-designated heritage assets, a balanced judgement will be required having regard to the scale of any harm or loss and the significance of the heritage asset.

4.5.2 CH2: Development in the historic core

Issues and evidence

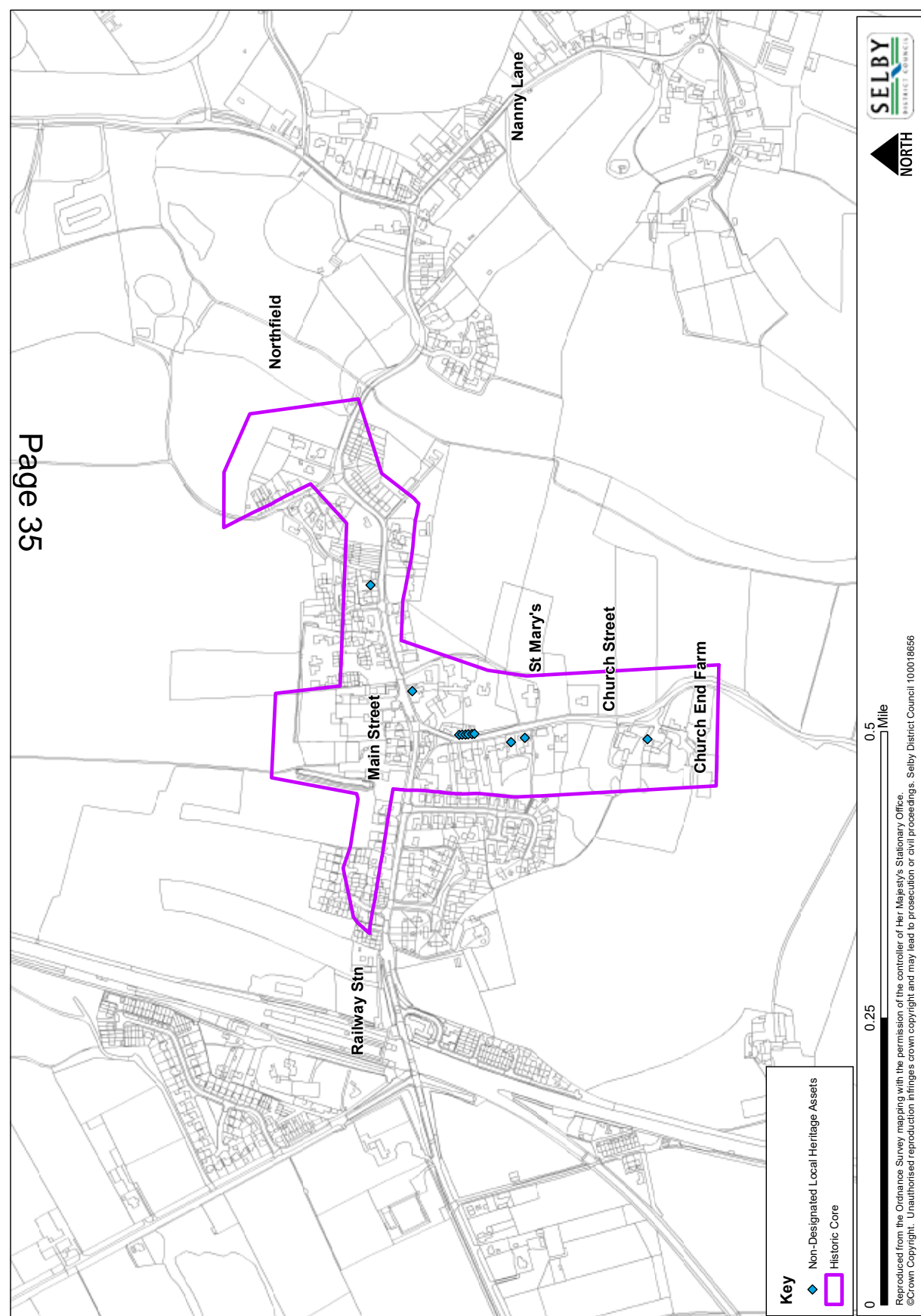
In May 2018, the Neighbourhood Plan group commissioned Selby District Council to produce an Historical Environmental Appraisal of Church Fenton, based upon the three Character Areas identified in the Village Design Statement. The report identifies the positive buildings and important green spaces in Church Fenton. The majority of these positive buildings are found in Character Area 1 The Village Centre and Character Area 2 The East End (as defined in Village Design Statement).

The village was historically built around the Church of St Mary the Virgin. The Church is Grade I listed and mainly 13th Century with some 14th and 15th



Century additions and alterations including the tower. It is built in the local Magnesian Limestone from the nearby Huddleston quarry and has a stone slate roof.

Policy CH2 comments about development proposals within the historic core of the village. It aims to ensure that any new development in this part of the village respects its existing character and takes account of local vernacular details and building traditions. Where development affects listed buildings, or their setting, a heritage impact assessment should be prepared to accompany planning applications to assess what impact such developments may have upon the significance of the designated heritage assets.



Map 6: Church Fenton non-designated local heritage assets and historic core.

Policy CH2: Development in the historic core

Development proposals within the historic core (as identified on the Policies Map) or which would affect its character should respond to and integrate with its built environment. In particular development proposals should have regard to:

- ensuring the heights of new buildings relate to, and avoid overlooking and dominating, adjacent properties;
- ensuring that proposals for extensions and alterations will be designed to respect and complement the original building in scale, massing, form, materials and detailing;
- reflecting and respecting nearby buildings within the historic core with regard to materials, textures, shapes, colours and proportions including doors, windows, plus height, pitch and ridge of roof;
- achieving high quality design that respects the scale, massing, form and character of existing buildings in the immediate locality of the site concerned.

Development proposals which respect the character and appearance of the historic core and, where practicable improve the local character and design quality of Church Fenton, will be supported.



COMMUNITY ACTIONS

- To establish a Conservation Area in the core of the village.
- To review the Village Design Statement at an early stage.





POLICIES SUMMARISED

Purpose: To future proof the village against the effects of climate change in relation to pluvial or fluvial flooding.

F1: Development that does not add to flood risk

OBJECTIVES ADDRESSED

- To maintain and improve services and facilities
- To improve our green environment
- To avoid urbanisation and maintain a high quality village setting

SUPPORTING EVIDENCE BASE DOCUMENTS

Environment Agency; SDC Local Plan Evidence Base

4.6.1 F1: Development that does not add to flood risk

Issues and evidence

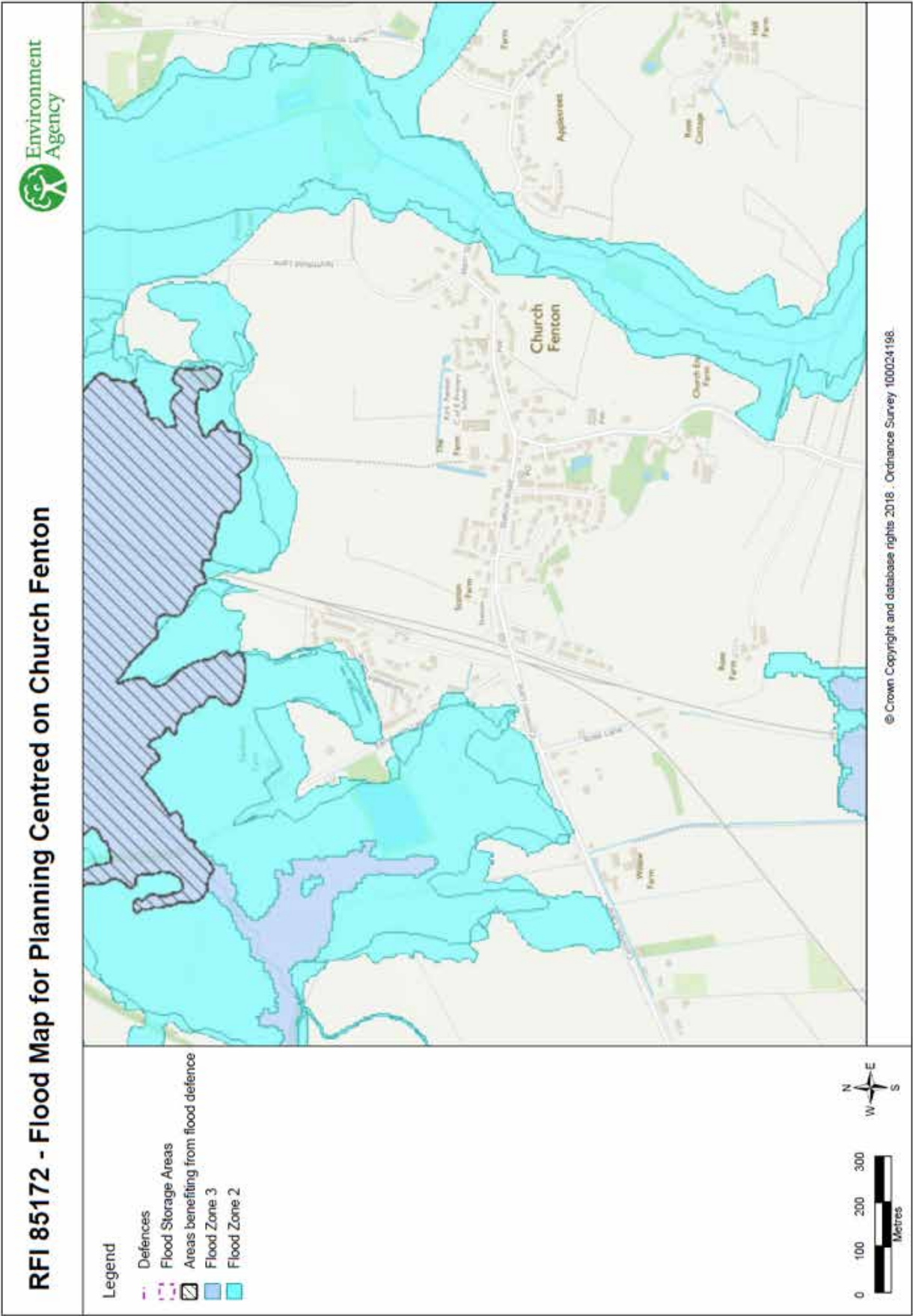
Page 36

The Environment Agency’s flood map shows the extent of the potential flooding in the Neighbourhood Area. A large part of the northern area, which is mostly in Flood Zone 2⁹, is protected from flooding by flood defences. However, there are also large areas, mostly to the north of the village that are also in Flood Zone 2, which are not protected by flood defences.

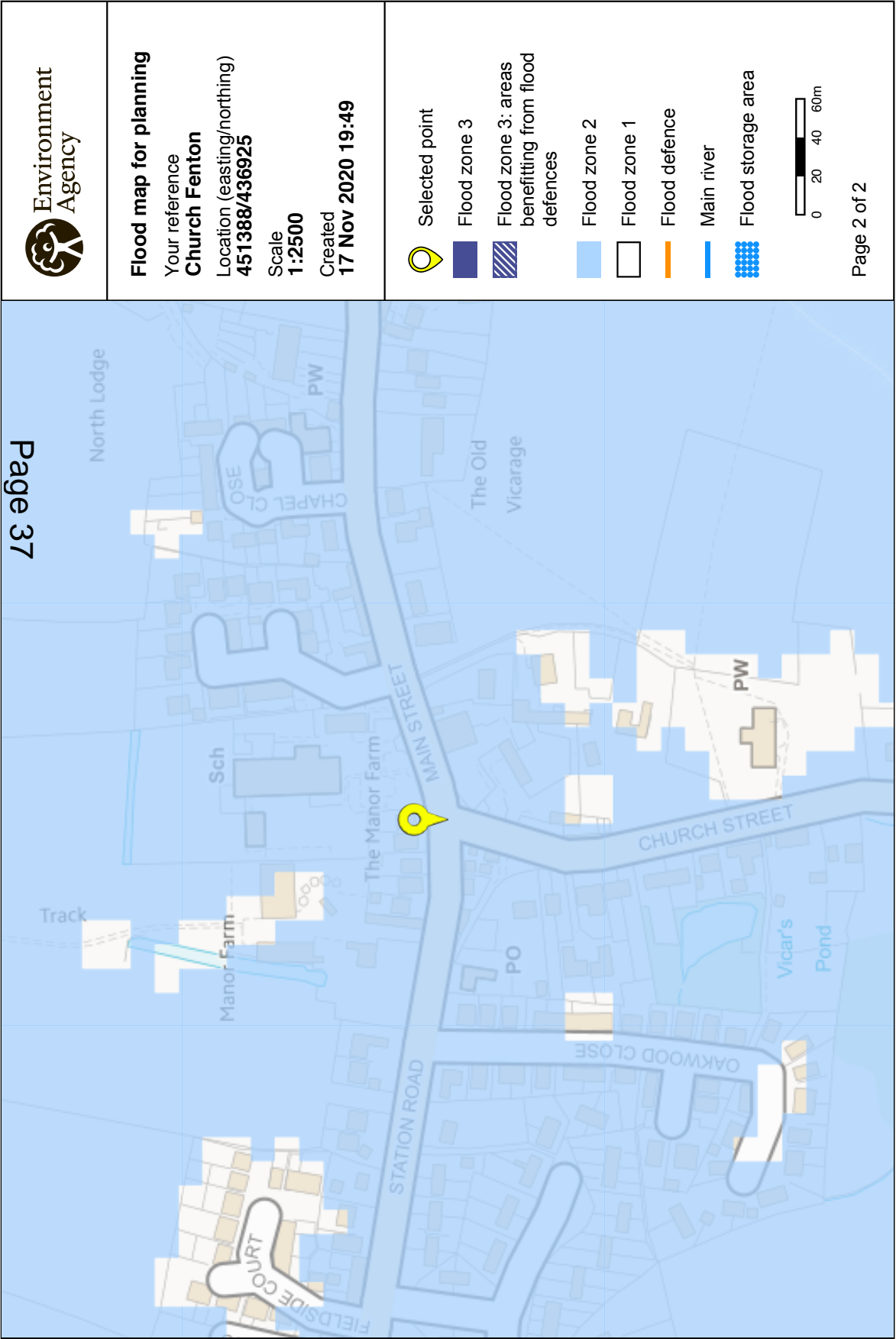
To the eastern outskirts of the village is an area of flood zone 2 that cuts across the Neighbourhood Area. This is designated in this Plan as a local green corridor and as a Strategic Green Gap in the Selby district Local Plan. This Neighbourhood Plan seeks to ensure that new developments do not add to the overall level of flood risk in the parish and promotes a number of measures to prevent this occurring, while enabling sustainable growth to take place.

HS2 currently propose to re-sculpt the land around the village to the north and west to create new flood retention areas. It is important that these plans do not increase the flood risk to the village.

⁹ Flood Zone 2 is a natural flood plain area that could be affected by flooding from rivers and/or the sea. The area shown on the Flood Map (light blue) indicates the extent of a flood with a 1% (1 in 100) chance of happening each year and/or indicates the greatest recorded historic flood.



Map 7: Church Fenton parish flood zones, Environment Agency 2018



Map 8: Church Fenton village flood zones, Scott Wilson for Selby District Council 2008

Policy F1: Development that does not add to flood risk

As appropriate to their scale, nature and location development proposals should take account of the following principles to ensure their sustainability and to reduce the risk of flooding:

- a) New development beyond that permitted should apply sequential, risk-based testing to potential development locations to avoid the flood zone areas 2 and 3.
- b) The use of appropriate surface water management techniques for the site concerned.
- c) Permeable surfaces and soakaways for hardstanding areas should be incorporated to all new developments wherever practicable.

- d) The use of Sustainable Drainage Systems provided they are appropriate to the intended location and include arrangements for their long-term maintenance.
- e) Proposals are designed to avoid culverting and the constriction of watercourses and their immediate environs.
- f) The construction of connections to the nearest point of adequate capacity where development is proposed in locations where the existing capacity in the local sewerage system/or water distribution network is insufficient.



POLICIES SUMMARISED

Purpose: Seek to reduce the adverse environmental impacts of HS2 and other railway infrastructure projects.

NR1: Design, community and the landscape

OBJECTIVES ADDRESSED

- To maintain and improve services and facilities
- To improve our green environment
- To recognise and conserve our heritage
- To avoid urbanisation and maintain a high-quality village setting
- To minimise the impact of railways on the community and landscape.

SUPPORTING EVIDENCE BASE DOCUMENTS

HS2 Plans – Other NDP Groups On HS1/2 Routes

Page 38

On 30 November 2015, the government announced a proposed way forward on Phase Two of HS2 and on 15th November 2016 the government announced the preferred route for Phase 2b. Detailed maps of this route have been published and continue to be updated.

Phase Two forms a 'Y' shape from the West Midlands up towards Manchester and the North West and up towards Leeds and the North East with proposed stations in Leeds, the East Midlands and Sheffield Meadowhall.

It is anticipated that Phase Two of HS2 will begin operating trains around 2033 as part of the integrated HS2 network and with the rest of the UK rail network.

The Neighbourhood Area is affected by the line that extends the route from the Midlands/Leeds towards York. The line travels through Church Fenton, the current plan is for the line to follow the current York

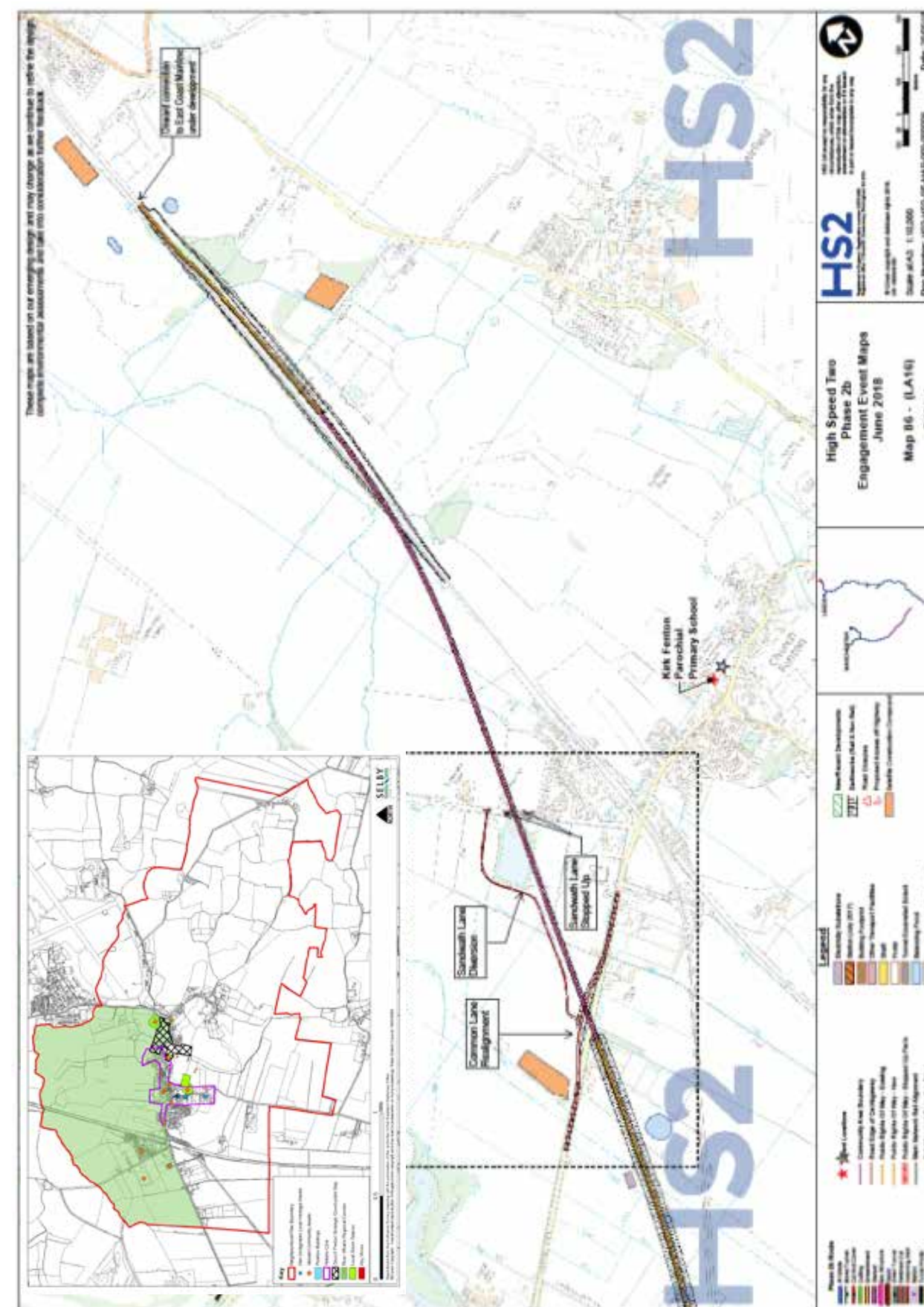
line travelling across Church Fenton via a viaduct.

Notwithstanding the merits or otherwise of the HS2 project, if the line is directed through Church Fenton there are considerable and justifiable concerns about noise, pollution, flooding, traffic and other disruption resulting from the construction phase.

It should be noted that at this point the route has not been finalised, nor have any design features.

Church Fenton Parish Council has consistently stated its opposition to HS2, as resolved in April 2013 and again in April 2014.

During the period leading up to and during construction through the Neighbourhood Area, the developer and their contractors should seek to limit adverse environmental impacts upon the community and its environment. To aid this aspiration, the developer should prepare a sustainable development policy setting out defining principles regarding all aspects of operations and how potential impacts will be avoided or mitigated.



Map 9: HS2b preferred Route (2018)



- Key objectives noted in the Sustainability Appraisal undertaken by Temple-RSK for HS2 are endorsed by this Neighbourhood Plan:

 - To maintain or where possible enhance existing landscape character; and
 - To maintain or where possible enhance existing townscape character.

HS2 is likely to be highly visible in the landscape. The community has expressed clear concerns about this and desire to see the route, if it is to be located in the Neighbourhood Area, blended into the landscape as far as is possible.
- All means possible should be explored to minimise visual and noise pollution. Additional infrastructure known to be associated with the engineering works could include:

 - Electrical substations.
 - Passing places – i.e. extra loops of track that allow maintenance trains to be placed alongside mainline so trains can pass, and to push broken down trains into.
 - Noise baffles – at up to 3m high.

The following table sets out, in the view of consultants employed by HS2 , the major potential impacts on the stretch of the line impacting upon the Neighbourhood Area:

Route Description/ Impact Overall	Landscape/ Townscape Impacts	Visual Impacts
Garforth to Church Fenton (HSL17B)		
From Barkston Ash to Church Fenton the route would initially be on embankment up to 11m high parallel to an existing embanked railway. It would then diverge northwards on 5m high embankment across Barkston Moor to bypass the vil-lage of Church Fenton on a 2.2km long viaduct. The viaduct would commence at Common Lane, rising gradually from 5m high (west of Church Fenton) to 13m high (north of Church Fenton) where it would cross the East Coast Mainline (ECML) and descend onto embankment on the east side of the ECML.	<p>This relatively flat landscape is characterised by medium to large regular fields of arable farmland, with few hedgerow trees or woodland, long uninterrupted views, and sparse settlement. Just east of the A1(M) the Magnesian limestone escarpment provides more varied landform and a more wooded character associated with country estates.</p> <p>Towards Church Fenton the flat, low-lying landscape has a patchwork of arable fields. It is large scale and open, with rectilinear fields often enclosed by dykes or ditches and a general absence of hedgerows. Transport infrastructure, including both railways and a military airfield, is an existing influence.</p> <p>Around Church Fenton the main landscape change would be the introduction of the lengthy new viaduct. This would alter the flat, open levels character of the landscape west and north of Church Fenton and have a direct impact on an attractive area of woodland and wetland near Sandwath Farm. The setting of the village is already affected by several railway lines but none is on viaduct. In this large scale landscape the effect on character is considered moderate.</p>	<p>At Church Fenton, the open landscape is of high visual sensitivity. The route would be well away from the village centre, which would be little affected. However there would be visual impacts on the north-western outskirts of the village, where residents on north side of Sandwath Drive would have views of the HS2 line on 8-10m high viaduct from 100-200m with some intervening tree cover. This is considered a moderate impact.</p>
Moderate adverse (-)	Moderate adverse (-)	Moderate adverse (-)

Policy NR1: Design, community and the landscape

a) The design of new rail infrastructure should contribute to the government’s pursuit of sustainable development, with reference to the following elements:

- agriculture, forestry and soils;
- air quality;
- climate change;
- community;
- ecology;
- electromagnetic interference;
- health;

- historic environment;
 - land quality;
 - landscape and visual;
 - major accidents and disasters;
 - socio-economics;
 - sound, noise and vibration;
 - traffic and transport;
 - waste and material resources; and
 - water resources and flood risk.
- b) The design of all visible elements of the built and landscaped environment should be sympathetic to their local context, the environment and setting in respect of the local community.



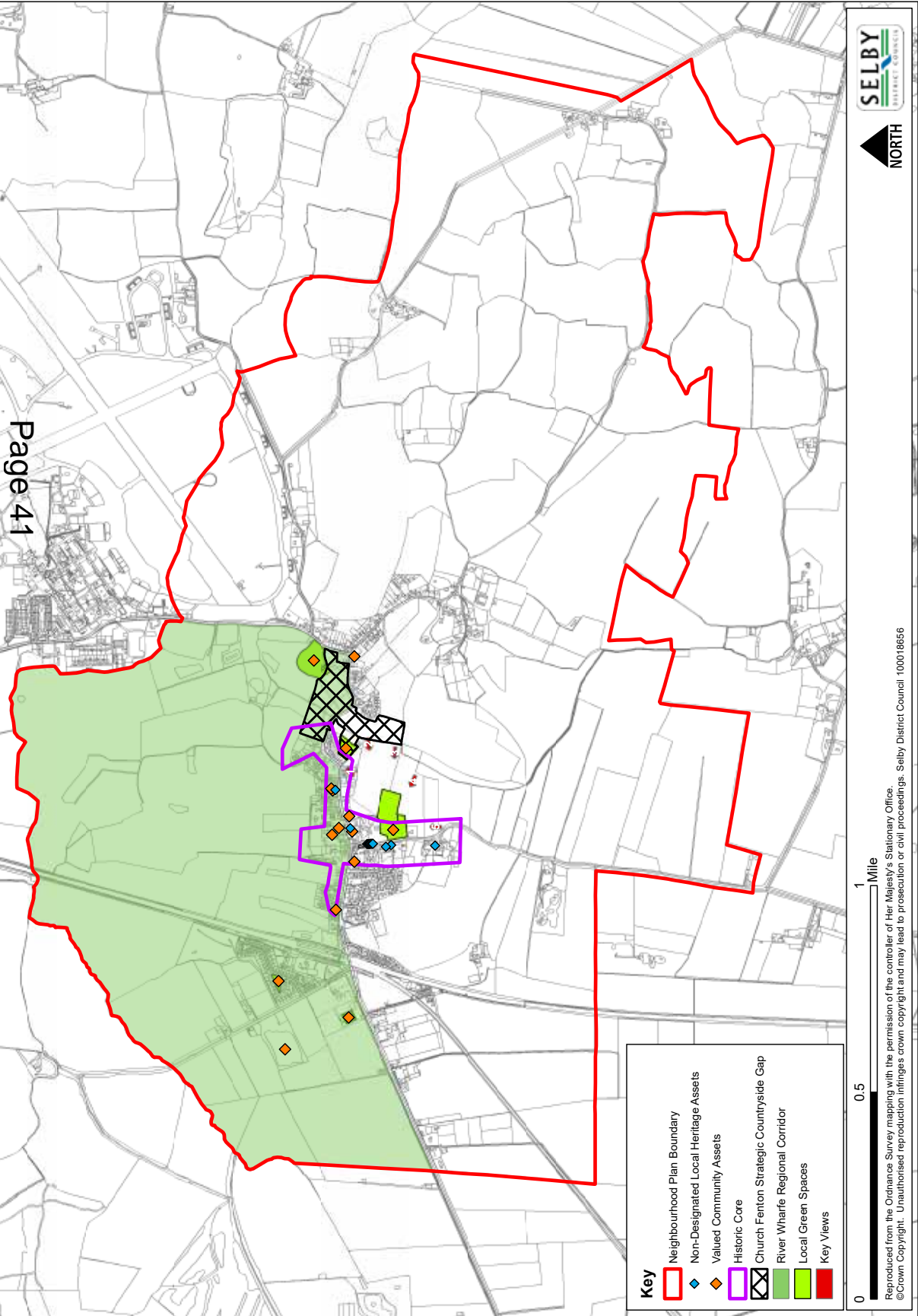
- 5.1

The preparation of the neighbourhood plan has taken place within the strategic context provided by the Selby District Core Strategy that was itself adopted in November 2013. It has also sought to take account of changes in national policy since that time.
- 5.2

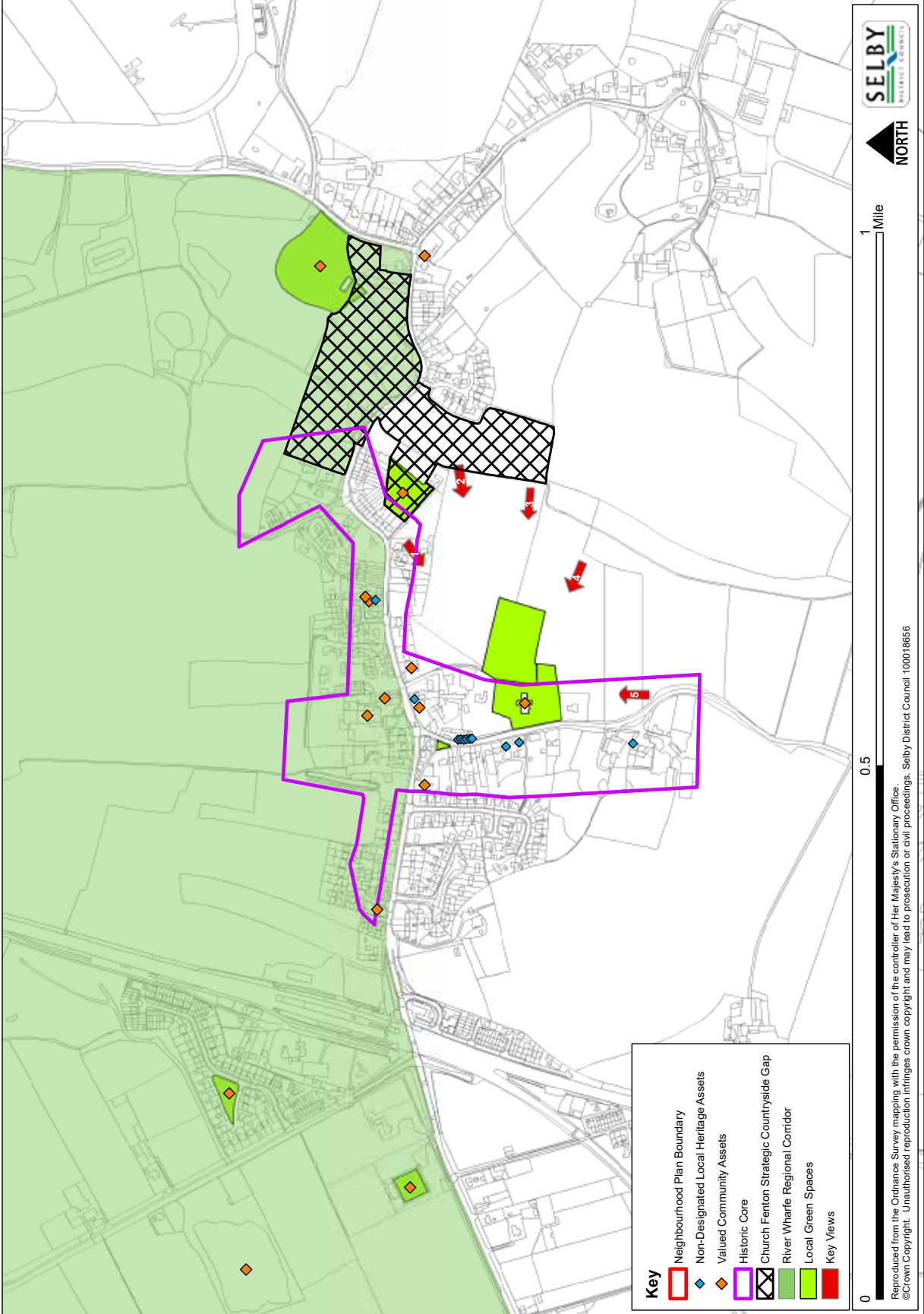
The Parish Council recognises that the plan-making process is dynamic and that development does not always proceed at the pace that was originally intended. In other cases, development may come forward which was not predicted at the time that
- development plans were adopted or made as appropriate. In this context, the Parish Council will monitor the effectiveness or otherwise of the implementation of the policies in the Plan. In addition, it will review the community actions on a regular basis together with progress on its commitment to progress specific actions (such as the potential designation of a conservation area). On a day-to-day basis the Parish Council will use the Plan’s policies as part of their task on commenting on new planning applications within the Plan period.
- 5.3

The Parish Council will liaise with the current working group and other parishioners to review the wider effectiveness of the Plan. Where monitoring of the Plan indicates that development is not proceeding as anticipated, the Parish Council will consider undertaking a full or partial review of the Plan as appropriate. The Parish Council will assess the need or otherwise for a formal review of the Plan on a biennial basis including, but not limited to, the delivery of new housing, climate control action, and infrastructure requirements. Within this context it is acknowledged that the District Council is preparing
- a revised development plan that will establish the overall growth strategy up to 2040. As such the Parish Council will use the first available opportunity within the biennial cycle to assess the implications of the eventual adoption of the emerging Local Plan and any associated need for a full or a partial review of policies in a made neighbourhood plan.





Map 10: Policies Map 1 (Neighbourhood Area)



Map 11: Policies Map 2 (Built up area)

APPENDIX 1 LOCAL GREEN SPACE ASSESSMENT

Map ref	Site name / location	Characteristics of the site	Proximity to community	Local significance?	Area in Hectares	Land owner/ maintenance
1	Church Fenton Cricket Pitch	Sports field	Adjacent to the built-up area at the east end of the village	The cricket pitch is adjacent to the football pitch but it is under separate ownership. The site is well used by Church Fenton Cricket Club having two senior teams, a social team and five junior teams. The site is not open to the general public.	0.8	Parish Council owned and leased to CFCC
2	Main Street play ground	Green playing field and skatepark	Heart of the village	Well used park where children of all ages can come and play, run around, get exercise, play sport and socialise.	0.4	Parish Council
3	Church Fenton Bowling Green	Bowling green	Edge of west end of the village	Established in 1986 and made up of 70 members from a mix of ages. The outdoor green is used by members from around Easter to mid-September. The site is not open to the general public.	1.5	Privately owned by CFBC
4	Village Green	Small green space	Heart of the village	Small amenity green space with Village Cross. A small but significant part of the fabric of the historic core of the village.	0.06	Parish Council
5	Sandwath Drive play area and greenspace	Amenity greenspace and playground	Estate on edge of village	Small amenity greenspace and play area for local residents in housing estate peripheral to other village amenities. No other nearby facilities.	0.3	Not known
6	St Mary's Church environs.	Green space including graveyard surrounding Grade 1 church	Southern end of the village	The setting of the church is extremely beautiful and makes the perfect backdrop to the lovely 13th Century building. It has a timeless unchanged quality that is restful and ideal for relaxation, tranquillity and rejuvenation. Used for walking, strolling, sitting and taking in the view.	0.6	Church of England
7	Church Field	Field adjoining church land with RoW	Southern end of village	Well used field for walking. Provides important green space for the historic centre of the village.	0.5	Private owners

Page 42

APPENDIX 2 NON-DESIGNATED LOCAL HERITAGE ASSETS ASSESSMENT

This Framework provides users with a guide to the criteria used to assess whether a building, structure, settlement, archaeological site, landscape or landscape feature can be regarded as a non-designated heritage feature in order to develop policy to protect and/or enhance.

Asset name	Location	Description	Why is the feature of interest and significance? What evidence exists to support the proposed selection?
Church End Farm	Church Street	Historic cluster of farm buildings.	Forms the southern end of the village: Good survival of barns and farmhouse facing north along Church Street. Front of farmhouse appears 18th/19th Century but older, possibly medieval building to the rear.
Orchard Cottage	Church Street	16th century. Modified. Outbuildings.	Notable structures in the curtilage of the Cottage include barn and stable block. Site contains a water well and 2 large fishponds.
Former Church Fenton Primary School & Schoolmasters House	Church Street	19th century schoolbuilding and school masters house.	The original village school and associated building. Very prominent on Church Street.
1-6 Church Street	'Chicory Row'	Cottages.	Early 19th Century cottages with alleged connections to Irish settler and chicory agriculture in the local area. Previously labelled Roman Terrace on 1847 OS map.
The White Horse Public House	Main Street	Public House and restaurant currently being restored following purchase by the parish council.	Shown on 1847 OS map and recorded in Civil War accounts from the 17th Century. Extended in Georgian and Victorian periods.
Methodist Chapel	Main Street	Chapel	Late 19th Century Chapel providing an interesting focal point within the street scene and reflects religious and cultural changes to the village at that time.



Saint Mary the Virgin Parish Church

Dating back to the 13th century services are held at 10am every Sunday and at 6pm on the 2nd and 4th Sundays in the month.

Methodist Church

Original Chapel built early 19th century services are held every Sunday.

Kirk Fenton Parochial C of E VC Primary School

Primary School with student age range of 3-11. At the Ofsted on 8th Jan. 2015 the school had 220 pupils and was rated as Good.

Jigsaws Childcare

Primarily, an all year round nursery for 2-4 year olds also plus before and after school care. At the Ofsted on the 17th Feb. 2017 jigsaws had 52 places and was rated Good.

Village Hall

The village hall was booked 181 times last year, sometimes for a whole day. A variety of users hired the hall with the art club, bee-keepers, WI, parish council, yoga club, war gamers, over 60's, dance and zumba classes, and willow weaving being the main users. It is also used many times for parties both adult and children. Other uses range from a Polling Station to wedding reception and funeral tea venue.

Methodist Church Hall

The church hall is used four nights during term time by the Scouting organisation (i.e. Beavers, Cubs and Scouts.) A community cafe is held on the 4th Thursday in the month. It is also used regularly by various other organisations often in fund raising for charities.

Main Street Playing Field

The land and play equipment are owned by the Parish Council.

Sandwath Playing Area

The land and play equipment are owned by the Parish Council.

Cricket Club and Ground

The cricket club has been in existence from at least 1895. It has over 70 members and runs 2 senior teams, a Thursday social side and 5 junior teams at under 18's, 15's, 13's, 11's and 9's. The ground is owned by the Parish Council, the pavilion and changing facilities shared with the football club.

Football Club

Church Fenton FC has been in existence for many years and runs 2 adult teams in the Premier Division of the York Football League. The ground is rented from a local landowner, and the pavilion and changing facilities are shared with the cricket club.

Bowling Club

The club is a flat green bowling club with two short indoor mats. It was formed in 1986 and runs 2 men's teams and 1 ladies' team, also 2 mixed teams and 2 short mat teams. It has around 70 members.

Sunar Bangla Restaurant

Indian restaurant open Tuesday to Sunday evenings.

Station Farm Guest House

3 star B & B with 3 rooms.

White Horse Pub and Restaurant

Purchased by the Parish Council in June 2018 who also provided the major finance for the refurbishment. It has been leased to Church Fenton Community Hub Ltd who will obtain a tenant to run the enterprise and it is hoped to re-open during 2019.

Fenton Flyer Pub

Serving a large selection of cask beers with home-made pizza nights.

Church Fenton Railway Station

Four Platform unmanned station.

Village Shop and Post Office

Re-opened 11th June 2017 as a Community shop, and purchased by the Parish Council in August 2018 who have leased it to Church Fenton Community Shop Ltd. It is planned to incorporate a post office, café and other amenities for the community.

Allotments

Various sized allotments for rental.

Fishing Lake

Leeds & District Amalgamated Society of Anglers private fishing for members.

Wildlife Habitat Protection Trust

Willow Farm site.

Old Park Plantation

Although not in the parish (on the border), this is used regularly by the school and Scout Association from the village.

Hall Lane Stables

Within 30 acres there is an indoor School, outdoor Arena and 21 stables with separate tack, feed and rug rooms.



Rail		Monday - Saturday	Sun
Number of trains to York (from Leeds)		19	15
Number of trains to Leeds		19	15
Number of Trains to Selby/Hull		11	3
Number of trains to York (from Selby/Hull)		12	4
Number of trains to Sheffield		2	2
Number of trains to York (from Sheffield)		2	2

Buses		week/days	Sat	Sun
Number of buses to Sherburn	+	4	5	-
Number of buses to Tadcaster	+	4	4	-
Number of buses to Selby	#	1	-	-
Number of buses to Tadcaster	#	1	-	-

+ Excluding Bank Holidays
Only Mondays including Bank Holidays

Broadband		Common Road	Station Road	Nanny Lane
Access %				
Next Generation		8	4	100
Superfast		0	61	0
Ultra Fast		0	0	0
Download Speeds (Mbps)				
Minimum		2.3	1.2	0.9
Average		7.5	27.7	5.5
Maximum		8.1	80.0	25.0
Property % unable to receive				
2 Mbps		0	0	0
5 Mbps		0	3	45
10 Mbps		100	39	88
Superfast access: 30 Mbps – 300 Mbps				
Source: Ofcom				

APPENDIX 4 SUSTAINABLE COMMUNITY ASSESSMENT

Is our community well run?	Yes/no	Commentary	Proposed NDP Actions
Quality-mark Parish Council	No	Something the PC could consider	None
Training and support for Parish and Town Councils, equipping them to: promote social inclusion; take account of their well being duty; and take account of current and future needs.	Yes	Ongoing support to Clerk and Cllrs	None
Opportunities for all residents to shape policy and delivery of services.	Yes	Open public discussion at all PC meetings (30 mins on agenda) All invited (repeatedly) to be involved in the NHP working group	None
Representative people and bodies are accessible and reflect community views and the diversity of needs within them.	Yes	Clubs supported. CF Lottery regular funding given to Football, Cricket, Bowling & PTA with funding option for grants for voluntary run organisations in the village. PC also have grant option for parishioners to apply for fund to support clubs.	None
Active community groups.	Yes	Football, Cricket, Bowling, Netball, Church, Guiding (Rainbows, Brownies, Guides) Scouts (Beavers & Cubs) Community Shop volunteer group. NCT mums Coffee afternoon fund raisers at Methodist. Church Groups	None
Wider voluntary sector active and involved in the community.	Yes	All above are volunteer run.	None
Up to date Parish Plan.	No	No PP but a VDS.	None
Village Design Statement supported and adopted in LDF.	Yes	Design policies being incorporated into NDP.	Design policy section. Historic Core definition leading towards Conservation Area. Identification of non designated local heritage assets.



Is our community well connected?	Yes/no	Commentary	Proposed NDP Actions
Availability of mobile / outreach services.	No	Recently / last few years lost the following: Prescription delivery to village Dr remote surgery weekly Mobile Library Fish & Chip van Post Office / ATM facility 2 out of 3 pubs currently closed (1 permanently)	We would support an increase in services using existing facility at the community shop especially Post office and Prescription collection Converting redundant space to meeting rooms etc to provide premises for small businesses e.g. hairdresser / alternative therapy etc Potential of café or support reopening of 1 x pub with restaurant
Adequately available and effective telecommunication and internet access through broadband provision.	Yes	Could improve as limited provider (BT only for fibre optic) and coverage does not include all parish	We would support and welcome more competition and fibre optic to all houses
Adequate mobile telephone reception.	Yes	Could improve as some providers have limited coverage e.g. village hall no reception / limited reception	None
Services provided through ICT.	No	–	None
Adequate public and community transport.	No	Bus service reduced esp school bus to TGS (although replaced TGS service at twice the price due to lack of NYCC funding) Regular bus to SiE & Tadcaster. Train service to Leeds and York frequency have increased.	Flagged as a concern to residents with outcome of housing survey. Car parking could be addressed.
Road and Public Rights of Way network in good condition and well maintained.	No	RoW public footpaths not cleared in all instances Footpaths in need of repair e.g main street (no work since before 1985 on main street footpath) Footpath to Brackenhill Lane required for safe walking to school Raw Lane (Ulleskelf) often closed through flooding – big impact on traffic within Church Fenton Public Footpath circular would be good along Gay Lane. Footpath on Church Street to get to residential dwellings without using road.	Support improvement to existing and establishment of new footpaths to link all residential dwellings in parish via safe footpath. Circular for recreational walks Gay Lane

Is our community well served?	Yes/no	Commentary	Proposed NDP Actions
Childcare services accessible in the community.	Yes	Jigsaws nursery. Limited lease on land used at school for temporary buildings. Expected in future school will require the land to expand (due to expending village) leaving CF without nursery in walking distance of school (or even in the village).	Support in purchase of premises to give greater outdoor provision and parking on site. Help maintain links to school (Kirk Fenton Primary)
High quality primary education opportunities available in the community.	Yes	Kirk Fenton Primary School – rated GOOD by Ofsted	Protect site from development
High quality secondary education opportunities for young people accessible.	Yes	SHS & TGS both rated GOOD by Ofsted. Resident of Church Fenton pay for private bus to transport to TGS – funding from NYCC reduced September 2017	None
Lifelong learning opportunities for adults.	No	WEA could provide services	None
Access to library services	No	Mobile library service ceased several years ago	None
Access to primary health care through static / peripatetic services.	No	Local Doctors surgery peripatetic weekly – lost in 2017. Travel to SiE or Tad essential to see Doctor	None
Affordable and consistent support for families and older people.	Yes	Through investment in shop and combatting loneliness via volunteering (less isolation at home) also through ability to walk to local shop and see people in community area Guiding association Church activities Lunch drop in café weekly at Methodist	Support in supporting the White Horse and keep other community assets open
Range of affordable community, voluntary and private services that serve the rural population.	Yes	Sports facilities Child recreational parks Church Village shop volunteering (Majority free at point of use)	Support community facilities
Access to local food shopping	Yes	Local village shop	Support as key community facility
Access to local Post Office services	No	Recently (May 2017) lost this facility	Village shop pursuing re-establishment of Post Office facility in village



Is our community thriving?	Yes/no	Commentary	Proposed NDP Actions
Range of jobs and volunteering opportunities.	Yes	Village community shop, sports/ recreational clubs, Parish Council for volunteer work	Support the White Horse reopening to provide wider range of low skills work / student 1st job employment opportunities
Adequate access to training opportunities	No	–	None
Sufficient supply of land and buildings for employment and business growth.	No	Jigsaws Childcare on limited lease	Support in any way can to provide longer term solution (land or building)
Support for local businesses to set up and grow.	No	–	None
Broadband sufficient to connect local business to markets and suppliers.	Yes	Limited to certain parts of the village but all the village have access to broadband and internet facilities	Support for new home connectivity
Economically viable/attractive town and village centres.	Not really	One village shop and one pub at present	More to do to reopen White Horse if possible and regular transport will bring people into the village to support our shop
Local culture, heritage and traditions maintained and cherished.	Yes but work to do in this area	Christmas eve carols around the tree	Work to take place to establish conservation area in core of the village

Is our community well designed and built?	Yes/no	Commentary	Proposed NDP Actions
Provides a range of housing, including affordable housing to create a balanced housing market.	No	Lack of affordable (to buy / shared ownership) larger homes; lots of families in 2 or 3 bed homes that have outgrown but not able to buy larger homes and stay in the village Villagers want to downsize to smaller homes (with gardens) but availability limited. Larger housing estates are not providing the mix of housing required for the village	Pepperpot these homes in the village to avoid ‘areas of affordable houses’ therefore allowing them to integrate with the rest of the village Housing with adequate parking on their land (i.e. avoid another Chapel Close where cars are parked on the road due to lack of parking and overdevelopment of the site) Housing in keeping with the style of church Fenton (i.e. not three storey)
Mix and design of housing reflects local character.	Yes	Recent developments are not in keeping refer to VDS for more detail on developments that should not be replicated in the village	Housing survey reinforces this belief
Homes and building use sustainable construction material and techniques.	Yes/no	Older housing stock is traditional but modern developments will have accorded with regulations.	Ensure new homes are built to most up to date regulations.
Access to recreational open space – linked into wider green infrastructure.	Yes	Providing not lost through over development of village in particular current concern land south of St Mary’s church	Maintain green areas as per the green space survey
Well-designed civic space enabling places for people to congregate.	Yes	Village hall, church x2, cricket / sports club and bowling club pavilions Pubs (ideally 2) Community Shop / meeting place	Support provided to reopening, establishing and maintaining these facilities
Utilities are sufficient for the resident population and able to accommodate growth.	No	Declining – need maintaining and improving (as per housing survey)	Promote utilities improvement especially drains network – houses flooding due to lack of adequate drainage system (foul water flooding)



Is our community environmentally sensitive?	Yes/no	Commentary	Proposed NDP Actions
New development respects and enhances local character.	No	Recent examples of new housing which is 3 storey and out of keeping with the village vernacular.	Design policy for new homes
Provides residents and businesses with access to renewable energy.	No	No local renewable energy schemes	None
Locally accessible recycling facilities.	No	No local recycling facilities in the village	None
Provides high quality green space/green infrastructure.	Yes	Greenspaces are available and well maintained	Define Local Green Spaces and protect
Protects and enhances habitats and biodiversity.	No	Few if any sites defined and protected.	Identify potential sites for allocation
Heritage buildings conserved and protected.	No/Yes	No Conservation Area. Some listed buildings protected	Identify new heritage assets to protect
Maintains quality of agricultural land.	Yes	Green Belt protects as does flood zones!	Identify green corridors for protection
Green Belt protected through local policy and practice.	Yes	Green Belt to west of railway	None

APPENDIX 5 BUSINESS SURVEY SUMMARY

Your company & location		
Company name if Church fenton Based	yes	
Do you work for a larger company and work from home	yes	5
Your home or Church Fenton-based company postcode LS24 9RQ, 9WE, 9FR, 9RW & 9RJ		
Nature of Business		
Manufacturing		
Healthcare		
Service Sector		
IT Consultant		
Workplace Healthy Lifestyles		
Nature of Business		
Full time	0	
Part time	3	
No employees	2	
Sites in the village could be developed for industry		
White Horse Pub (develop upstairs, if not use for residential, to be meeting rooms)	2	
Maintain Fenton Flyer	1	
Maintain Indian Restaurant	1	
School	1	
Jigsaws	1	
Maintain farming industry	1	
Support farm diversification to maintain rural village	1	
LEA/Media Hub & benefits	3	
Don't know	1	
Community shop (develop extra part of building for meeting rooms/office space)	1	
Redundant Farm Buildings into commercial units	1	
Brownfield sites near station	1	
Specific sites we should not develop		
Fields behind houses on Main St from Nanny Lane to St Mary's Church. As a regular walker this feels like a unique characteristic we should protect. I know there is currently planning permissions for that space	2	
Behind the church, this area needs to be protected as an area of natural beauty and protect the old church		
Any green belt areas	1	
Green field sites, anywhere, with a risk of flooding, any green areas eg playing fields, footpaths, playgrounds	1	



What do you consider the main barriers to growth for business in the Parish?

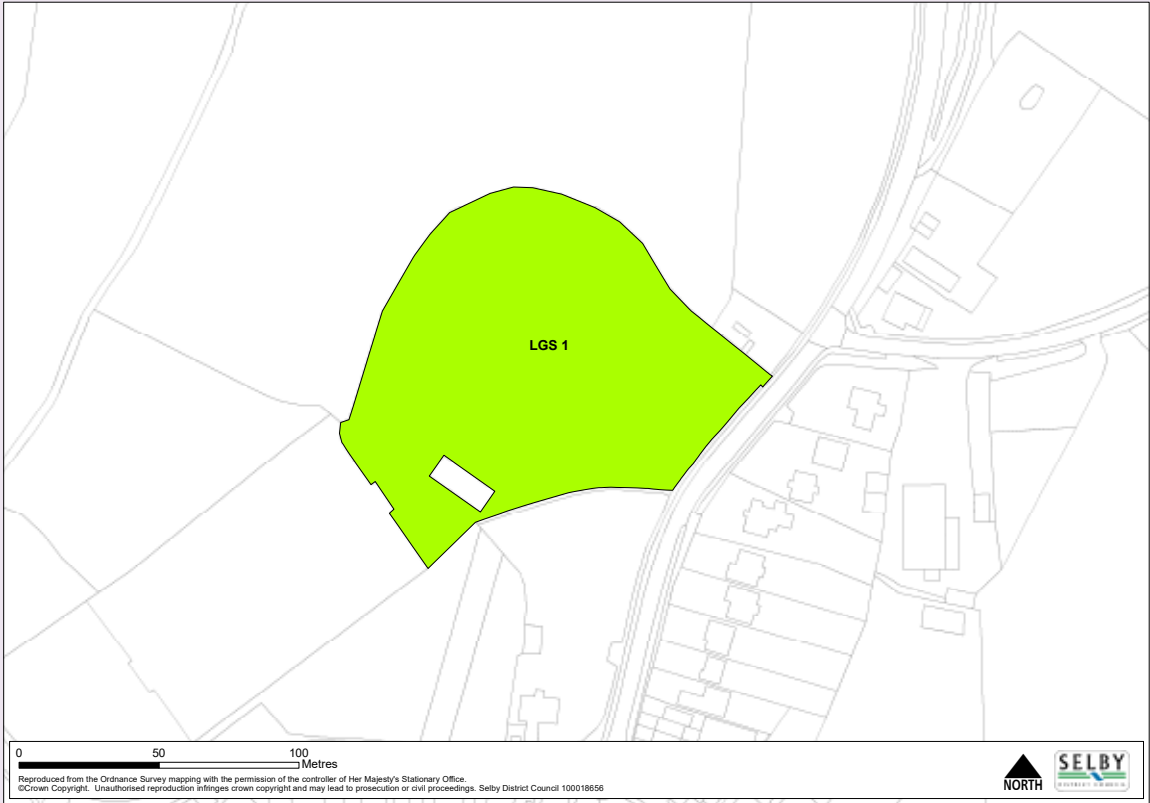
Broadband/Mobile communication	4	
Lack of premises to expand to	2	
Poor transport links	2	
Planning Policies	2	
Lack of affordable premises	1	

Have you got any specific ideas as to how the Neighbourhood Plan could be used to encourage businesses and business growth?

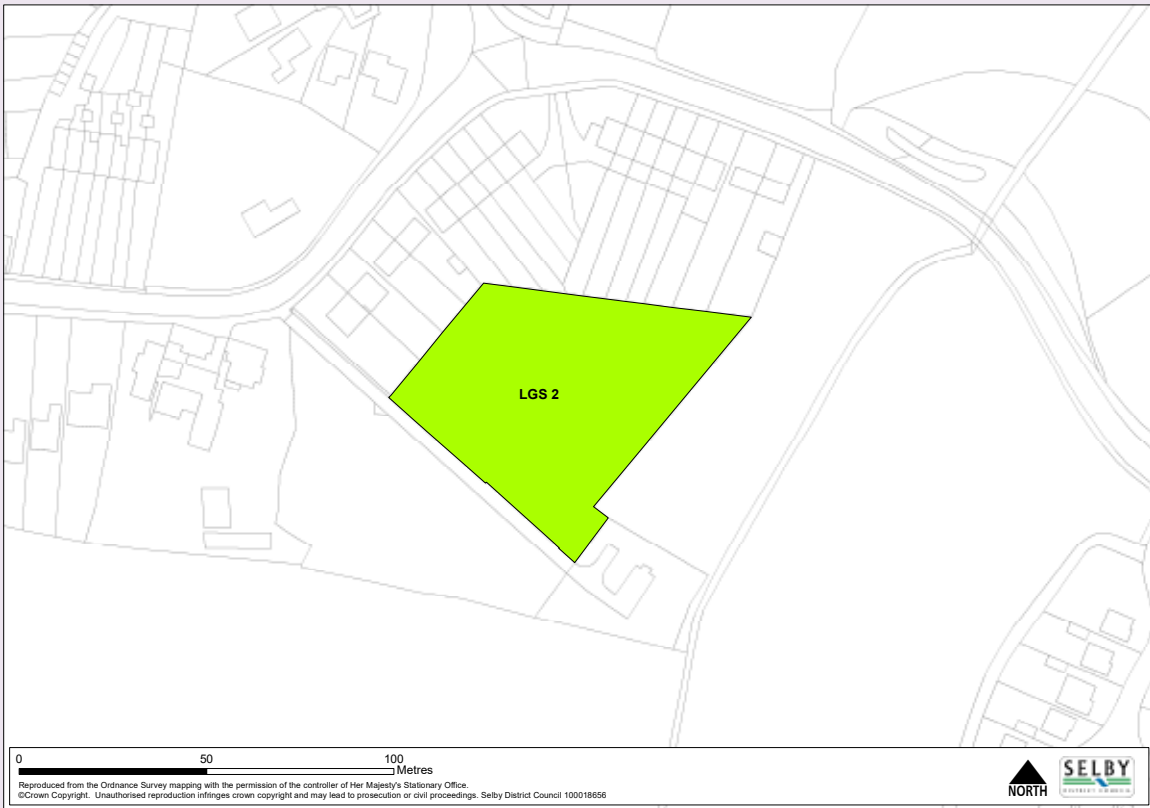
Supporting the premises purchase of the shop	1	
Supporting the purchase of the White Horse	1	
A nursery building to allow these businesses to grow and bring employment to the village	1	
The working economy is changing with more people working full time or part time from home. We need housing with space or working from home without having to use a precious bedroom	1	
Access to meeting rooms without having to go to hotels in Leeds/York to meet clients or run workshops	1	
Plan for discreet buildings that blend into the countryside and do not look industrialised, is farm buildings that could incorporate non farm related businesses	1	
Train station service/frequency of trains	1	
Train station parking	1	
A statement could be included stating the type of business growth the village wants. HS2 will cut through at least two businesses: Van & Car North Yorkshire, and the millinery business next door. So we will lose businesses/services rather than build them in the next few years	1	
no	1	

APPENDIX 6 GREEN SPACES MAPS

Church Fenton Local Green Spaces 1 (Cricket Ground)



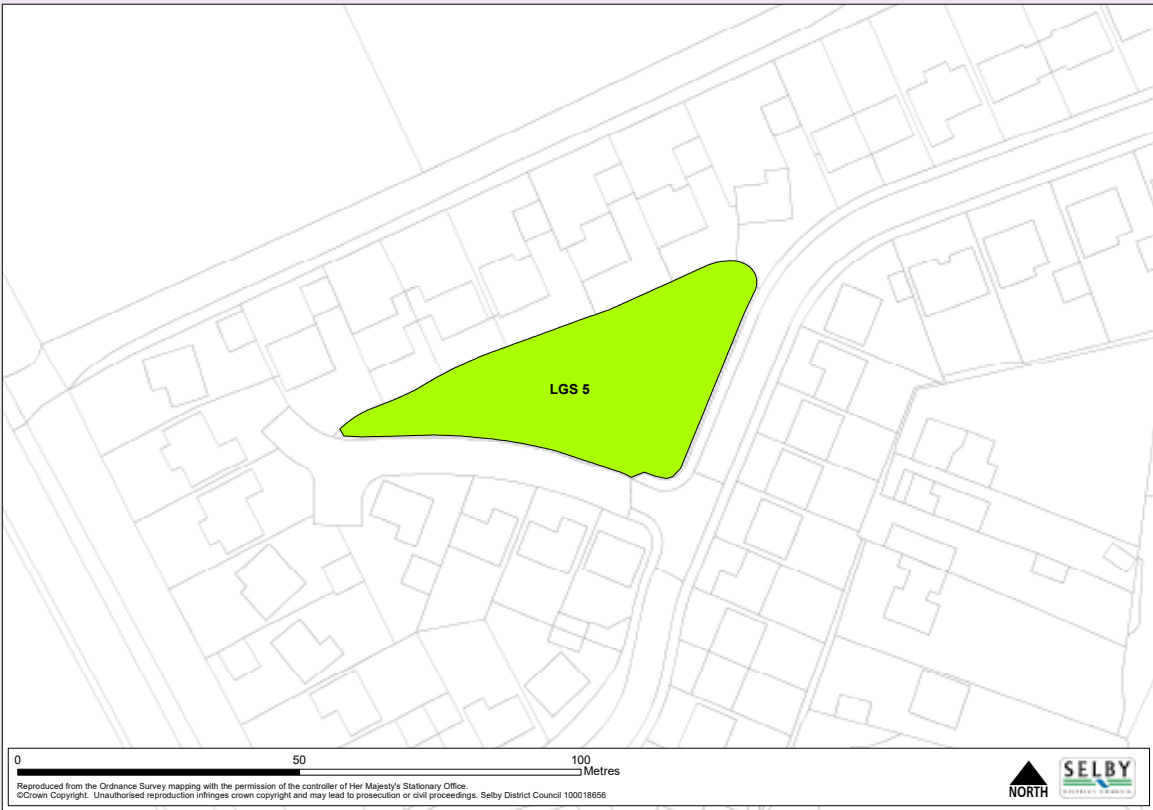
Church Fenton Local Green Space 2 (Playground)



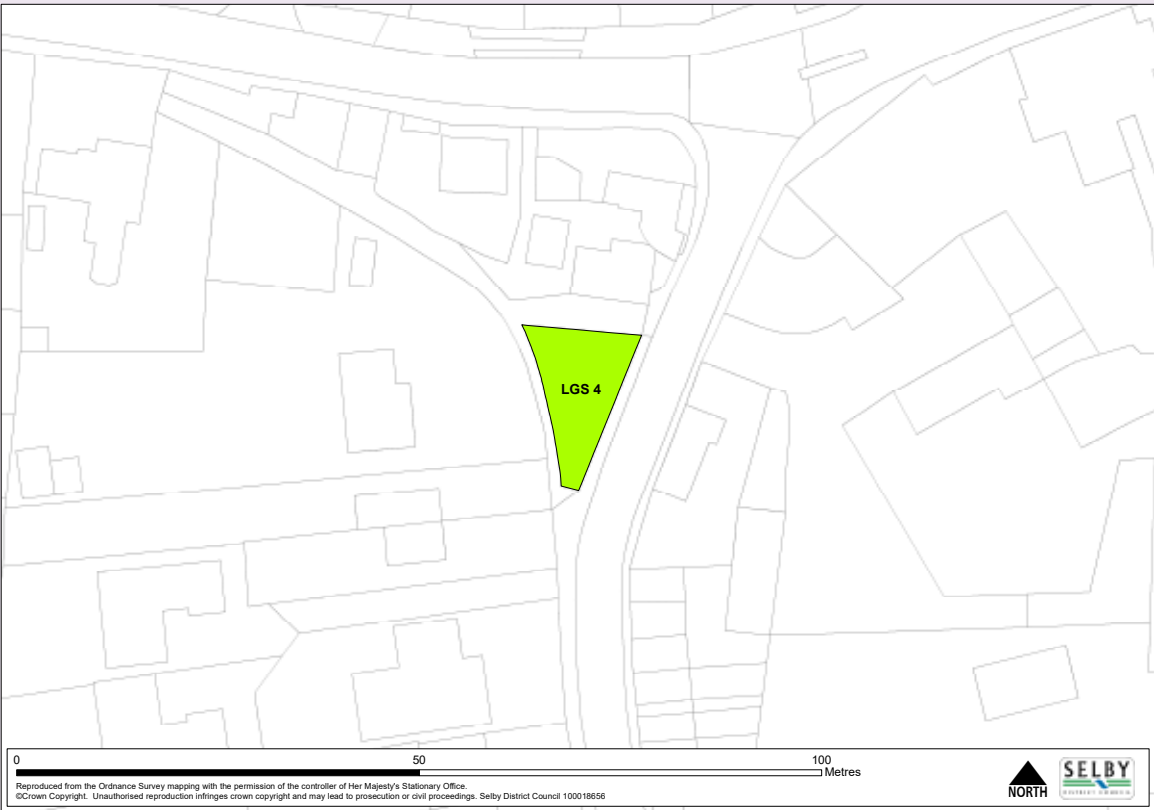
Church Fenton Local Green Space 3 (Bowling Green)



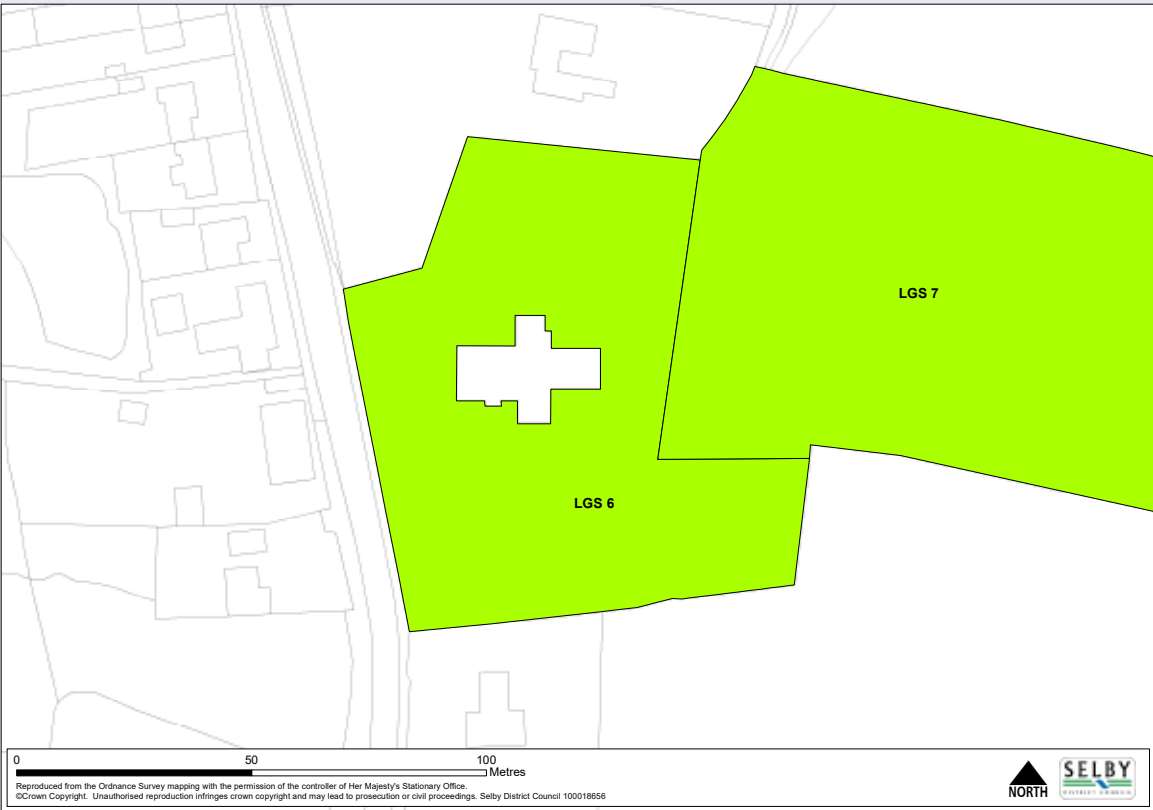
Church Fenton Local Green Space 5 (Sandwath Drive)



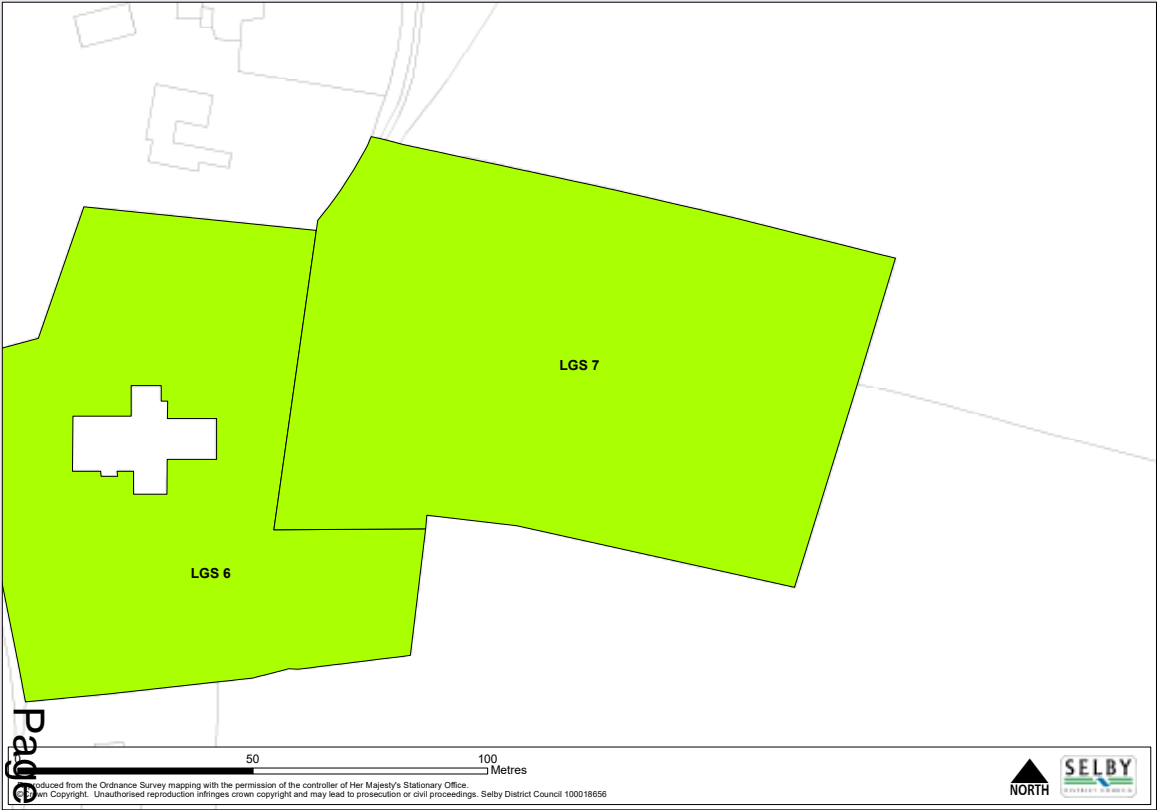
Church Fenton Local Green Space 4 (Village Green)



Church Fenton Local Green Space 6 (St Mary's Church environs)



Church Fenton Local Green Space 7 (Church Field)



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Report Reference Number: E/21/14

To: Executive
Date: 9 September 2021
Ward(s) Affected: All
Author: Aimi Brookes, Contracts Team Leader
Lead Executive Member: Cllr T Grogan, Lead Executive Member for Health and Culture
Lead Officer: Keith Cadman, Head of Commissioning, Contracts and Procurement

Title: Report on the Outcomes of the Change to Wheeled Bins for Recycling

Summary:

In April 2020, following significant capital investment and a complex mobilisation, the Council launched a new wheeled bin recycling service which replaced the kerbside box service that had been in place for over 10 years. Combined with the Covid-19 pandemic this change had a significant impact on waste tonnages in the district.

The purpose of this report is to appraise the Executive of the positive outcomes of the changes.

Recommendations:

That the Executive notes the contents of the report and the success of the new service.

Reasons for recommendation

For the Executive to understand the positive outcomes of the decision in September 2019 to implement a wheeled bin recycling service from April 2020.

1. Introduction and background

1.1 Selby District Council (SDC) is a Waste Collection Authority (WCA) with responsibility for household waste and recycling collections across the district.

1.2 At a meeting of the Executive on 5 September 2019, the Council approved a change from a kerbside sort recycling service to a wheeled bin recycling service with one bin for paper/card and one for mixed glass/cans/plastic. This followed a public

consultation which attracted over 6,700 responses and which was overwhelmingly in support of wheeled bin collections.

1.3 Procurements were undertaken in 2019 for a new fleet and the purchase of 80,000 wheeled bins. In January 2020 the distribution of new bins to almost 40,000 properties began. The distribution continued throughout March when the UK went into the first national lockdown. Despite the increasing pressure on staff and services caused by the pandemic, the new collection service commenced as scheduled at the start of April 2020.

1.4 The new wheeled bins service saw an increase in recycling capacity of 150 litres per household per month from 330 litres to 480 litres. There was an expectation that recycling tonnages and the overall recycling rate would increase but the main driver for change was to provide an improved recycling service for residents.

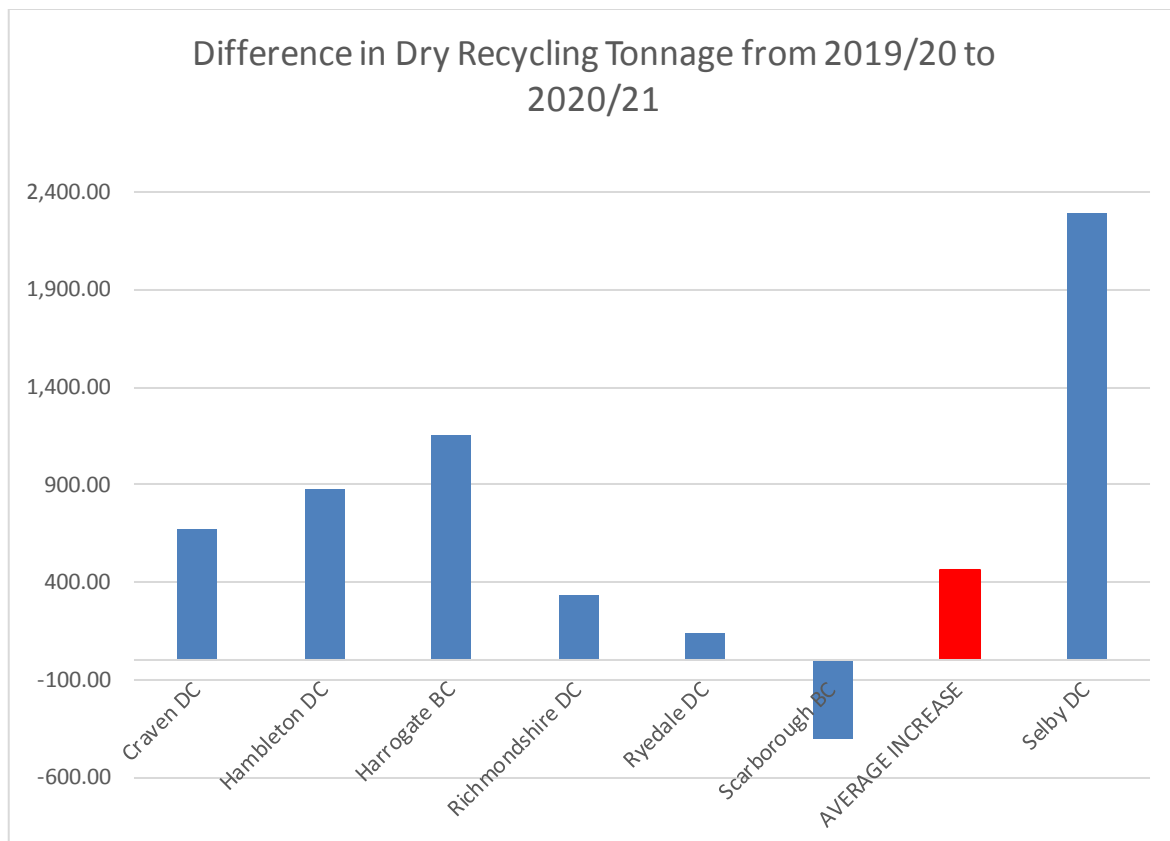
2.1 Performance Analysis

2.1.1 The start of the service coincided with the first Covid-19 lockdown which led to the temporary closure of the HWRC's, homeworking, and home schooling for many residents. This in turn led to a significant increase in both residual and recycling tonnages. A benchmarking exercise has been carried out with the other North Yorkshire District and Borough Councils to try and ascertain how much of the increase in tonnage was due to the new service and increased recycling capacity, and how much was due to the impact of Covid-19.

2.1.2 The benchmarking just looked at the increase in dry recycling and residual waste tonnage between 2019/20 and 2020/21. We are not aware that any of the other District or Borough Councils made any changes to their waste services during this time, other than those necessitated by the impact of Covid-19.

2.1.3 The existing kerbside box service had been in place in the Selby district since 2009 and dry recycling tonnages had begun to plateau. During the first year of the new service tonnages increased by almost 30% from 160.24Kg to 206.76Kg per household. The average tonnage per household across the other LA's in 2020/21 was 199.38Kg.

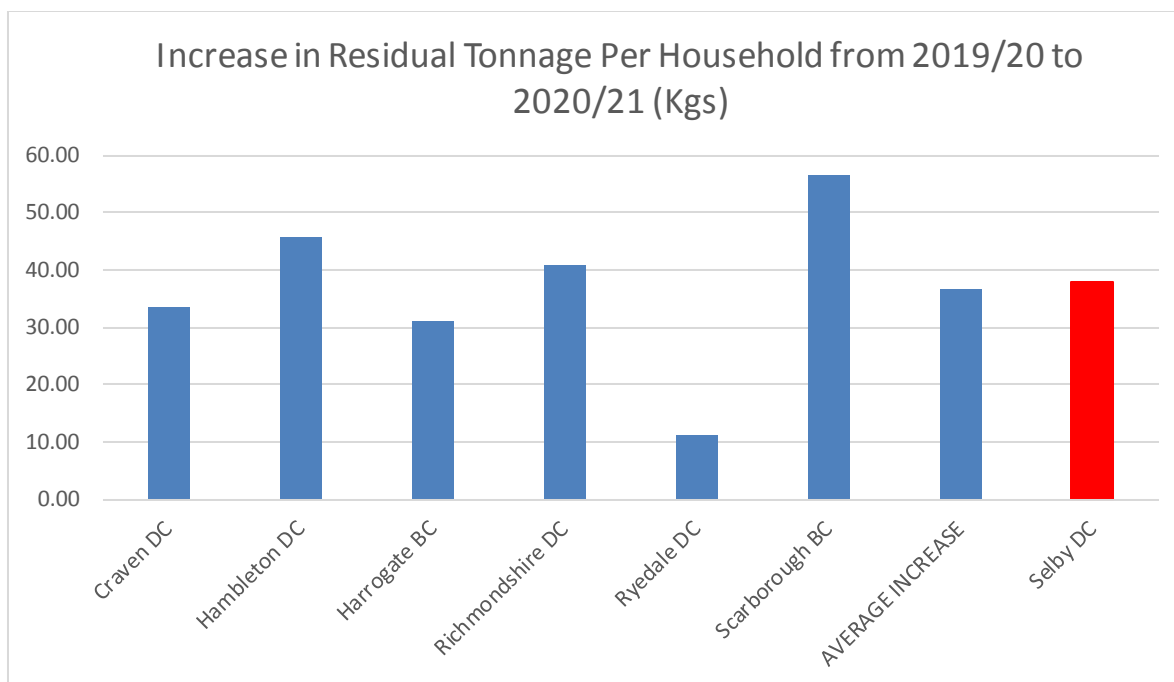
2.1.4 The six other Local Authorities (LAs) in North Yorkshire, saw an overall average increase in dry recycling tonnage of 6.66% or 465 tonnes from 2019/20 to 2020/21. During this same period SDC saw an increase of 37.97% or 2,295 tonnes. The chart below shows the breakdown per LA along with the average for the other six authorities, excluding Selby.



2.1.5 As stated above, as well as impacting on dry recycling tonnages, Covid-19 also had an impact on residual waste as more people worked from home and home schooled.

2.1.6 Residual waste tonnages had been reducing year on year but the impact of Covid resulted in an increase of 8.8% or 1,900 tonnes from 2019/20. The average increase in tonnage across the other LAs in 2020/21 was 1,769 tonnes.

2.1.7 Residual waste increased per household in the Selby district by 6.92% or 37.76Kg. The other six LAs all saw an increase in residual waste tonnage of an average of 8.28% or 36.6Kgs per household. The chart below shows the breakdown per LA along with the average for the other six authorities, excluding SDC. This shows that the increase in residual waste per household in the Selby district was just slightly higher than the average for the rest of North Yorkshire.



2.1.8 The final analysis undertaken was on dry recycling rates and overall recycling rates. Again prior to the service change the recycling rate in the Selby district had reached a plateau. The table below shows dry and total recycling rates for SDC per year from 2015/16.

	2020/21	2019/20	2018/19	2017/18	2016/17	2015/16
Total Recycling Rate	44.7%	42.7%	41.2%	41.6%	42.6%	42.6%
Dry Recycling Rate	19.6%	16.0%	16.5%	16.7%	17.0%	17.0%

2.1.9 The implementation of the new service saw the dry recycling rate increase by 3.6% whilst the overall recycling rate increased by 2%. The lower increase in overall recycling rate is due to the impact of green waste tonnages and increased residual waste. We would expect the overall recycling rate to increase again during 2021/22 as residual waste tonnages return to pre-Covid levels.

2.1.10 Across North Yorkshire the other LA's saw on average a reduction of 0.4% in dry recycling rate and 0.2% in overall recycling rate. This is likely to be as a result of increase in residual waste tonnages. The table below shows a summary of the percentage change in recycling rates per LA between 2019/20 and 2020/21, along with an average of the first six LAs excluding Selby.

	Change to Dry Recycling Rate	Change to Total Recycling Rate
Craven DC	0.8%	0.7%
Hambleton DC	0.2%	-1.1%
Harrogate BC	0.0%	0.2%
Richmondshire DC	-0.5%	0.9%
Ryedale DC	-0.2%	2.5%
Scarborough BC	-2.7%	-4.3%
AVERAGE CHANGE	-0.4%	-0.2%
Selby DC	3.6%	2.0%

2.2 Other Service Outcomes

2.2.1 One of the other key drivers for service change at this time was the need to replace the waste collection fleet which had reached the end of its life. As well as allowing the Council to review the type of container provided for recycling collection, it also allowed for a full review of the collection service. Headline service improvements included: -

- a change to four-day working from Tuesday to Friday, allowing crews to have bank holidays off and also providing additional flexibility at Christmas and New Year,
- a full round rebalancing exercise that builds in capacity for future property growth and
- more efficient zoned collections across the district providing additional resilience for crews

2.2.2 These service improvements have created a robust and flexible service which has been able to cope with the additional demands of the pandemic and has meant there have only been around 15 working days since the start of the first lockdown where we have been unable to deploy a crew/s due to sickness or isolation. All of the suspended rounds were green waste as residual and dry recycling are the priority services as supported by Government best practise. Many Councils have had to stand green waste rounds for some months during this time.

3. Alternative Options Considered

N/A

4. Implications

4.1 Legal Implications

N/A

4.2 Financial Implications

N/A

4.3 Policy and Risk Implications

The service has been carried out in line with the newly adopted suite of waste and recycling policies.

4.4 Corporate Plan Implications

The new service helps the Council to deliver great value by ensuring that we are providing high quality, effective and efficient waste and recycling collection services.

4.5 Resource Implications

N/A

4.6 Other Implications

N/A

4.7 Equalities Impact Assessment

A full equalities impact assessment was carried out as part of the project mobilisation.

5. Conclusion

The decision taken by the Executive and Full Council to change the service and invest in a new fleet, has resulted in an increased recycling rate and the capacity to accommodate a 13% increase in waste arisings during the pandemic, whilst also maintaining collection services during a prolonged period of disruption, complying with Covid-19 legislation and best practise.

6. Background Documents

None

7. Appendices

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Report Reference Number: E/21/15

To: Executive
Date: 9 September 2021
Status: Key Decision
Wards Affected: Selby East, Selby West, Sherburn in Elmet, Tadcaster
Author: Stephanie Dick, Economic and Regeneration Projects Lead
Lead Executive Member: Cllr David Buckle, Lead Executive Member for Communities and Economic Development
Lead Officer: Julian Rudd, Head of Economic Development and Regeneration

Title: Places and Movement Study

Summary:

The Places and Movement Study is a joint initiative with NYCC to identify a range of proposals to enhance public spaces and the way that vehicles and people move within the District's main centres. This report updates Executive on the progress of the Study, including public consultation outcomes and recommended next stages of work and outlines the findings of the completed study for Selby and Sherburn-in-Elmet. The report seeks agreement for the next steps of the Study in Selby, Sherburn and Tadcaster.

Recommendations:

It is recommended that the Executive:

- a) Note the progress of the study and outcomes of public consultation.
- b) Endorse the findings of the study, as presented in a draft strategy document and accompanying technical report.
- c) Agree to contribute up to £80k towards the next stage of the study (as detailed in Section 5 of this report), to be commissioned jointly with North Yorkshire County Council.

Reasons for recommendation:

The identified projects for Selby and Sherburn now require further refinement following consultation to develop schemes that are bid ready for future funding opportunities. Delivering these schemes would enable centres to transform their

experience for residents and visitors, improving their quality of place and reducing the impact of poor air quality and congestion in key locations. The centres would be safer and more attractive, particularly for pedestrians and cyclists.

1. Introduction and background

- 1.1** Selby District Council (SDC) and North Yorkshire County Council (NYCC) commissioned WSP in July 2020 to produce a Places and Movement feasibility study for the District's main centres, Selby, Sherburn and Tadcaster. The study is funded by the York and North Yorkshire Local Enterprise Partnership (LEP), NYCC and this Council to develop proposed solutions to current issues and future requirements in our town centres. The vision of the study is for Selby District Town Centres to be transformed by 2030 into exemplary, forward thinking, attractive places accessible to all, and places that people want to live and work in and enjoy.
- 1.2** The objectives of the study are:
 - To enable modern accessibility in a historic environment
 - To create a positive perception of place and strong local identity
 - Futureproofing to support wider objectives (planning for and managing environmental constraints)
- 1.3** The study identifies three traffic management solutions and related highways' options in Selby. The study also includes detailed improvements to public realm, resulting from the traffic management proposals in both Selby and Sherburn. Consultation took place in April 2021 and asked for views of the public on proposals. The study findings and consultation results have been used to identify and recommend the next steps in this report.
- 1.4** The Places and Movement Study has identified further work to be undertaken to respond to the recent consultation and ensure that any proposed schemes provide relevant information suitable for a Department for Transport (DfT) Strategic Outline Business Case (SOBC) level, for funding. Projects identified are short to medium term with some deliverable in 1-5 years and others 5-10 years.
- 1.5** In Tadcaster, the mechanism for delivering change in the town centre is through emerging Local Plan proposals including highway and public realm changes. These draft town centre proposals identified in the Preferred Options Local Plan, cover a significant area of central public realm, parking, and highways in Tadcaster, therefore any further detailed work taken forward through the Places and Movement Study, would duplicate proposals already being developed, tested, and consulted on through the Local Plan. The same consultants, WSP, who have developed the Place and Movement Study proposals for Selby and Sherburn, are also working with the Council to test and develop the similarly ambitious and transformative proposals for Tadcaster arising from the Local Plan work.
- 1.6** Early assessment in the Places and Movement Study for Tadcaster to scope out potential options for development, identified similar solutions to those

proposed in the emerging Local Plan. The Economic Development and Regeneration Team will therefore work with the Local Plan Team, NYCC and stakeholders to progress future delivery of town centre enhancements when the work reaches an appropriate stage, through adoption of the Local Plan.

- 1.7 In addition to the Local Plan proposals, this Council's Town Centre Revitalisation programme will include projects in Tadcaster for delivery by March 2023, (Britannia car park/bus station enhancements and improvements to SDC owned buildings) with committed P4G funding.

2. Study findings

- 2.1 The draft Places and Movement study summarises the proposals for Selby and Sherburn. A technical report sits alongside the strategy document, setting out the detailed results of modelling and analysis completed by WSP.
- 2.2 The study methodology included workshops, detailed spatial assessments, transport modelling, and traffic management solutions. Proposals included physical interventions as well as behavioural change measures. All proposals and highways options within the study are at design concept level. The consultation carried out recently was an initial early-stage exercise to test support for ideas.

Selby Proposals

- 2.3 Selby proposals included three options for the movement of vehicles in the town centre (Also see Appendix A). Options were sifted from a long list, through a robust selection process based on criteria including meeting the study objectives, cost, and deliverability.
- 2.4 Option A – Do Minimum - The package is focussed on small scale and deliverable interventions to reduce queueing at the Air Quality Management Area (AQMA) through coordination of the signalised junctions, while also proposing more stringent controls over the vehicles using New Street (the location of Selby's AQMA) through a targeted Clean Air Zone (or similar).
- 2.5 Option B – Do Something - The core of the package utilises a bus gate along the A19 Gowthorpe / The Crescent in order to prevent through traffic while still enabling access where necessary, significantly reducing the traffic flows on the main route.
- 2.6 Option C – Do Maximum - The Do Maximum option is considered to present the greatest degree of change feasible within the broad scope of the study. The package takes many of the individual scheme components and combines them to enable significant enhancement to Gowthorpe / The Crescent. Crucially, the scheme enables reallocation of carriageway around each of the key junctions and associated streets, allowing major beneficial impacts at Western, Central and Eastern gateways in relation to place.

- 2.7** Benefits associated with changes to the current highway network include reduced congestion, HGV movements and carbon emissions. Interventions are focussed on improving air quality and congestion at New Street AQMA where narrow pavements and queueing traffic impacts negatively on the experience of the street.
- 2.8** Option A results in minor changes, with some improvement to congestion. The benefits to place in Selby are more transformative with options B and C, where the attractiveness of the town centre is increased and private vehicles have less priority, enabling public spaces to be used for walking and cycling, events, and other leisure activity such as space for outdoor food and drink provision. These interventions would support the local economy to recover through the covid pandemic and give more space for activity in town centres, so that people spend more time in the centre and the visitor economy is further encouraged.
- 2.9** Option C results in the most significant change, proposing a one-way town centre loop. Option C realises the most benefits to achieve the vision of the study, including accessible, appealing town centres, increased footfall, mode shift away from private vehicles and a strong sense of place.

Sherburn in Elmet Proposals

- 2.10** Sherburn-in-Elmet proposals are less extensive regarding changes to the highway, identifying improvements to key areas; Low Street (north and south), Kirkgate junction and Finkle Hill. The proposals meet the objectives of the study to create more attractive public realm and improve the identity of the village centre.
- 2.11** Proposals consolidate off street parking arrangements which currently dominate the central shopping areas, causing conflict between pedestrians and vehicles. Proposals within the study reallocate parking to on street bays, keeping disabled access where required and consider the proximity of car parks within walking distance. This allows areas in front of shops to be freed up, creating more attractive and pleasant spaces and gives more room for pedestrians to move around. The Kirkgate/Finkle Hill junction improvements propose widened pavements and introduce safer crossing points for pedestrians.

3. Public Consultation

- 3.1** Public consultation ran between 6th-30th April 2021. Proposals were detailed via consultation material hosted on an NYCC webpage, with images and text. Printed material was available on request and posters/leaflets were displayed/distributed in Selby and Sherburn-in-Elmet libraries.
- 3.2** Due to the Covid-19 pandemic, and associated restrictions, online consultation events took place with two briefings held via Microsoft Teams, and recordings of these were made available after the events. The briefings outlined the detail of the proposals and associated benefits, and how the resulting options were identified. Attendees had the opportunity to ask questions during the sessions.

- 3.3 An email promoting the consultation was sent out to 74 stakeholders, in addition to a press release, which featured in local newspapers and on social media platforms.
- 3.4 Participants completed an online survey about the proposals for Selby and/or Sherburn and could also email a dedicated inbox with responses or queries.
- 3.5 The questionnaire was split into sections based on areas the proposals related to, as well as the three highway options in Selby. Those responding were asked to give their views on each of the options being proposed and then to choose a preference in terms of the set of options for each area. For several of the questions those responding were given the opportunity to provide additional comments in a 'free-text' box. Demographic questions included postcode, connection to the area, and existing transport and travel habits.

4. Outcomes of Public consultation

- 4.1 The aim of the consultation was to gain an understanding of the level of support for the options put forward for Selby and Sherburn.
- 4.2 In total, there were 600 responses. 575 people completed the survey online. In addition to this, 15 individual emails were received with additional comments. A number of these were from stakeholder organisations.
- 4.3 Of the responses received, over 50% were from Sherburn-in-Elmet postcodes. The remainder were from Selby and wider area postcodes. Whilst the questionnaire was designed to enable participants to skip questions, many of the comments regarding Selby were from Sherburn-in-Elmet postcodes.
- 4.4 In general, the largest number of responses were received from those considered to be within the traditional working age population. Those over 65 and under 25 accounted for the fewest number of responders. A larger proportion of people who identified as female responded to the survey (60%).
- 4.5 80% of respondents to Selby questions typically travelled by car or van as a driver to Selby. 64% of respondents to Sherburn questions typically travelled by car or van as a driver, with 24% of respondents typically walking.

Selby proposals

- 4.6 In general, there was broad support for the public realm proposals, and lower levels of support for the highway's options; Option A (30%), Option B (8%), Option C (17%) None of the above (45%). Highways Option A received the greatest support.
- 4.7 In the following question on highways options, 'why do you feel this way?' in which multiple reasons could be selected, the highest-ranking response was 'prefer the existing layouts' (34%), 27% also selected 'is more direct/convenient'. However, responses that also polled at higher than 25%

included: 'will benefit pedestrians', 'will be safer', 'will improve the environment', 'will improve air quality', and 'better use of public space'.

- 4.8** With regards to the Selby place options, the proposals for Market Street/The Crescent had the highest level of support (46%), as the preferred area for improvement with many people commenting that making the area more pedestrian friendly would be appealing.

Selby Proposal	V positive / positive	Neutral	Negative / V negative	Don't know
Highway Option A	30%	26%	26%	19%
Highway Option B	17%	18%	47%	19%
Highway Option C	24%	17%	42%	18%
Market Place/The Crescent	43%	22%	19%	16%
Micklegate	41%	16%	28%	16%
Back Micklegate	48%	23%	14%	16%
New Street	38%	24%	22%	17%
Riverside	40%	21%	23%	16%
Flaxley Rd/New Millgate	39%	20%	24%	18%
Scott Rd junction	37%	25%	21%	17%

Figure 2.0 – Selby consultation outcomes

Wider comments

- 4.9** Many people commented that increasing trees and greenery in both Selby and Sherburn would be beneficial, both in terms of improving the visual appeal of the area, and the environmental benefits. However, comments related to maintenance of trees and taking up parking spaces were also submitted.
- 4.10** Several comments highlighted the need to explain benefits to cycling more effectively. Public transport did not feature heavily in comments received, but several responses suggested that public transport in the area did not meet local people's needs.
- 4.11** Several people commented on the impact of the proposals on air quality, both in a negative and positive context. Many people could see the benefits of reducing areas of standing traffic, and the potential improvements in air quality

in the town centre that reduced vehicles would deliver. However, many people also commented that the introduction of a one-way loop would increase their vehicle mileage and could therefore impact on emissions.

Sherburn-in-Elmet proposals

- 4.12** Options for Sherburn, whilst less extensive, still attracted high levels of interest, accounting for over half of the overall responses.
- 4.13** With regards to the place options, the proposals for Kirkgate junction had the highest level of support, with many people commenting wider pavements and safer crossing points would be appealing for pedestrians and commented on their current experience using the crossing as negative.
- 4.14** However, many people were concerned about the impact of the proposals on parking in the village, and several comments related to disabled parking provision. Several responses noted the growth of Sherburn2 industrial estate and the increase in large vehicles and HGVs navigating the village centre. There were also a lot of comments relating to the number of houses that had been built in recent times within the study area, suggesting that the increased housing numbers should be supported by improved infrastructure.

Sherburn Proposal	V positive / positive	Neutral	Negative / V negative	Don't know
Finkle Hill	37%	10%	48%	5%
Kirkgate Junction	47%	15%	21%	6%
Low Street North	36%	13%	47%	5%
Low Street South	41%	21%	34%	6%

Figure 3.0 – Sherburn-in-Elmet consultation outcomes

5. Recommended Next Steps

- 5.1** From assessing the consultation responses, it is clear the proposals did not reach a consensus on the approach for Selby and Sherburn, with many respondents selecting the 'none of the above' answer for highways changes in Selby. Therefore, it is proposed that further analysis is undertaken to allow greater understanding of the main issues raised. It is proposed that the work for Selby and Sherburn is now progressed as studies specifically looking at the issues of each area, and targeting the main concerns identified through the early consultation.
- 5.2** The next stage of work is recommended to further develop proposals, considering consultation feedback, and evidencing the impact of proposals on

traffic volumes and behaviour. Further consultation on more developed proposals should clearly demonstrate the impact on journey times, parking, and the benefits for active travel modes and benefits for quality of place.

5.3 An action plan has been developed with NYCC setting out the themes from consultation and proposed further work stages related to these themes.

Theme from consultation	Action
General: Many respondents only interested in Selby or Sherburn proposals. More detail needed on the impact of proposals on traffic volumes, air quality, movement of traffic and journey times.	Additional detailed design work on highways options. Undertake further detailed consultation for Selby and Sherburn separately, with explanation of impacts of proposals and stages involved in the study.
Traffic Data: Many comments were made regarding the additional journey time that Option C might add to journeys.	Provide more detailed plans/maps/data explaining the impact on individual users, including links and junctions. Explain what the impact is of growth without any intervention.
Network Resilience: Comments were made regarding the lack of route choice available for those living in the north of the town. There are also concerns about 'rat running' and how this will be considered.	Explore alternative sub-options (additional links, or two-way sections) to ensure certain groups or areas are not disproportionately impacted. Explain wider proposals that could add resilience to the network. Explore options for reducing impact of changes on smaller streets and illustrate these.
Parking Parking was a consistent issue raised. There is a need to maintain accessible spaces and provide a better overall parking offer.	Undertake a comprehensive review of car parking across Selby and Sherburn. Understand the requirements for those with mobility impairments and ensure these are provided for. Align with wider proposals (mobility hubs / electric vehicle chargers / active travel improvements).
Air quality: Some comments referred to the potential impact increased journey times and mileage could have on air quality.	Additional high-level assessment to be undertaken to evidence the impact options could have on air quality.
Sherburn Signalised Junction: There was general support for this conceptual proposal, but the feasibility of this couldn't be fully explored due to the lack of confidence in traffic data during COVID.	Undertake modelling to ascertain the impact of these proposals. Carry out tracking to evidence feasibility for larger vehicles.

<p>Walking and Cycling: The consultation didn't clearly show improved walking and cycling facilities across the towns.</p>	<p>Highlight where walking/cycling routes are improved.</p>
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Figure 4.0 – Action plan showing consultation outcomes and recommended further work stages.

- 5.4** This work would be carried out in Autumn 2021 by WSP with the next round of consultation expected early 2022. The scope of work for the next stage of the study will broadly include the following areas:

Selby

- Traffic modelling
- Parking Analysis
- Air Quality impact
- HGV/Service/ Public Transport routing
- Active Travel benefits
- Future Mobility (including EV charging points)
- Further public consultation

Sherburn

- Traffic modelling (Kirkgate Junction)
- Parking Analysis
- Future Mobility (including EV charging points)
- Further public consultation

6. Implications

- 6.1** Highway proposals must be jointly agreed with NYCC as the local highway authority. Officers from both authorities are working in close partnership to progress this work.

Legal

- 6.2** There are no legal implications at this stage.

Financial

- 6.3** This report seeks approval for the further work stages outlined in Section 5 above, to be delivered in a joint commission with NYCC (who have already agreed to contribute £50k towards the cost of the work). The total expected cost of the proposed work and consultation is up to a maximum of circa £125k, with NYCC contributing £50k and the Selby DC contributing up to £80k being drawn down from the existing 'Town Centre Master Planning' consultancy fees budget within the Programme for Growth, which has £547k remaining. This fund is for consultancy and feasibility support to bring forward town centre regeneration projects. The next stage of the Places and Movement work is expected to be the largest single piece of work funded through this budget. Spending is also expected on a wider Selby station masterplan and

supplementary planning document, incorporating the £85k funding recently awarded through One Public Estate to rationalise publicly owned site in this area and bring forward development opportunities.

Selby DC recently allocated £2m as a match funding contribution towards a potential Round 2 MHCLG Levelling Up Fund bid. Whilst criteria for the Round 2 Levelling Up Fund have still to be set by MHCLG, there could be an opportunity to progress schemes identified within the Places and Movement Study. The current Levelling Up Fund looks to provide up to £20m for suitable schemes. The Executive has made clear that the projects agreed through the Places and Movement work should form the basis of a forthcoming bid for the LUF, although the criteria for the next round will need to be appropriate and the projects be sufficiently work up to deliver within the stated timeframe (otherwise, the Council's £2m allocation may not be useable).

Policy and Risk Implications

- 6.4** Planning permission will be required for certain schemes. The proposals will need to align with the Transforming Cities Fund (TCF) for Selby Station area, having already received funding and committed for delivery in Selby. The proposals must also take account of the High Street Heritage Action Zone project and Selby Conservation Area in any design proposals. The proposed future residential and employment growth through the emerging Local Plan must also be considered.

In addition to the potential risk of abortive spend that is involved in developing projects that do not yet have a full funding allocation, there is a risk related to Local Government Reorganisation. The new unitary authority will be in place in April 2023 and that could impact on ability to deliver the proposed schemes in the study. Most of the proposed schemes will be reliant on the new authority to take them forward to implementation.

Council Plan Implications

- 6.5** The actions are in line with and will help deliver the following aspects of the Council Plan by making the District:

- a great place to live, with regenerated town centres.
- a great place to enjoy, with more sustainable transport and improved community safety and public spaces.

The approach being taken also demonstrates our principles of being collaborative and community-focussed. Further stages will involve additional public consultation and engagement with targeted groups.

Resources

- 6.6** The Council's Regeneration Team is working jointly with NYCC on the study, (with WSP commissioned by NYCC as the consultants delivering the study). Any proposals taken forward for funding bids will need to be agreed jointly and the detail of these proposals further developed with the Highways Authority.

Other Implications

- 6.7** None.

6.8 Equalities Impact Assessment

There are not considered to be any specific equalities implications in this report.

7. Conclusion

7.1 The Places and Movement Study initial consultation, draft strategy document and accompanying technical report conclude the first stage in shaping the future of District centres, and it is now recommended further work is progressed and further consultation takes place. The next stages of work will identify proposals that meet the aims and objectives of the study, and address issues raised in early consultation, to develop schemes to enhance towns that have a greater degree of local support. Further development of proposals will consider the views of the public and stakeholders responding to the initial consultation.

7.2 For Selby, it is recommended further work is carried out on traffic modelling, parking analysis, impact of proposals on journey time and air quality, alternative routing, active travel benefits and future mobility. For Sherburn it is recommended further work is carried out on traffic modelling specifically for the main junction, parking analysis, and future mobility. For Tadcaster the Local Plan process will be the mechanism for developing and consulting on town centre highways and public realm enhancement.

8. Background Documents

Selby District Economic Development Framework 2017-2022

Report to Executive, Places and Movement Study, 11 March 2021

9. Appendices

A. Selby Places and Movement Highways Options included in Public Consultation April 2021

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Appendix A – Selby Places and Movement Highways Options included in public consultation April 2021

Option	Description	Diagram
A	Minor enhancement to traffic signals and change of palette of materials	<p>Selby - Highway Option A</p>
B	Bus gate on Gowthorpe, one way between Scott Road and Water Lane	<p>Selby - Highway Option B</p>

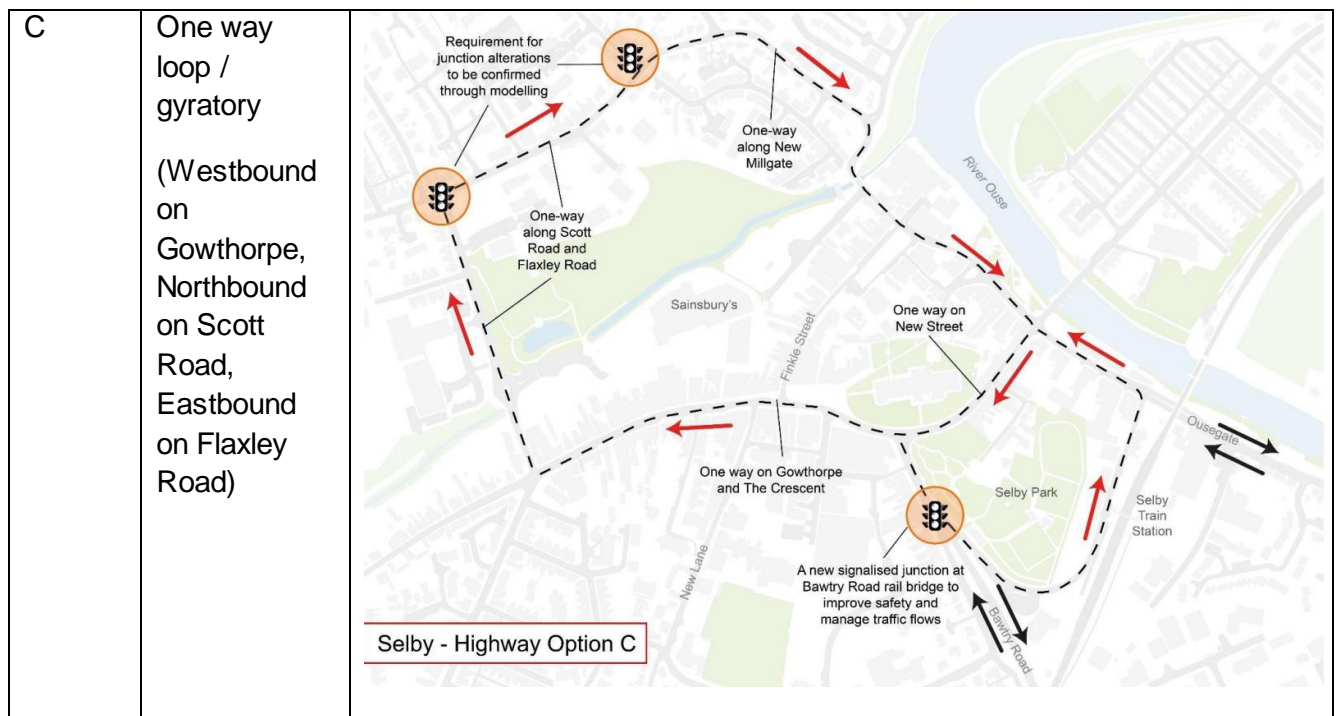


Figure 1.0 – Selby Highway Proposals



Report Reference Number: E/21/16

To:	Executive
Date:	9 September 2021
Status:	Key Decision
Wards Affected:	Selby East, Selby West, Sherburn-in-Elmet, Tadcaster
Author:	Stephanie Dick, Economic and Regeneration Projects Lead
Lead Executive Member:	Cllr David Buckle, Lead Executive Member for Communities and Economic Development
Lead Officer:	Julian Rudd, Head of Economic Development and Regeneration

Title: Town Centres Revitalisation Programme

Summary:

In 2020 £2.6m of Programme for Growth (P4G) funding was agreed for town centre revitalisation in the district's three main centres Selby, Sherburn and Tadcaster. This report sets out how the budget will be allocated to a pipeline of capital-based projects, using outline budget estimates. The priority projects have been identified from stakeholder consultation carried out between February 2019 to present. The projects for budget allocation ensure outcomes of the town centre action plans are realised, as part of the wider revitalising towns programme, and delivers the strategic priority of regenerated town/village centres, supporting recovery from the covid-19 pandemic. In July 2021, the Medium-Term Financial Strategy included an additional £500k for Tadcaster and £1.15m for Sherburn.

Recommendations:

- The Executive is asked to approve the projects list and proposed budget allocation to each project.
- The Executive is asked to approve delegation to progress and deliver the identified projects to the Director of Economic Regeneration and Place in conjunction with the Lead Executive member for Communities and Economic Development, S151 and Solicitor to Council subject to budget, with no revenue consequences. If, through the Business Case process, project costs increase beyond established budgets, Executive will refer approval to Council.

Reasons for recommendation:

The three main centres in Selby District are a strategic priority for regeneration. Approval of the priority projects detailed below, establishes the programme of revitalisation activity within our three main centres. Projects will be delivered in partnership with the key stakeholders for each project.

1. Introduction and background

- 1.1 The scope of the town centres revitalisation work has been established by the council with support from The People and Places Partnership. A range of physical, digital, and cultural initiatives have been established.
- 1.2 The wider town centre revitalisation programme is now underway, delivering projects against these themes. Working with relevant council officers, and partner organisations, the priority projects and initiatives have now been identified. A Towns Regeneration Advisory Board has been established to oversee progress and ensure the programme of work delivers the range of physical, digital, and cultural initiatives.
- 1.3 This report focuses on allocation of budgets approved in September 2020 (£1m for Selby, £500k for Tadcaster, and £500k for Sherburn). With the recent allocation of further funds (£500k for Tadcaster and £1.15m for Sherburn, of which specifically £650k is for leisure/recreation Legacy schemes), a total of seven capital projects have been identified which deliver against local priorities.

2. Wider Town Centre Regeneration

- 2.1 It is important projects are developed alongside other planned improvements to the three main centres, particularly in Selby where the Transforming Cities Fund (TCF) project for Selby Station will result in development of the area surrounding the station. The High Street Heritage Action Zone (HAZ) project also delivers projects within the HAZ area. Longer term, the Places and Movement Study proposes changes to the highways and public realm within the centres of Selby and Sherburn. The Preferred Options Local Plan is identifying highways and public realm improvements in Tadcaster to be delivered.
- 2.2 The council has also developed a Visitor Economy Strategy and Cultural Development Framework which will increase the number of events and activities taking place and boost footfall within town centres. The Town Centre Revitalisation Programme acknowledges both these strategic documents and looks to ensure wider objectives are met through project delivery.
- 2.3 Environmental considerations of climate change, flooding, and low carbon aspirations are also considered.
- 2.4 A joined-up approach will ensure projects are aligned, resources are used effectively, and construction timelines do not cause major disruption. The overarching objective will be to deliver visions and actions plans for each district centre. Priorities are to improve the attractiveness and appeal of centres, improve access and enhance gateways. Projects will deliver high

quality public realm and refurbished buildings to help improve business and customer confidence and attract further investment to towns.

3. Stakeholder Engagement

- 3.1 Extensive research and stakeholder engagement was carried out by Chris Wade from The People and Places Partnership between February 2019 to 2020 for the three centres and identified recommended action plans for delivery in partnership with stakeholders (the Tadcaster work has not yet been finalised to allow the Local Plan proposals to be determined). Engagement with a range of key stakeholders has continued including businesses, accessibility groups, community organisations and town/parish councils.
- 3.2 For the next stage of project delivery, relevant stakeholders will be engaged to finalise designs and consider methods of delivery. The range of stakeholders and level of consultation will vary depending on the project. Large capital works will include a range of external delivery support options as well as contract/commissioning arrangements in place. Consideration will be given to phasing of the individual projects.

4. Projects

- 4.1 The following table outlines the proposed list of projects, project scope, and outline budget allocation (based on high level cost estimates) for Selby, Sherburn and Tadcaster. Where delivered directly by SDC, the work will be progressed through three project stages:
- Stage One - Site assessment/design/consultation,
 - Stage Two - Detailed design, complete contracts for tendering/construction,
 - Stage Three - Tendering the work, contract management and delivery.
- 4.2 A number of legacy projects are expected to be delivered through grants to external organisations, where organisations will be asked to submit their more detailed ideas for project development which they will look to deliver. Selby District Council will monitor spend. The Executive will receive a further paper on the development of a grant policy to support communities to deliver such projects specifically aligned to town centre regeneration.
- 4.3 SDC Projects will aim to complete Stage One before Local Government Reorganisation (LGR) to be contracted by the proposed date for the Structural Changes Order in February 2022.

Project No.	Town	Project	Scope	Outline Budget allocation
1	Selby	Selby Market Place	Making space event ready, and welcoming visitors to Abbey area. Scope includes improved lighting, signage, street furniture, electricity points.	£500k

2	Selby	Selby Park	Rejuvenation of park, enhancement of the link with the Abbey, surface improvements.	£500k
3	Sherburn	Low Street/Wolsey Croft	Realignment of parking improved public realm, improved surface materials, greenery, signage, and street furniture.	£500k
4	Tadcaster	43 Kirkgate building ground floor	Refurbishment of building to achieve Minimum Energy Efficiency Standard (MEES).	£100k (dependent upon extent of works)
5	Tadcaster	Tadcaster Bank building	Building refurbishment/ redevelopment.	Up to £500k (dependant on option)
6	Tadcaster	A659 Gateway (Britannia Car Park/Bus station area)	Supporting car park improvement scheme, and bus station improvements.	£350k (dependent upon extent of works)
7	Sherburn	Leisure/ Recreation Legacy Schemes	Package of facility improvement schemes, including playing surface upgrades, play area upgrade, access improvements.	£650k (New Legacy schemes Allocation)

4.4 Project 1 is to improve Selby Market Place, creating a more welcoming environment to Abbey visitors, creating a sense of arrival in the important civic space used for markets, and making the space 'event ready' through new infrastructure including lighting, electrics, and street furniture to provide physical infrastructure for a variety of events/activities. This supports the council's Cultural Development Framework. The requirement for counter terrorism measures to protect the event space will be included in the design brief and considered early as part of the scheme design if this can be achieved without intrusive security barriers. The project will also resolve current issues of drainage and vehicle access to the Market Place. Further consultation with The Abbey may also influence the scope of the works including their aspirations to achieve better accessibility for all users from the Market Place and better integrate the Abbey and its grounds into the wider fabric of the town centre.

4.5 The works under the project are to be undertaken with due respect to works being undertaken by others at the same time and consideration to future planned works.

- 4.6 Project 2 is to improve Selby Park, aligning with Transforming Cities Fund (Selby Station) proposals for an improved junction and crossing point, continuing a link through the park from the Abbey to the Station. The budget will contribute to surface improvements and other enhancements to the park, to be finalised in consultation with groups who use the park. The exact extent of works may vary subject to Transforming Cities Fund scope, design development and funds available.
- 4.7 Project 3 is to improve Low Street, Sherburn (east side) including the Wolsey Croft area with realignment of parking, to clearly show where vehicles should park, and make it safer for pedestrians, with improved public realm, surface materials, greenery, signage, and street furniture. This will create a more welcoming environment and along with the existing improvements to Low Street west, will create a distinct high-quality environment to define the commercial heart of the village centre. The project will consider feedback from the Places and Movement Study consultation in April 2020. This area includes private land so the exact scope of works will depend on consultation with landowners.
- 4.8 Project 4 is refurbishment of 43 Kirkgate ground floor which is currently vacant to enable use, and to achieve Minimum Energy Efficiency Standard (MEES) for longer term occupancy. The project will be delivered with the Council's Property and Assets team.
- 4.9 Project 5 is budget allocation to the former NatWest bank building (32 Bridge Street), which is currently vacant. A number of options for the building will be considered separately by the Executive and so the final budget allocation will be dependent upon the option taken forward. The project will be delivered with the Council's Property and Assets team.
- 4.10 Project 6 is supporting the Property and Assets team's Britannia car park improvement scheme, with additional budget for the scheme including signage/interpretation, Electric Vehicle Charging points, and bus station refurbishment to create a high-quality gateway into Tadcaster from the east.
- 4.11 Project 7 (the new £650k of Sherburn Legacy funding) will deliver a package of recreation and leisure facility improvement schemes, including activities like: playing surface and play area upgrades and access improvements. The final package of work is currently being defined. Some of these schemes will be delivered using grant funding to organisations and the grant process and framework is currently in development. The scope to deliver some projects within wider procurements is also being investigated.
- 4.12 The remaining budget for Sherburn and Tadcaster has not yet been allocated.
- 4.13 To monitor performance of projects, replication of baseline surveys and other economic measures will be undertaken, as well as footfall monitoring. Currently manual footfall counts are carried out and automated footfall equipment will be procured. This data can be compared nationally to other similar market towns using the High Street Task Force data.

5. Implications

Planning permission or NYCC highways authority approvals will be required for some of the schemes.

5.1 Legal Implications

Where projects are located on private land, land ownership agreements and permissions must be sought.

5.2 Financial Implications

The work to develop and deliver projects is within existing approved budgets.

5.3 Policy and Risk Implications

Projects in Selby will need to align with the Transforming Cities Fund (TCF) project, the Heritage Action Zone project as well as the Conservation Area and emerging draft Selby Town Centre Design Guide. Similarly, in Tadcaster the Conservation Area should be considered. All projects should consider the Preferred Options Local Plan and Neighbourhood Planning in Selby and Tadcaster.

There may be a risk in the ability to deliver projects due to Local Government Reorganisation (LGR), with a new unitary authority in place April 2023. However, the Council has committed the funding in the recently approved Medium Term Financial Strategy (July 2021) and will ensure projects are progressed as quickly as possible to leave a positive legacy for the District.

The work will be progressed through three project stages:

- Stage One - Site assessment/design/consultation,
- Stage Two - Detailed design, complete contracts for tendering/construction,
- Stage Three - Tendering the work, contract management and Delivery.

There may be a delivery risk if the Local Government Reorganisation Structural Change Order (SCO) due in February 2022 restricts future revenue or capital spend. However, based on the early project scoping work, the Stage One work for the main projects will aim to be contracted by the time the Structural Changes Order takes effect. It should be noted though, that it is unlikely the schemes will have progressed as far as project Stage Two, or Stage Three so significant capital expenditure through award of construction contracts will not have been achieved before the SCO is issued.

5.4 Corporate Plan Implications

The actions are in line with and will help deliver the following aspects of the Council Plan by making the District:

- a great place to live, with regenerated town centres.
- a great place to enjoy, with more sustainable transport and improved community safety and public spaces.

The approach being taken also demonstrates our principles of being collaborative and community focussed.

5.5 Resource Implications

The successful delivery of all the schemes identified relies heavily upon effective collaborative working across SDC and the timely involvement of NYCC Highways. The additional work, and restricted delivery timescale, necessitates the prioritisation within SDC to ensure effective delivery.

5.6 Other Implications

Ongoing revenue costs will be identified within individual project Business Cases.

5.7 Equalities Impact Assessment

There are not considered to be any specific equalities implications in this report.

6. Conclusion

- 6.1 £2.6m in P4G funding was previously approved for Selby, Sherburn and Tadcaster for town centre revitalisation. A further £500k each has been allocated to Tadcaster and Sherburn and Sherburn is also benefiting from £650k of legacy funding for several leisure and recreation related projects making a total investment of £4.25m for town centre revitalisation. Investing in the District's three main centres is a priority of the council's corporate plan. By improving these places, people can use their centres in better ways, supporting the visitor economy, and helping recover from the covid pandemic by building sustainable communities. Priority projects have now been identified and recommended for budget allocation, to progress project delivery.

7. Background Documents

- Forward Frameworks/Action Plans developed by the People and Places Partnership are available at <https://www.selby.gov.uk/our-town-centres>

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Report Reference Number: E/21/17

To:	Executive
Date:	9 September 2021
Status:	Non key decision
Ward(s) Affected:	All
Author:	Stuart Robinson, Head of Business Development & Improvement
Lead Executive Member:	Cllr Mark Crane, Leader of the Council
Lead Officer:	Janet Waggott, Chief Executive

Title: Annual report 2020/21

Summary:

The annual report is a key way in which we tell the story of progress against our Council Plan priorities as well as giving important information about our finances and day-to-day performance.

2020/21 was a year like no other. In the face of the Covid-19 pandemic and the additional distraction of local government reorganisation the Council managed to lead the district response to and recovery from Covid-19 whilst delivering against our key priorities and sustaining performance on the majority of our key performance measures.

Recommendation:

Executive agrees to the content of the attached Annual Report 2020/21.

Reasons for recommendation:

The Executive is asked to approve publication of the annual report in order for it to be used as a document to explain how the Council has performed and used its money; this also enables the Council to use information within the report to support a range of other public and internal communications.

1. Introduction and background

- 1.1 The Council has a track record of producing yearly 'annual reports' for the Council. Annual reports provide a review of progress against our stated priorities – as set out in our Council Plan 2020-30. There was no Annual Report last year due to prioritising the pandemic response.

2. The report

- 2.1 This year's Annual Report will be designed to be read online whilst giving readers the option to print their own hard copy if required. The narrative contained in the attached draft will be enhanced through use of infographics and high quality, relevant images.
- 2.2 It is proposed that we use extracts from the main document as stand-alone infographics and photo stories for other external communication channels (e.g. social media) and for internal communications (e.g. intranet). We know this type of 'bite-sized' update brings higher rates of audience engagement.
- 2.3 We will proactively send links to the full documents to a range of stakeholders, including the organisations we work alongside.

3. Alternative Options Considered

- 3.1 Previous years' reports have been published in the format of our residents' newspaper and distributed to every home. This required significantly more funding than this year's proposed approach, which is designed to create a set of material that can be used through different channels alongside the main document.

4. Implications

4.1 Legal Implications

Not applicable.

4.2 Financial Implications

The report enables us to publish the year-end financial details.

4.3 Policy and Risk Implications

Not applicable.

4.4 Council Plan Implications

The report enables the Council to explicitly report progress on work to support the Council Plan priorities.

4.5 Resource Implications

Not applicable.

4.6 Other Implications

Not applicable.

4.7 Equalities Impact Assessment

Whilst the main report will be an online-only document, significant work has been undertaken with our website – and the way we present information online – to ensure documents are fully accessible.

5. Conclusion

- 5.1 The annual report gives the Council an opportunity to reflect on achievements and challenges and supports our on-going dialogue with residents, businesses and partners.
- 5.2 Publishing the report in the proposed format enables the Council to make the best use of the material in a cost effective way, as infographics and images can be used to support other external and internal communications.

6. Background Documents

Not applicable.

7. Appendices

Appendix A: Draft Annual Report 2020/21.

Contact Officer:

Stuart Robinson

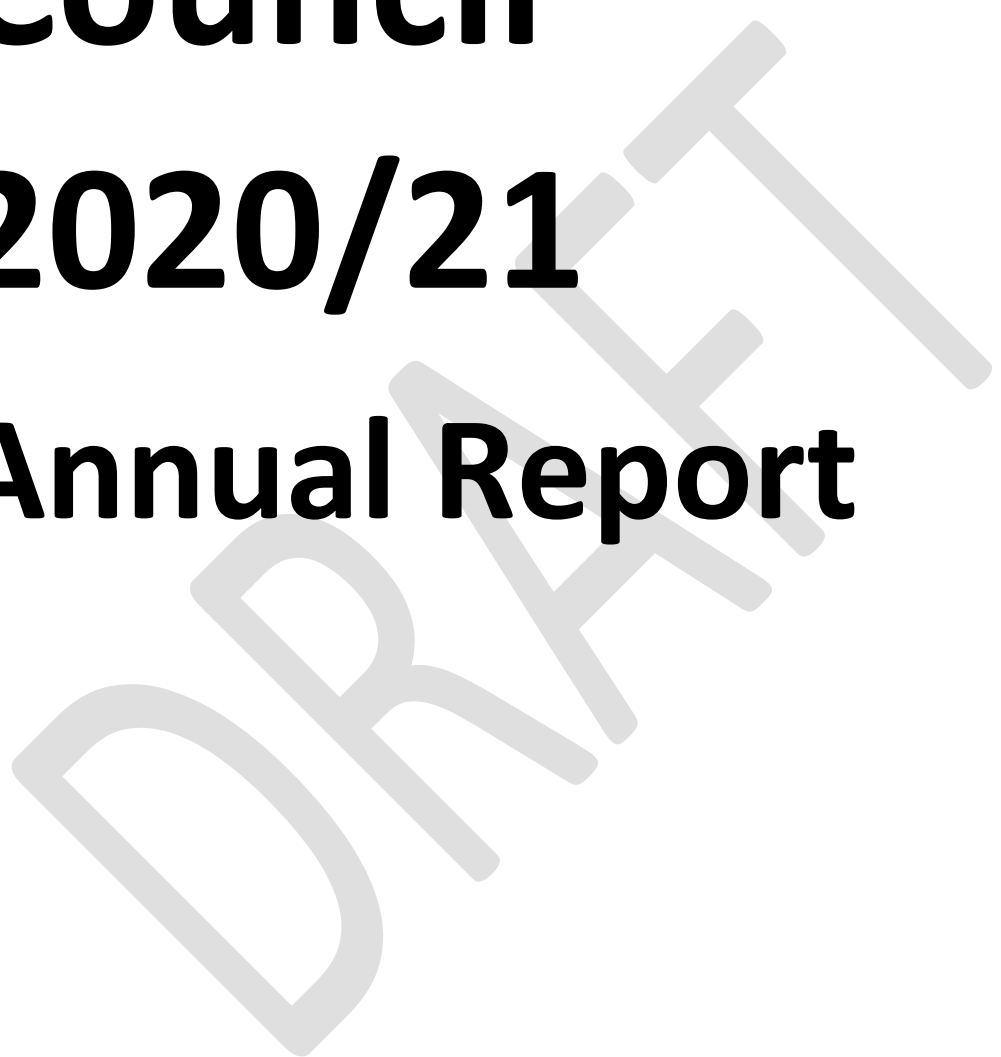
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Selby District Council 2020/21 Annual Report



2020/21 was a year like no other. It was a year in which the team at Selby District Council found themselves responding to the unprecedented challenges and demands of the Covid-19 pandemic. It was a year in which we had to radically reconsider and reprioritise the delivery of our services in response to national guidance, legislation, local need and requirements.

Alongside these huge challenges, we have also had to deal with the additional uncertainty of changes likely to follow as a result of local government reorganisation in North Yorkshire. And yet, despite this, we are proud to say that we have still been able to maintain the delivery of our organisational vision to **'make Selby a great place'**, which this report will outline in detail. This includes an overview of the role that we played in both responding to the pandemic and in leading the recovery of the district.

Throughout this period, we supported residents through the provision of vital services without which, life for some would have been incredibly difficult. We supported businesses through the provision of advice, of financial assistance and more recently, with the necessary preparation to re-open or for some, to open for the first time. Perhaps most importantly, we looked after the most vulnerable members of our community. We ensured their safety through contacting them to check-in, offering advice and signposting to support and information wherever this was available. We worked with our communities and our many partners to ensure that help and support were directed to where it was needed. We used our collective skills, talent and knowledge to deliver locally for the people of Selby District.

We are proud of the role that we played in both the response to and the recovery from the pandemic. We are thankful to our staff, to our partners and to the residents of Selby district who came together to maintain public safety and to provide support across communities where it was most needed.

This quote from one of our customers sums up our own feelings well:

"Can I take this opportunity to say a big heart-felt thank you to all of you who have continued to provide the essential services throughout this year that make a civilised society work. At times it must have been especially difficult as well as scary. I hope you have all been able to stay safe and any that were unfortunate to contract this virus have made a full recovery. My wife and I are truly grateful."

Throughout 2020-21, we have also been involved in discussions about the reorganisation of local government in North Yorkshire and York. This will mean changes to the way in which local services are provided across North Yorkshire and York. Whilst these discussions could not have been delayed forever, we would have preferred for them not to take place until the recovery process was successfully underway. However, as this process moves ahead, we have had no choice but to move with it in order to secure the best deal for the future of Selby district.

We have therefore worked hard with other North Yorkshire district councils to create a proposal to get change right. The government is expected to make its decision on a preferred model this summer. Whatever the outcome, we will continue to work to secure the best for the Selby district and its residents.

This annual report summarises the work of the council during the financial year 2020-21. Our vision to make Selby a great place to live, enjoy and grow has continued to underpin our work throughout this period, as we will seek to illustrate throughout the report.

We hope that you will find this information interesting and that it gives you an insight into the efforts that we have made during this unprecedented period and the outcomes that we have delivered in support of our vision and priorities, but also to support local need at a time when it was at its greatest.

SIG/PIC

SIG/PIC

Cllr Mark Crane
Leader of Selby District Council

Janet Waggott
Chief Executive, Selby District Council

DRAFT

Responding to the pandemic and leading Selby's recovery

The past year has been a year like no other. The Country has suffered tragedy and faced challenges on a scale unseen since the Second World War in dealing with the coronavirus pandemic. Selby District was no exception, and this report outlines how we have worked, on your behalf, to work through these challenges and deliver our priorities.

Responding to the pandemic

We played a key role in representing Selby residents' needs through working with many other organisations involved in the emergency response. Coming together through the formal 'Strategic Coordination Group' across North Yorkshire and York, we were able to ensure that our emergency response arrangements were joined-up with those of others to keep residents safe.

There have been five key elements to our pandemic response:

1. maintaining the delivery of council services.
2. sharing latest advice and guidance with residents.
3. supporting our vulnerable communities.
4. keeping residents safe through enforcing adherence to legislation where needed.
5. supporting businesses through the provision of grants, support and advice.

Throughout the year, over 60% of our staff worked from home. This increased to over 80% at key points during lockdowns. This was only possible because of our 2019-20 digital transformation programme, which gave staff the necessary technology and equipment to be able to work from home.

Our measures of performance ('key performance indicators' or 'KPIs') for 2020/21 show that we achieved over two thirds (68%) of the targets that were set and that we improved performance on almost half (46%) of measures.

Despite having to close our face-to-face contact centre for the safety of staff and customers, we continued to support residents online and via telephones. We received almost 100,000 calls to customer services in 2020/21 and continued to meet call answering targets. In addition, customer services received over 15,000 electronic contacts. There were fewer complaints (50 stage one complaints in 2020/21 compared with 77 the previous year), a greater proportion of complaints were responded to in target time and there were more compliments (135 in 2020/21 compared to 106 the previous year).

A huge communications effort underpinned our pandemic response – ensuring customers continued to be informed of changes to service delivery and, of course, raising awareness and repeating the government's public health key messages, especially around local and national restrictions, vaccinations and staying safe.

Working with our health and social care partners, we were able to identify and contact the most vulnerable of our residents to offer support. This varied and included the provision of essential groceries and medicines and ensuring that they benefitted from safe social contact. Staff deployed from across the Council made over 2500 calls to our residents who were shielding. Calls that were really appreciated and well received. We found that 66% of

the residents we contacted already had support in place through family, friends, neighbours and local voluntary groups. This allowed us to work with colleagues at North Yorkshire County Council and local community support organisations to concentrate our efforts into supporting those people who were most in need. In addition, throughout the year we contacted all our 800 Lifeline customers at least once a fortnight and the Lifeline team responded to 533 emergency call outs.

Our Environmental Health, Enforcement and Licensing teams helped keep the district safe and providing clarity about the guidance, which changed regularly. The teams dealt with 366 requests for service, carried out 91 Covid-related visits, 20 Polling Station risk assessments, undertook numerous multi-agency joint enforcement nights and where necessary, served two prohibition notices and six Coronavirus Improvement Notices (CINS), two fixed penalty notices, held one licensing review hearing and have one prosecution under consideration.

They also supported the work of the COVID-19 Outbreak Control Teams (OCTs) by working closely with colleagues from Public Health England, Health and Safety Executive and NYCC to manage COVID-19 outbreaks related to workplaces and the local community.

Our Economic Development, Visitor, Culture and Tourism staff helped over 300 businesses with pro-active advice and support. This included providing advice and support to businesses to help them comply with the new legislation. Our Revenues team supported businesses through local grant provision. In 2020-21, we:

- distributed 10 different types of business grants
- gave 1569 businesses financial support
- distributed over £26.5 million in funding

In addition, we undertook measures to support business such as providing free car parking and a rent-free period for our business units. We know our businesses were grateful of the support:

“The small business grant was processed very quickly which helps small businesses like our survive, especially in these unprecedented times.”

Leading Selby's recovery

Our work to support the recovery of the district began in the spring of 2020, even before the first lockdown had ended.

We identified a number of key priorities linked to three key themes: organisational recovery, community recovery and economic recovery.

Organisational recovery

This process began in April 2020, at the early stages of the first lockdown, and included:

- Making our workplaces covid-secure, including the Civic Centre.
- Risk assessing service delivery to inform and support new working arrangements and allow the return of as many of our services as possible.
- Reducing any backlogs resulting from lockdown, such as housing repairs (see below)

Supporting our council tenants with repairs

During the first lockdown in March 2020 the team were only able to attend emergency repairs. All other repairs were put on hold. This was necessary to keep tenants and staff safe. Void works continued but were only possible with strict social distancing guidelines in place.

Ongoing covid restrictions resulted in a significant backlog of urgent and routine repairs when lockdown ended with around 300 and 1,100 respectively repairs outstanding. Between July 2020 and November 2020, we reduced the number of outstanding repairs to around 30 and 540 respectively. Further lockdowns meant putting non-urgent repairs back on hold after that.

All repairs restarted on 17th May 2021 in line with the Government's roadmap, with 3,850 repairs outstanding. Between 17th May and 15th June, the team completed 1,895 repairs, which included 992 repairs reported during the lockdown period, reducing the total open repairs to 2,858.

Community Recovery

In terms of supporting our communities, recovery work focused on:

- working with Primary Care Networks (local GPs) to raise awareness of access to community support.
- administer self-isolation payments.
- 'Citizens Online' – supporting the launch of a national helpline to enable those requiring support to access digital services. Providing local licences to community organisations to deliver the support.
- refocused our community funding into a member fund, to enable councillors to respond directly to what helps bring communities back together.

Economic Recovery

We supported businesses to re-open once lockdown restrictions were lifted in many ways, including:

- creating a one-way system for high streets and shopping areas.
- making paths wider by using barriers for pedestrian safety.
- providing around 300 reopening packs to businesses.
- continuing to support businesses throughout the recovery process.
- holding business workshops to support retail, tourism and hospitality during lockdown.
- arranging online networking opportunities for businesses within the visitor economy sector to encourage support and collaboration.
- accessing over £33,000 to support Covid recovery measures such as Covid safety and reopening signage, promotional adverts and films to support businesses and the re-opening of the high street.

We continue to lead Selby's recovery. Our priorities to do so were incorporated into a revised [Delivery Plan](#) and revised budget in the summer of 2020.



Delivering during a pandemic

To help improve the recycling of household waste throughout the district, we introduced two new wheelie bins to replace the existing smaller boxes. The new bins would allow residents to recycle more. To accommodate the additional workload, we introduced a new collection schedule at the same time.

Whilst we planned these changes well and supported the changes with an original and extensive communications campaign, we could not have expected the country to be gripped by a pandemic and be in full lockdown at the point of launching the new service in April 2020. Despite this, residents embraced the new SORTED household recycling service, and the launch and subsequent implementation were a success, enabling us to:

- deliver new bins to around 40,000 properties.
- increase glass/cans/plastic recycling by 54%.
- increase paper/card recycling by 29%.

The new blue and brown wheelie bins for household recycling were being delivered to almost 40,000 homes across our district just as the Government announced the lockdown. Central Government advice was that waste and recycling was a key service to be maintained so the final deliveries of the bins continued to take place following strict health and safety guidance with the collection crews operating as family groups, the separation of crews and strict social distancing at the depots and waste disposal sites.

As the new collection service began, we saw a major rise in the amounts of all waste types being collected – due to the closure of schools and an increase in home working. In addition, local Household Waste Recycling Centres were closed. This all contributed to a major increase in all types of waste being collected.

However, the largest increase in waste collected was for recycling as residents embraced filling their blue bins with glass, cans and plastic and their brown bins with paper and card. Our collection contractors advised that if we had had to deal with this increase in waste collections the smaller capacity of the old kerbside collection vehicles would have been unable to cope with the increase in waste. This would have meant significant disruption for residents.

The overall recycling rate in our district has risen from 42.7% to 44.8% with dry recycling tonnages increasing by more than a third (39% or 2,367 tonnes). This is a fantastic response to the new service.

The changes to the recycling service were a significant service change affecting almost every home and resident in our district, introduced following feedback that residents were unhappy with the old recycling boxes. When the new service was introduced, we also took the opportunity to replan collection routes taking into account new residential developments and ensuring routes were more efficient and better for the environment. As well as this our ageing collection fleet has been replaced and the new service now offers a robust and reliable collection service for residents.

Ensuring Selby district remained a great place in 2020/21

The pandemic changed the needs of our residents, businesses, and communities significantly in 2020/21. We did our best to maintain core service delivery and to deliver the priorities set out in our Delivery Plan.

Our priorities centre on four themes which are to make the Selby district:

- a great place to live.
- a great place to enjoy.
- a great place to grow.
- supported by a council that delivers great value on behalf of residents.

Helping to make Selby district a great place to LIVE.

This priority is about the provision of quality housing to meet the needs of our residents. We seek to enable more homes to be available and to ensure that the ones we provide are fit for purpose. It is also about working with residents and businesses to ensure our town centres and villages are places people want to live, to visit and to invest in.

We enabled the development of new homes through close working with strategic partners and an efficient and effective planning service.

- Over 500 new homes were provided across the district in 2020/21 (531). This reflects an increase on the number provided in 2019/20 (492) and significantly exceeded the 'standard method' formula for the minimum number of homes expected (319).
- Of these homes, 140 were 'affordable homes', which means housing for sale or rent at lower cost for those whose needs are not met by the market. This was 15 more than the 125 such homes that we provided in 2019/20.

We made the best use of our available housing stock to support those in housing need.



- We enabled 99 properties that were empty for over six months to be reoccupied. This was 60 more than in 2019/20. Long term empty homes in the district reduced from 466 to 406. Of the 20 top priority properties, only seven remained empty.
- We let seven newly acquired affordable rented properties through the Empty Homes Programme. This was one more than in 2019/20. We had aimed for more, but our plans were negatively impacted by Covid-19.
- We provided 74 homeless households with emergency accommodation. In addition, during the first three months of the pandemic we brought in eight rough sleepers to ensure they were safe.
- We completed 89.4% of emergency/urgent repairs to council-owned properties within agreed timescales. This was slightly below performance achieved in 2019/20 (91.6%) as service delivery was heavily affected by the Covid-19 pandemic.









- During 2020/21 we re-let 159 empty council homes. It took us significantly longer to re-let empty council homes in 2020/21 – 33 days for standard voids and 52 days for voids needing major repairs (compared with 21 and 39 days respectively in 2019/20). Despite a 20-week stop on moving homes during the first lockdown, there was a 24% increase (44 additional void properties) in 2020/21.
- Delivery of the improvement programme for increasing the quality of council homes was delayed due to the first Covid-19 lockdown. However, the programme recommenced in August 2020 and, despite challenges such as lack of materials and some residents refusing works due to self-isolation, shielding and simply not wanting people in their homes, the team still improved the quality of council homes by:
 - fitting 79 new kitchens
 - fitting 45 new bathrooms
 - 1,718 square metres of rendering
 - 8,771 square metres of pointing
 - fitting new doors and/or windows to 130 properties
 - fitting 1,164m of fencing plus 14 new gates

We continued to support the development of vibrant town centres and places in Selby, Tadcaster and Sherburn in Elmet.




- The early analysis work for the Selby & District Places and Movement Study, including traffic modelling, has now been completed for the Selby and Sherburn in Elmet with Tadcaster to follow. This project aims to propose improvements to these town centres in line with the views of residents. Carried out jointly with North Yorkshire County Council, the results will be available in summer 2021.
- Public consultation around the Selby Station Gateway Transforming Cities Fund project was completed in March 2021. This project aims to boost walking, cycling and public transport in Selby and includes proposals for development in and around both the railway and bus station. Whilst feedback from the consultation is still being assessed, early indications are of high levels of support. Outcomes will be published once analysis is complete.
- We worked with our partners to ensure our town centres were ready to re-open once lockdown restrictions were lifted, for example creating a one-way system for high streets and shopping areas and making paths wider by using barriers for pedestrian safety and an extensive media campaign to provide re-assurance and encourage local shopping.




Helping to make Selby district a great place to LIVE – KPIs.

Measure of performance	Direction of Travel	2019/20	2020/21	Trend	Target Met?
Number of additional homes provided in the district	Aim to Maximise	492	532		

Number of affordable homes provided in the district	Aim to Maximise	125	140		
Number of new Selby District Council/HRA units delivered	Aim to Maximise	6	7		
% Of emergency/urgent repairs to council-owned properties completed	Aim to Maximise	91.57	89.35		
The number of empty properties (6 months +) brought back into use	Aim to Maximise	39	99		

KEY:

PI Target Status	
	Alert
	Warning
	OK

Trends	
	Improving
	No Change/ Not applicable
	Getting Worse

Helping to make Selby district a great place to ENJOY.

This priority is about close working with local partners to ensure Selby district is clean, attractive, and safe for residents, businesses and visitors, both now and in the future.

We worked closely with our delivery partner to efficiently and effectively collect household waste and improve recycling.

- Our recycling rates increased by over two percentage points from 42.7% in 2019/20 to 44.8% in 2020/21.
- The amount of household waste collected per house increased from 545kg to 578kg per household in 2020/21. This was during a period of national lockdown, school closures, people working from home and the closure of all household waste recycling sites.
- The number of missed waste collections increased from 253 in 2019/20 to 349 in 2020/21. This is out of a total of 2,658,282 collections which equates to only 13 missed per 100,000 collections despite the pandemic, the introduction of a new service (which usually leads to an increase) and the increase in workload. Missed collections improved once the new service bedded in.

In 2020/21 we worked closely with local partners to develop resilient communities.

- Selby Voice community engagement started March 2021 to support community conversations on health matters to help agencies and community support focus on the right issues for residents. Mental health and social isolation are significant.
- Supported Selby Town Primary Care Network (GPs) with a patient insight project to design community led prevention and support services for people with long term conditions. 50 patients are working with agencies to develop ways of supporting people to reduce isolation, sustain employment and positively manage health.
- Wider recovery work with other partner agencies through the North Yorkshire Local Resilience Forum resumed in March 2021. This looked at issues such as dealing with poverty and debt, bereavement, and supporting spontaneous volunteering.
- Supported the Office of the Fire, Police and Crime Commissioner to secure a £500k Safer Streets initiative, providing security measures to homes and businesses in our rural communities, particularly in our western/southern areas to target cross border and rural crime.







We worked with our leisure providers; 'Inspiring Healthy Lifestyles' (IHL) to keep customers safe and healthy.

- Leisure provision was hit hard by the pandemic, and we worked closely with IHL to ensure our leisure centres were able to operate safely once restrictions were lifted.
- Once it became obvious that the Summit would be unable to open efficiently and effectively during the pandemic, we worked closely with local health partners to re-purpose the building and provide a much-needed local vaccination centre for the district.

We continued to work with local partners to keep all residents safe.

- We used complaint feedback to target sector specific businesses and undertaken spot checks and assess compliance with relevant covid-19 regulations and government guidance.
- We used our ongoing food hygiene inspections to also assess covid-19 compliance and offer advice.
- We continued to work closely with colleagues at North Yorkshire County Council and North Yorkshire Police to share intelligence and co-ordinate responses and to take any necessary enforcement action to keep everyone safe and feeling safe.

Helping to make Selby district a great place to *ENJOY* - KPIs.

Measure of performance	Direction of Travel	2019/20	2020/21	Trend	Target Met?
Residual household waste per household (kg)	Aim to Minimise	545	578		
% Household waste recycled	Aim to Maximise	42.70	44.81		
% Of relevant land and highways assessed as within contract standard	Aim to Maximise	97.03	N/A	N/A	N/A
Number of missed waste collections	Aim to Minimise	253	349		

Helping to make the Selby district a great place to GROW.

This priority is about how we provide the leadership, the local planning framework and the support to enable others to invest in the district. It is also about the services we provide to ensure our district has a strong and sustainable economy that delivers benefits for all residents.

We supported new developments across the district.

- In 2020/21 we dealt with 84% of major and 74% of non-major planning applications on time. Both were only slightly lower than performance in 2019/20 (89% and 75% respectively). This was achieved whilst dealing with almost 10% more planning applications and over 150% more permitted development enquiries than the previous year.
- We achieved a strong balance between the speed of decision making in planning and the quality of decisions. We ranked 15 out of 364 council authorities for success in defending the Council's planning decisions at appeal for major and minor applications.
- We gave consent to a wide range of major applications including a major employment scheme at the former Eggborough Power Station and the innovative L&G Modular Homes scheme at Portholme Road.
- We have continued to grow the council tax base by 474 properties in 2020/21. Not only is this a measure of relative economic growth over this period but also, there is an assumption that this is an indicator of momentum, meaning that where that growth happens, it will continue.

We have made significant progress with our new local plan.

- A range of technical studies have been undertaken and a Preferred Options version of the plan produced for consultation. This followed on from an Issues and Options Consultation early in 2020.
- The Preferred Options consultation of the plan began on 29 January 2021 and finished on 12 March 2021. Following high levels of social media engagement and attendance at on-line briefing meetings, around 1,200 representations were received which are now being considered by the team.

We continued to develop our visitor economy.

- Achieved Bronze at the Welcome to Yorkshire White Rose Tourism Awards 2020 for Best Arts and Culture for the 2019 Selby 950 programme supporting Selby Abbey to celebrate and raise its profile.
- Established a Visitor Economy Advisory Board (VEAB) to provide a strong voice for the visitor, tourism and hospitality sectors, and to oversee delivery of the Selby District Visitor Economy Strategy.
- Worked with the VEAB to develop the 'Heart of Yorkshire' branding for Selby district. Once launched later in 2021, it will be at the core of new social media channels, a new visitor/destination website and at the heart of marketing and promotional campaigns designed to promote the district, as a place to enjoy and explore.

- We launched the themed 'Selby District Trails' to encourage residents and visitors to explore the district as their 'home' and experience our must-see landmarks and attractions, focusing on landscape, green open spaces, heritage stories and family adventure.
- We established a Creative Drivers group – a developing network of representatives from the creative business sector to strengthen understanding of local connection, skills and attraction to the area.
- We developed our five-year 'cultural development framework', jointly funded by the Arts Council England and to be launched in summer 2021, to promote and encourage cultural activity and initiatives across Selby district, and focus on developing the district as a place for the creative sector to stay and develop.
- We commenced the Selby Town High Street Heritage Action Zone. A four-year programme of public realm, property refurbishment and cultural and community engagement to raise the profile and quality of the town's historic core.
- Our cultural programme is a nationally recognised exemplar by Historic England and includes an innovative 'Minecraft' digital engagement programme to design the past, current and future of our town, engaging the next generation in our district pride.

We delivered a sustainable and targeted programme of support to small and medium sized businesses across the district.

- We supported almost double the number of small and medium sized businesses (those with less than 250 employees) compared to 2019/20, helping 298 in 2021-21.
- We encouraged business success through the first-ever 'Selby District Business Awards' - holding a virtual event to keep participants safe, we received 54 entries and gave out 16 awards across eight categories.

Helping to make the Selby district a great place to *GROW* – KPIs.

Measure of performance	Direction of Travel	2019/20	2020/21	Trend	Target Met?
Number of SMEs supported	Aim to Maximise	150	298	↑	✓
% of Major applications within statutory or extension of time	Aim to Maximise	88.89	84.38	↓	✓
% of non-major applications within statutory or extension of time limit	Aim to Maximise	75.31	75.00	↓	✓
Amount of Business Rates retained (£s)	Aim to Maximise	11,291,904	11,276,892	↓	✓
Council Tax Base	Aim to Maximise	31,710	32,183	↑	✓

Delivering GREAT VALUE on Selby residents' behalf.

Key to delivering on this priority is that Selby District Council is well-managed, supports and develops its staff, maximises the benefits from digital technology, invests resources wisely and uses its assets effectively to ensure the Council is financially sustainable and delivers high quality services to residents through an accountable governance framework.

The improvements to how we use technology to deliver better services helped staff continue working effectively despite the Covid-19.

- We enabled almost 80% of our staff to work at home. Our 'digital workforce' programme provided 250 staff with laptops or tablets and Microsoft Teams which supported the following activity in 2020/21:
 - Over 29,000 'conversations' in Microsoft Teams Sites.
 - Over 600,000 individual messages sent via Teams.
 - Over 50,000 Microsoft Teams calls made (audio and video).
 - Over 19,000 online Microsoft Teams meetings held.
- We enabled the public to continue to witness and engage with local democracy through live streaming all meetings of the full council and 48 committee meetings online. These meetings have allowed 138 council decisions to be made virtually. This was made possible by giving our councillors the ability to work from home and deliver their role through the provision of Microsoft Teams.

The speed of our benefits processing ensured vulnerable residents received funds on time.

- We processed 11,128 Housing Benefit Change of Circumstances in 2020/21, almost a thousand per month.
- We saw an increase in the number of new council tax support claims and change of circumstances received, compared to previous years, due to the economic impact of Covid-19. We received 3,324 new council tax support claims and 24,618 council tax support change of circumstances in 2020/21.
- The time taken to process benefit claims (18.76 days) and changes in circumstances (2.86 days) were both quicker in 2020/21 than in 2019/20 (19.12 days and 3.52 days respectively).
- Over 70% of people accessed benefits forms and local taxation direct debit forms on-line compared to other channels. This is a significant increase compared to last year (43%).

















We continued to prioritise good customer service.















- Stage one complaints reduced by a third compared with the previous year. 77 were received in 2019/20 and 50 in 2020/21.
- We responded within target to a greater proportion of our stage one complaints in 2020/21 compared with 2019/20 (90% compared to 88%).
- The number of stage two complaints reduced from 22 to 21.
- Compliments increased by over 25% with 135 in 2020/21.

We took a sensitive approach to maximising income collection.

- The beginning of the pandemic was hard for many of our tenants and residents. Workplaces closing meant people were relying on furlough as their only source of income. To help support people during the tough time, we suspended the collection of any debts owing to the council from April until July 2020. This had a negative impact on out income collection rates.
- Despite the pandemic, we collected £61.3m council tax. This was an increase on the £58.9m collected in the previous year.
- Whilst the collection rate (the amount collected as a % of net collectable debit) fell slightly from 98.3% in 2019/20 to 98.1% in 2020/21, our performance puts us just outside the top 10% of performers in the country as 33rd out of 318 councils. This performance is well above the national average (95.7%)
- We collected £31.3m business rates (NNDR) in 2020/21. This is well below the £39.5m collected in 2019/20. This is unsurprising given the pandemic and mirrors the situation in the rest of the country.
- Similarly, our collection rate also fell from 99.1% in 2019/20 to 94.2% in 2020/21. Whilst this was also above the national average (93.0%), this places us 165 out of 318 councils.
- Collection rates on both sundry debt (97% collected in 2020/21) and housing rent and arrears (97.4% in 2020/21) were also lower than in 2019/20 (99.1% and 98.3% respectively).

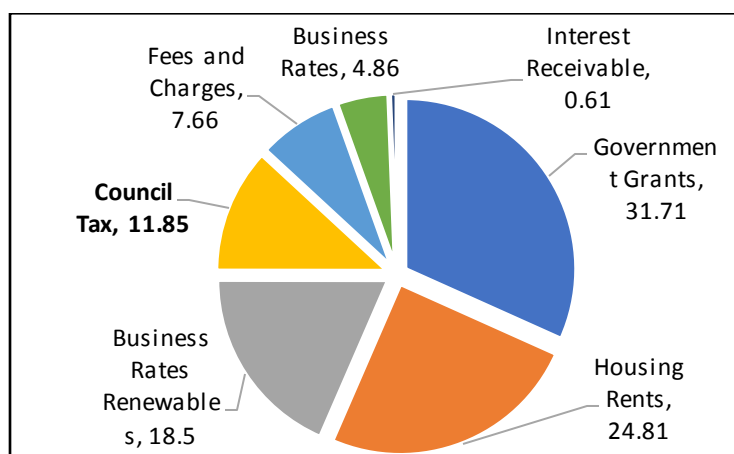
Delivering *GREAT VALUE* on Selby residents' behalf - KPIs

Measure of performance	Direction of Travel	2019/20	2020/21	Trend	Target Met?
% Of Council Tax collected	Aim to Maximise	98.33	98.11		
% Of Council housing rent & arrears	Aim to Maximise	98.34	97.41		
% Of non-domestic rate collected	Aim to Maximise	99.18	94.24		
% Of sundry debt collected	Aim to Maximise	99.1	97.01		
External auditor Value for Money conclusion	N/A	Yes	Yes		
Amount of planned savings achieved (£000s)	Aim to Maximise	£768k	141k		
Average days to process new benefit claims (total)	Aim to Minimise	19.12	18.76		
Average days to process Change of Circumstances	Aim to Minimise	3.52	2.86		

% Stage 1 corporate complaints fully responded to in required timescale	Aim to Maximise	88	90		
% Freedom of Information (FOI) requests responded to in 20 days	Aim to Maximise	88.8	85.71		
The average wait time before a customer is seen by an advisor (mins).	Aim to Minimise	4.33	N/A	N/A	N/A
The ave. wait before a customer phone call is answered by an advisor (mins)	Aim to Minimise	1.62	2.14		
% Of people accessing Benefits forms and Taxation direct debits forms on-	Aim to Maximise	42.64	70.15		
Corporate health & safety: The number of incidents reported	Aim to Minimise	10	3		
Average days sick per FTE (full time employee) Rolling 12 months	Aim to Minimise	7.76	3.78		
Percentage of stage 2 corporate complaints fully responded to in	Aim to Maximise	64	71.43		

Using our money to deliver great value.

Where the money comes from for our revenue budgets (%).



The average Council Tax bill in the Selby district (for a Band D property) in 2020/2021 was £183.22. The District Council kept a small proportion of this, equal to just £3.62 per week. It helped pay for a wide range of services, such as waste and recycling collections, recreation and sport, the cost of democracy, environmental health and planning, among others.

What the money spent on in our revenue budgets (£m).

What the money is spent on	%	£m	Description
Housing & Benefits	46%	£22.6m	Service includes Housing Revenue Account, Housing Benefits and General Funding Housing and Homelessness
Net Transfer to Reserves	20%	£9.8m	Includes funding set aside for future investment in our Assets, including Housing Stock and Council Priorities
Recycling, Waste Management & Street Cleaning	9%	£4.5m	Includes Trade and Domestic waste services, street scene.
Planning & Economic Development	6%	£3.2m	Services relating to Planning, Economic Development
Precepts & Levies	4%	£1.8m	Drainage Board Levies
Other	16%	£7.7m	Includes Corporate and Democratic Management, Recreation and Sport, Parking Services, Commercial assets, Environmental Services and Licencing. Community Safety and Tax collection
Total Revenue Spend		£49.6m	

Savings

To date we have achieved over £6m in savings over the last eight years.

Capital and growth

Our capital and growth programmes will be investing £56.7m over the next three years on our assets and our council priorities.

Looking forward, our priorities for the next two years

Our big ambitions for the area between 2020 and 2030 are to make the Selby district:

- a great place to live.
- a great place to enjoy.
- a great place to grow.
- that Selby District Council delivers great value.

Council Delivery Plan

Our Delivery Plan for 2020-23 was approved in November 2020 and can be found [here](#).

Subsequently, the government has progressed its plans for re-organising local government across North Yorkshire and York. At this stage, it is not clear as to the government's preferred option for area, but it is not expected that the status quo will remain.

This could mean the end of Selby District Council by April 2023.

Therefore, we need to continue to prepare the district for any changes in local government, the focus for the next two years will be on the following:

- Responding effectively to the ongoing Covid pandemic and leading the district recovery – with a particular focus on community and business recovery
- Maximising the provision of affordable housing in the district.
- Improving the quality of our council homes by delivering our Housing business plan.
- Delivering improvements to the Selby station gateway to support a vibrant town centre.
- Improving the centres of Selby town, Tadcaster and Sherburn in Elmet – by implementing the action plans.
- Progressing the Local Plan to ensure we have an effective framework for sustainable development.
- Working closely with our partners to secure the ongoing leisure provision for the district.
- Ensuring we are ready to respond to the government's proposals for changing waste management and securing waste collection services beyond the end of the current contract with Urbaser.

At the same time, we will continue to deliver good quality, value for money core services and ensure our customers are able to access services in the way that suits them best by maximising our online service provision.

Selby District Council

Contact us:

<https://www.selby.gov.uk/contact-us>



Report Reference Number: E/21/18

To: The Executive
Date: 9 September 2021
Status: Non-Key Decision
Ward(s) Affected: All
Author: Michelle Dinsdale, Senior Policy and Performance Officer
Lead Executive Member: Cllr Mark Crane, Leader of the Council
Lead Officer: Stuart Robinson, Head of Business Development & Improvement

Title: Corporate Performance Report - Quarter 1 2021/22 (April to June)

Summary:

The quarterly Corporate Performance Report provides 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.

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 Council 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 Council Plan 2020-2030 – is a key element of the performance management arrangements.
- 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) see Appendix: A Council Delivery Plan 2020-23 Monitoring Report; and
- performance against KPIs (are targets being met; are we getting better) see Appendix B: Corporate Performance Report.

2. Reporting Period

2.1 The specific focus of this report covers the period April to June 2021. The Covid-19 pandemic continued throughout this period.

2.2 Summary of progress

Quarter 1

To summarise progress in quarter 1:

- 70% of KPIs reported are showing improvement over the longer term or have maintained 100% performance.
- 83% of KPIs reported are on target – with 13% of KPIs within acceptable tolerances.

We are currently finalising a covid 19 variation to the leisure contract that includes revised KPI's and as such we are currently not reporting any leisure KPI's due to the variation and the fact that leisure centres have been closed most of last year and part of this year.

2.3 What went well in quarter 1

The Council successfully delivered the co-ordination of the North Yorkshire Police, Fire and Crime Commissioner election with its Chief Executive, Janet Waggott being the Police Area Returning Officer (PARO) for the area. This involved working closely with the seven other authorities in the North Yorkshire area.

2.3.1 Response to Covid-19

- **Environmental Health, Enforcement and Licensing have:**
 - Received and where necessary officers have responded to 27 reports/complaints this quarter, in addition to requests from businesses and residents for advice.

- Pro-actively provided advice and support to businesses to help them comply with the new legislation through responding to emails, direct contact, mail shots, social media campaigns and targeted technical guidance.
- Used intel from complaint feedback to target sector specific businesses and undertaken spot checks and assessed compliance with the relevant COVID-19 regulations and government guidance.
- Supporting the work of the COVID-19 Outbreak Control Teams (OCTs) by working closely alongside colleagues from Public Health England, Health and Safety Executive and NYCC to manage COVID-19 outbreaks related to workplaces and the local community.
- Continued to work closely with colleagues at NYCC and the Police to share intelligence and co-ordinate responses and any necessary enforcement action that has been taken.
- Supported the work of the Safety Advisory Group (SAG) by providing advice and support to the operators of events in the district to ensure they are adhering to the relevant COVID-19 guidance.

The inspection of those food businesses that continue to operate has also provided the opportunity for officers to assess COVID-19 compliance and to offer advice.

- **Business Grants** – applications for the Restart Grant were opened in early April and closed on the 30 June. Grant payments have been made to 535 businesses totalling £4,098,032.

2.3.2 Positive Performance - KPIs

- Average days to re-let void properties – void performance has improved during Q1 as the service continues its recovery towards pre-Covid standards, with all three categories now ahead of target as follows:

Standard voids – the average time taken to bring a standard void back into use has improved from 33.26 days in Q4 2020-21 to 23.53 days in Q1 2021-22 – a reduction on average of 9.73 days or circa 41%.

Major voids – the average time taken to bring a major void back into use has improved from 52.11 days in Q4 2020-21 to 43.75 days in Q1 2021-22 – a reduction on average of 8.36 days or circa 19%.

Refurbishment voids – the average time taken to bring a refurbishment void back in to use has improved from 113.48 days in Q4 2020-21 to 93.97 days in Q1 2021-22 – a reduction on average of 19.51 days or circa 20%.

- Repairs to council owned properties – Performance on repairs continues to see a gradual improvement as the service continues its recovery from the suspensions enforced as a result of Covid-19. At the end of the Q1 there were 2,541 repairs jobs outstanding, a reduction of circa 34% since early May. Of these outstanding repairs, there were 68 Priority 1 (P1) jobs outstanding at the end of Q1; a reduction of 85% on May, with open P1 repairs now accounting for only 2.7% of all outstanding repairs.
- Average days sick per full time employee – 3.96 days, against a target of 5 – this is a slight increase on the previous quarter figure of 3.78 days, but is a significant improvement compared to the 2022/21 Q1 figure of 6.9 days.
- Empty homes (6 months+) brought back into use – a total of 26 empty homes were brought back into use in Q1, exceeding the target of 5.
- Major planning applications – 100% of applications (3 out of 3) were dealt with within statutory or extension of time limit, exceeding the 60% target.
- Non-major planning applications – 82.98% of applications (156 out of 188) were dealt with within statutory or extension of time limit, exceeding the 70% target.
- Percentage of stage 2 corporate complaints fully responded in required time - 100% of complaints were responded to on time, exceeding the 90% target.

2.4 What did not go so well in quarter 1 – and what are we doing about it

- Percentage of Council housing rent and arrears collected – 92.28% against a target of 93.60%. Testing on the new housing system has impacted on the day-to-day workload. The team continue to support tenants affected by the pandemic giving debt & benefit advice and support to assist them manage their rent payments.
- Planned savings – 184k against a target of 379K - All savings are set to be achieved in the general fund. The £195k saving from the new housing system in the HRA will not be achieved in 2021/22 as the 2nd phase of implementation will take place later in the year.

- Percentage of FOIs responded to within 20 days - 85.71% responded to within time, slightly below the 86% target.
- Percentage of stage 1 corporate complaints fully responded to in required time – 89% (8 out of 9), slightly below the 90% target, compared to 91% in the previous quarter and 86% in Q1 2020-21.

3. Alternative Options Considered

N/A

4. Implications

N/A

4.1 Legal Implications

None

4.2 Financial Implications

Delivery of Council 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 Council Plan Implications

This report provides a progress update on delivery of the Council Plan 2020-23.

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 Council Plan 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 Council Plan and its priorities – and due regard has been given.

5. Conclusion

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

6. Background Documents

None

7. Appendices

Appendix A: Council Delivery Plan 2020-23 Monitoring Report Quarter 1 2021/22




Appendix B: Corporate Performance Report Quarter 1 2021/22

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Council Delivery Plan 2020-23 Monitoring Report

Key:

-  Corporate priority is on track
-  There are some concerns about this corporate priority
-  Significant concerns



Theme: A great place to LIVE

OBJECTIVE	ACTION	OFFICER LEAD	EXECUTIVE LEAD	MILESTONE	DUE DATE	COMPLETED DATE	RAG	OVERALL COMMENTARY	OVERALL RAG
Increased Housing Supply	Maintain our Five-Year Housing Land Supply	Martin Grainger	Cllr Musgrave	Deal with pre-application queries and planning applications for new residential development expeditiously	31-Mar-2023			Despite Covid the Planning Development Management Service is continuing to process applications as efficiently as possible. SDC was one of the first authorities in the region to recommence site visits and set up virtual meetings. The pandemic has however created a back log which are now seeking to address. In addition, significant progress has been made on the production of a Local Plan. This document sets out a portfolio of housing sites for the next twenty years. Consultation on the Preferred Options draft of the plan took place between 31 st January and 12 March 2021. Over 1200 comments were received which will help to inform the Publication version of the Local Plan, which will be consulted on in early 2022. A further 44 sites were submitted as part of the Preferred Options consultation and a further consultation on these	
				Explore new sources of supply and a long-term pipeline of housing sites to 2040 through the new Local Plan (see below).	31-Mar-2023				
				Proactive Work with developers to unlock 'stuck sites'	31-Mar-2023				
				Provide appropriate Planning support to deliver the Councils Housing Development Programme and HRA new-build projects	31-Mar-2023				

OBJECTIVE	ACTION	OFFICER LEAD	EXECUTIVE LEAD	MILESTONE	DUE DATE	COMPLETED DATE	RAG	OVERALL COMMENTARY	OVERALL RAG
								additional sites will take place between 2 nd August and 13 th September 2021. A number of additional evidence base documents will also be consulted on over the summer.	
Increased Housing Supply	Maximise the number of available homes through delivering the Empty Homes programme.	June Rothwell	Cllr Crane	Deliver the Empty Homes Programme	31-Mar-2022		▶	<p>In the early part of 2021/22 there has been a decrease in the number of Empty Homes, this may be due to sale progressing following the global epidemic and the early closure of the Housing Market. Since then, we have seen a lot of movement and by the 1st January 2021 the number of long-term empty homes had reduced to 411. Of these 26 have been brought back into use against a target of 5 for Q1.</p> <p>Extended programme agreed with Homes England. The 7 properties purchased have now been let as affordable housing. This programme will continue into 21/22. Bids have been placed on 3 properties which will be purchased to complete the Homes England programme.</p>	▶
Increased Housing Supply	Implement a Selby District Council Housing Development Programme	June Rothwell	Cllr Musgrave	Agree the most appropriate delivery models for the HDP	31-Dec-2020		▶	<p>A new Affordable Housing Strategy for 2021 onwards has been approved by the Executive. This sets out the delivery priorities for the HDP.</p> <p>HDP Board created and meetings taking place.</p> <p>Due to other Covid related work,</p>	▶
				Create HDP Programme Board, agree priority sites within Phase 2 and the Development Programme.	31-March-2023				

Page 113

OBJECTIVE	ACTION	OFFICER LEAD	EXECUTIVE LEAD	MILESTONE	DUE DATE	COMPLETED DATE	RAG	OVERALL COMMENTARY	OVERALL RAG
							▶	<p>phase 2 Planning reports (flood risk) had been delayed. The information needed to complete this work has now been provided. This will now go to the Planning Committee in August. Tenders are now being progressed.</p> <p>On 1st April the Executive approved a new Affordable Housing Policy and a revised Policy on the use of Section 106 funding to purchase and build affordable housing, this will enable the HDP to be accelerated.</p> <p>Negotiations to purchase S106 properties are ongoing.</p>	
Improve our housing stock	Deliver the housing improvement programme element of the HRA Business Plan 2019-2025.	June Rothwell	Cllr Crane	Deliver the HRA improvement Plan.	31-Mar-2022		▶	<p>Despite Covid the Housing Repairs Service is continuing to refurbish VOID properties and carryout emergency and non-urgent repairs. Performance in these areas is still on target.</p> <p>Non-urgent external repairs recommenced in April 2021. Internal none-urgent repairs recommenced on 17th May 2021. 2 additional trades staff have been recruited to work on the backlog of jobs. Substantial progress has been made to deliver current repairs on target and reduce the Covid backlog.</p>	▶
				Deliver the HRA Business Plan 3 Year Capital Investment Programme (agreed Dec 2019).	31-March-2023		▶	<p>Delivery of the HRA Business Plan Capital Investment Programme was delayed due to covid lockdowns.</p> <p>Increased lead times on numerous materials (kitchens, plaster, timber, door slabs etc.,)</p>	




OBJECTIVE	ACTION	OFFICER LEAD	EXECUTIVE LEAD	MILESTONE	DUE DATE	COMPLETED DATE	RAG	OVERALL COMMENTARY	OVERALL RAG
								<p>coupled with increasing numbers of customers refusing works due to self-isolation, shielding and simply not wanting people in their homes continues to severely hamper programme delivery.</p> <p>A programme of 550 properties have been issued to the contractor for survey or work. Orders are being issued as the surveys are returned. This included the properties we were unable to access in 2020 due to tenants refusing access, the 2021 programme and some properties programmed for 2022.</p>	




OBJECTIVE	ACTION	OFFICER LEAD	EXECUTIVE LEAD	MILESTONE	DUE DATE	COMPLETED DATE	RAG	OVERALL COMMENTARY	OVERALL RAG
<div>Page 115</div> Market Town Regeneration	Develop and implement Town Action Plans and partnerships for Selby, Tadcaster and Sherburn-in-Elmet	Julian Rudd	Cllr Buckle	Complete Town Centre Action Plans for Selby & Sherburn	30-Sep-2020		▶	Revitalising Towns Initiative The SDC Officer team have identified potential schemes and highlighted their relevance to wider Council initiatives and policies. The project framework documents, known as 'Plan on a Page' (POAP) have been completed for each town. The Tadcaster POAP is still in draft format, but both the Selby and Sherburn POAP have been shared with the Town Centre Regeneration Board. The last Town Centre Regeneration Board, held on 28 th July 2021 received a presentation from Carolyn Frank. Small Business Federation, which focused on the organisation's members response to COVID over the last year. The Council will continue to work with the FSB and SMEs to benefit the District's centres. The SDC Officer Team are continuing to work up the priority projects based on outcomes from the Chris Wade Revitalising Towns work. This includes likely budget allocation and project delivery programmes. This outline work was completed in July 2021 and further project scoping is underway, taking account of the initial project delivery evaluation. This work is being broadened to include the legacy projects recently identified and a report to agree the approach to delivery of	▶
				Develop partnership groups for implementing Selby, Sherburn and Tadcaster Town Centre Action Plans.	31-Dec-2020		▶		
				Complete Town Centre Action Plan for Tadcaster	31-Mar-2021		▶		
				Implement the Opening Town Centres Safely plan.	31-Mar-2021		▶		
				Complete Places and Movement study of Selby, Sherburn and Tadcaster –	30-Apr-2021		▶		



OBJECTIVE	ACTION	OFFICER LEAD	EXECUTIVE LEAD	MILESTONE	DUE DATE	COMPLETED DATE	RAG	OVERALL COMMENTARY	OVERALL RAG
				joint with NYCC (plus LEP funds).				projects will be considered by the Executive in September 2021.	
				Implement key projects from Town Action Plans for Selby, Sherburn and Tadcaster including:	31-Mar-2022		▶	Selby District Places and Movement Study	
				Deliver the Selby town centre High St Heritage Action Zone programme.	31-Mar-2023		▶	The key objective of the Study was to assess opportunities for the improvement of the town centres and create better places to work, visit, live, and spend leisure time. The joint consultation with North Yorkshire County Council completed on 23rd April. The project team have now assessed all consultation responses and propose a way forward, in partnership with NYCC. A report summarising the consultation, and proposed way forward will be submitted to September 2021 Executive meeting. This will also take account of current work being undertaken by the Local Plan Team in Tadcaster.	
				Deliver Transforming Cities Fund programme to transform the Selby station area.	31-Mar-2023		▶	The proposals would taken forward through a future Levelling Up Fund bid and the Council recently allocated £2m as a match for a bid of up to £20m to implement projects coming out of this P&M study. Selby Town Centre High Street Heritage Action Zone The HSHAZ is a national grant programme by Historic England to invest in Selby town centre through community engagement	

OBJECTIVE	ACTION	OFFICER LEAD	EXECUTIVE LEAD	MILESTONE	DUE DATE	COMPLETED DATE	RAG	OVERALL COMMENTARY	OVERALL RAG
								<p>and building regeneration projects. This includes the creation of new planning guidance which explores the details of Selby's heritage character and features and offer guidance on how to maintain and enhance them. It is under draft internal review and was written by Donald Insalls architects. The project also includes the potential for property improvement grants for town centre business owners helping to fund repairs to historic buildings and reinstating some lost heritage features. The final strand of the project is the development of several community activities throughout the lifetime of the project, celebrating our heritage with all types of Selby residents. This began with school artist workshops in June and an activity plan has been created for the summer and autumn of 2021 alongside other project partners.</p> <p>Selby Station Gateway Transforming Cities Fund (TCF)</p> <p>The Outline Business Case (OBC) was submitted to WYCA at the end of April and WYCA has requested further work to be done to show how the TCF contribution can be fully spent by March 2023, should the DfT not move the current funding deadline. Final approval for the</p>	







OBJECTIVE	ACTION	OFFICER LEAD	EXECUTIVE LEAD	MILESTONE	DUE DATE	COMPLETED DATE	RAG	OVERALL COMMENTARY	OVERALL RAG
								<p>OBC is now expected in later 2021, with recommendations on how to proceed to the Full Business Case (FBC) stage. Work is taking place to strengthen and refine the Business Case, involving NYCC and the lead consultants for the project WSP.</p> <p>As previously highlighted, the March 2023 national deadline for completion of TCF projects, set by the DfT before the pandemic, remains very challenging, particularly for projects that involve land acquisition. Officers are in continuous dialogue with WYCA over delivery timescales and Members will be informed as further information becomes available. A recent report to the 8 July Executive has agreed a range of actions to support delivery of the TCF project and to respond to timescale challenges.</p>	

Theme: A great place to ENJOY									
Community	Develop a resilient community	Angela Crossland	Cllr Buckle	Establish local arrangements that support residents in addressing financial difficulty.	31-Dec-2020	31-03-21		Regular communications to residents including how to access Covid grant assistance funds from Community Support Organisations. CSOs	
				Collaborate with community	30-Jun-				

Page 119				representatives and funders to establish the community engagement and funding process post covid-19	2021			signposting residents with ongoing difficulty to income maximisation teams and Citizens Advice. £132,500 in self isolation grants paid in total - £28,000 of this in Q1. An additional £369,134 in COVID-19 Hardship Support for working age claimants against the cost of their Council Tax bills (support scheme now ended – was for the previous financial year). Wider work continues with NYCC to look at increased support to those ineligible for self-isolation payments. New member funding framework agreed to replace CEF funding arrangement and live from 1 st June 21. Executive report due 8 th July to agree use of a £100k fund to support community funding. Longer term legacy fund initiative to be presented to Full Council 22 nd July.	
				Collaborate with local authority, health, and voluntary sectors to establish a development pathway for a strong and resilient VCS sector to support community emergency response and long-term recovery of communities from Covid-19.	30-Sep-2021				
Environment – Low Carbon	Implement the recommendations of the Low Carbon Working Group (LCWG)	Dave Caulfield	Cllr Musgrave	Develop a Low Carbon Action Plan considering the recommendations of the Low Carbon Working Group.	31-Dec-2020			The Policy Review Committee LCWG continue to meet – the last meeting was held on 6 July and the next meeting is scheduled for 23 August. Low Carbon Officer appointed who is : progressing the APSE scope 3 emissions study; starting tree work, including writing to all Parish Councils and local members; progressing a number of 'business as usual' actions identified in the draft Low Carbon Action Plan; and developing a draft Low Carbon Strategy (due to go to the Executive on 9 September 2021 for approval, subject to sign off	

								by the Portfolio Lead);	
Environment – Green Space	Work with local partners to maintain and enhance local parks, play areas and open spaces.	Keith Cadman	Cllr Grogan	Deliver capital investment of £100k p.a. to improve quality and accessibility of Council play areas – improving two play areas per year for the years 2020-21; 2021-22; 2022-23.	31-Mar-2023			Works to Grange Road will start w/c 16 th August and the Charles Street tender documents are currently being prepared. We signed up to a new framework in June which will allow us to procure the remaining four sites which will be completed over the next two years.	

Theme: A great place to GROW

OBJECTIVE	ACTION	OFFICER LEAD	EXECUTIVE LEAD	MILESTONE	DUE DATE	COMPLETED DATE	RAG	OVERALL COMMENTARY	OVERALL RAG
Page 120 Local Plan	Deliver the Local Plan by 2023	Martin Grainger	Cllr Musgrave	Develop Preferred Options and consult stakeholders.	28-Feb-2021			Significant progress has been made on the production of a Local Plan. A range of technical studies have been undertaken and a Preferred Options version of the plan produced for consultation. This followed on from an Issues and Options Consultation early in 2020. Consultation on the Preferred Options draft of the plan took place between 31 st January and 12 March 2021. Over 1200 comments were received which will help to inform the Publication version of the Local Plan, which will be consulted on in early 2022. A further 44 sites were submitted as part of the Preferred Options consultation and a further consultation on these additional sites will take place between 2 nd August and 13 th September 2021. A number of additional evidence base documents will also be consulted on over the summer.	
				Develop Submission Draft and consult stakeholders	28-Feb-2022				
				Draft Local Plan Submitted for Examination by the Planning Inspectorate	30-Jun-2022				
				Create the evidence base – including an Infrastructure Delivery Plan for the Selby district.	31-Mar-2023				
				Local Plan adopted	31-Mar-2023				

OBJECTIVE	ACTION	OFFICER LEAD	EXECUTIVE LEAD	MILESTONE	DUE DATE	COMPLETED DATE	RAG	OVERALL COMMENTARY	OVERALL RAG
Visitor Economy Page 121	Continued delivery of the 'Selby District Visitor Economy Strategy 2018-22 – and beyond'.	Angela Crossland	Cllr Grogan	Work plan reviewed for the 'Selby District Visitor Economy Strategy 2018-22 – and beyond' with emphasis on sectoral support and development needs in response to C-19:	30-Sep-2020	11/07/20		Heart of Yorkshire branding guidelines launched with local VE businesses attending launch seminars. HoY website holding page developed.	
				Deliver short-term outputs – emphasis on local people & stay-cationing	31-Mar-2021	31/12/20		3 further tourism specific business development seminars and network events delivered.	
				Deliver medium term outputs – broadening emphasis to national trade	31-Dec-2021			13 walks in the Selby District are currently featured on the Welcome to Yorkshire Walkshire map , with more to add. 8 walks are also planned into the 'Walk of the Day' calendar, across the remainder of the year, including the waymarked trails at Skipwith Common, the Wolsey Walk and the Selby Horseshoe.	
				Longer term outputs – developing emphasis to include international travellers	31-Mar-2023				
Visitor Economy	Develop and implement the Selby District Cultural Development Framework.	Angela Crossland	Cllr Grogan	Selby District Cultural Development Framework completed (including evidence base & consultation with stakeholders, as agreed with funders)	31-Dec-2020			Cultural Development Framework submitted to Executive for sign off July 2021.	
				Implement immediate short-term outputs from the framework; develop key projects in line with covid-19 response and external investment e.g. Barby Road Corridor project; extending festivals/events offer;	30-Apr-2022			Funding for key projects from the CDF confirmed by Full Council Sept 2020 including establishment of an Events Officer Resource now in place.	
Enterprise & Growth	Deliver the Selby District Economic Development Framework 2022...and beyond	Julian Rudd	Cllr Buckle	Deliver a sustainable and targeted programme of support to SME businesses – to support the post-Covid recovery	31-Mar-2023			SDC have been fully involved in the YNY LEP in the development and shaping of the Covid -19 Economic Recovery Plan – Greener, Fairer, Stronger. This Plan reflects both regional and local priorities and action plans for the short and	
				Develop and agree with the owners of each key strategic	31-Mar-2023				







OBJECTIVE	ACTION	OFFICER LEAD	EXECUTIVE LEAD	MILESTONE	DUE DATE	COMPLETED DATE	RAG	OVERALL COMMENTARY	OVERALL RAG
				site identified in the EDF Framework (e.g. S2, Eggborough, Kellingley) a programme of short, medium term deliverable actions to bring the site forward in line with EDF				<p>medium term. This Plan is constantly reviewed to reflect emerging economic challenges and central government responses to the Covid impact and now reflects actions supported by the budget announcements.</p> <p>The Council's support for SMEs continues at pace as Covid restrictions change, with a strong current emphasis on reopening the high streets safely. In summary, the Council has provided:</p> <ul style="list-style-type: none"> • Business support to +300 SME's supplying information, diagnosis and brokerage to grant funding, loan applications and consultancy support via various different programmes through the Leeds and York & North Yorkshire Local Enterprise Partnerships. • Grant funding for innovation, start ups, resource efficiency, creative sectors, capital expenditure, property purchase and digital transformation stands at £1m+ • Consultancy support funding also at £1m+ • Assisted 98 new start businesses ensuring viability and sustainability, directing in terms of legal obligations and supported with business planning. • Introduced the first Selby District Business Week which 	







OBJECTIVE	ACTION	OFFICER LEAD	EXECUTIVE LEAD	MILESTONE	DUE DATE	COMPLETED DATE	RAG	OVERALL COMMENTARY	OVERALL RAG
								<p>successfully saw 238 business engaged with the Local Authority.</p> <ul style="list-style-type: none"> Put on various workshops to help businesses grow/deal with changing legislation. Introduced the first Selby Business Conference (though this had to be cancelled due to pandemic) Introduced first Selby District Business Awards with 8 categories Established two successful forums/networking groups that have supported the local supply chain and circular economy, keeping the spend within the District. Each group has an average attendance of 32 businesses. Maintained contact throughout pandemic via online meetings though numbers for this were at an average of 16 per group. Sit on the Skills Support for the Workforce steering group and work closely with Calderdale College and the Skills Support programme. Establishing an Employability and Skills group with the YNY LEP, ESFA (Education and Skills Funding Agency), DWP and local employers to ensure Selby District has a voice into government as to the challenges around employment and skills (first meeting September 2021) Work closely with NYBEP 	

OBJECTIVE	ACTION	OFFICER LEAD	EXECUTIVE LEAD	MILESTONE	DUE DATE	COMPLETED DATE	RAG	OVERALL COMMENTARY	OVERALL RAG
								<p>(North Yorkshire Business & Education Partnership) working with schools forming a relationship between schools and businesses to help young people identify skills and ambitions for future careers.</p> <ul style="list-style-type: none"> • Work with apprenticeship providers and the Apprenticeships Hubs. • Recent guidance has included making our town centre businesses 'Inclusive, Safe, Welcoming', providing access for all people, including those with limited mobility. <p>Throughout the Covid period, officers have worked with strategic site developers, holding a minimum of quarterly Site Development reviews. These will continue as we emerge from lockdown and are coordinated to include Planning Development Management; Department for International Trade and the LEP Inward Investment team. This approach ensures that the best investment opportunities come forward to match SDC priorities and that there is a 360-degree approach to delivering quality investment and employment opportunities. The new Economic Development Manager starts work in August 2021 and will review the team's priorities for the remainder of the lifetime of this Council, working with the Executive.</p>	

Theme: A great place with a Council delivering GREAT VALUE

OBJECTIVE	ACTION	OFFICER LEAD	EXECUTIVE LEAD	MILESTONE	DUE DATE	COMPLETED DATE	RAG	OVERALL COMMENTARY	OVERALL RAG
Digital Customers	Deliver Digital Strategy 2020	Stuart Robinson	Cllr Lunn	Complete implementation of Digital Workforce – Office 365; new devices; MyView	31-Dec-2020	31-Mar-2021		Digital Workforce <ul style="list-style-type: none"> All main elements of the programme now delivered (O365, new devices, MyView). Access to partner organisations now in place to support improved collaboration. Additional training for staff delivered and improved security – including biometrics – in place. Additional work to upgrade member devices expected later this summer. Digital Customers <ul style="list-style-type: none"> Implementation of Civica Pay online payments portal put back to 5 Oct 2021 to allow exploration of alternative telephone payments. Implementation of Citizens Access Revenues commenced. CA Benefits delayed due to pressures on Taxation & Benefits Team caused by Covid Grants. Civica Cx Housing System <ul style="list-style-type: none"> Upgrade to live system (bug 	
				Complete implementation of phases 1 – 3 of Digital Customers – Northgate Citizens Access; CivicaPay; MyScan; Citizens Online project	31-Dec-2021				
				Complete full implementation of Civica CX digital platform for housing and asset	31-Jul-2022				

OBJECTIVE	ACTION	OFFICER LEAD	EXECUTIVE LEAD	MILESTONE	DUE DATE	COMPLETED DATE	RAG	OVERALL COMMENTARY	OVERALL RAG
				management.				fixes plus improvements in automating lettings) scheduled for 20 Sept. • Test system to be upgraded end Sept to enable progression of phase 2 project. • Workshops for the Cx Contractor (asset module) underway.	
Digital Customers	Transform customer contact services and achieve channel shift	June Rothwell	Cllr Buckle	Set up Contact Centre at Civic Centre and provide appointment-based face to face customer services.	01-Nov-22			Project delayed due to Covid pandemic and ongoing restrictions. Work to create private meeting space is ready to go out to tender.	
Page 126 Quality Workforce	Deliver People Plan to support and develop staff through major change	Stuart Robinson	Cllr Lunn	Deliver People Plan, including new HR and OD service delivery arrangements; Leadership and Management Development Programme; enhanced approach to staff engagement and wellbeing; development of staff core skills	31-Mar-2022			<ul style="list-style-type: none"> • June staff briefing session attended by 168 employees (67%) • Manager skills training programme completed. Feedback positive. • Leadership and management development programme commenced and will run to end Nov. • Staff engagement programme commenced. Staff survey commenced 14 May focused on return to the workplace – 61% response rate – followed by focus groups with cross section of staff. • Commenced development of programme to support staff core skills, e.g. information governance. 	
Effective use of Assets	Develop and implement the Asset Strategy 2020-30.	June Rothwell	Cllr Lunn	Develop Asset Strategy 2020-30 and high-level Action Plan – focus on our assets	30-Sep-2022			<p>The Property Service staff review has commenced, which will provide capacity to progress this work. A brief for the Strategy has been prepared and is being updated.</p> <p>The disposal part of the Portholme Road site to Aldi has completed.</p>	

OBJECTIVE	ACTION	OFFICER LEAD	EXECUTIVE LEAD	MILESTONE	DUE DATE	COMPLETED DATE	RAG	OVERALL COMMENTARY	OVERALL RAG
								Bids have been received for the old Council depot at Barby Road.	
Value for Money	Deliver robust arrangements to ensure financial plans are delivered, costs are minimised and planned savings and new opportunities for income are delivered	Karen Iveson	Cllr Lunn	Implement the strategic objectives set out in the MTFS – deliver investment programmes and savings	31-Mar-2023			Covid has impacted severely on the Council's finances and capacity over the last year. The overarching MTFS objectives remain but the majority of savings have been pushed back to 23/24. Investment programmes are in place but spending has been delayed as a result of capacity diverted toward the Council's response to the pandemic.	
				Review the budget for 20/21 and set balanced budget for 21/22 in light of Covid.	31-Mar-2021			A revised budget for 20/21 was approved by Council in September 2020 along with a revised MTFS. The budget for 21/22 was approved by Council in February 2021. It includes provision for Covid and LGR contingencies and takes account of the contractual risks highlighted in the MTFS which have crystallised over 20/21.	
				Update the MTFS in light of Covid impacts and delayed 'Spending Review' (incorporating the Fair Funding Review and any changes to Business Rates and Retention).	31 March 2022			The MTFS has been updated and has been to Council in July 21 and incorporates covid impacts plus areas of additional investment. The spending review however continues to be delayed, so there is no update on this at present.	

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Delivering corporate priorities

Corporate Performance Report

Quarter 1 2021/22

KPIs Summary



Indicator/action	Exception	Actions/Comments
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Positive performance - KPIs

Average days to re-let standard void types	Target exceeded	Void performance has improved during Q1 as the service continues its recovery towards pre-Covid standards. The average time taken to bring a standard void back into use has improved from 33.26 days in Q4 2020-21 to 23.53 days in Q1 2021-22 – a reduction on average of 9.73 days or circa 41%. The current target is 26 days.
Average days to re-let major void types	Target exceeded	The average time taken to bring a major void back into use has improved from 52.11 days in Q4 2020-21 to 43.75 days in Q1 2021-22 – a reduction of average of 8.36 days or circa 19%. The current target is 45 days.
Repairs to council owned properties completed	N/A	Performance on repairs continues to see gradual improvement as the service continues its recovery from the suspensions enforced as a result of Covid-19. At the end of Q1 there were 2,541 repair jobs outstanding, a reduction of circa 34% since early May. Of these outstanding repairs, there were 68 Priority 1 (P1) jobs outstanding at the end of Q1; a reduction of 85% on May, with open P1 repairs now accounting for only 2.7% of all outstanding repairs.
Average days sick per FTE (full time employee) rolling 12 months	Target exceeded	3.96 days against a target of 5 – this is a slight increase on the Q3 figure of 3.78 days, but a significant improvement compared to the 2020-21 Q1 figure of 6.9 days.
Total number of empty homes (6 months +) brought back in use through direct action	Target exceeded	In Q1 a total of 26 empty homes were brought back into use, exceeding the target of 5.
% Stage 2 corporate complaints fully responded to in required time	Target exceeded	100% (2 out of 2) of stage 2 complaints were responded to in time, exceeding the 90% target.
% Non-major applications within statutory or extension of time limit	Target exceeded	82.98% of applications (156 out of 188) were dealt with within time, exceeding the target of 70%.
% Major applications within statutory or extension of time	Target exceeded	100% of applications (3 out of 3) were dealt with within time, exceeding the target of 60%.

Delivering corporate priorities: Exceptions Q1 2021/22

Indicator/action	Exception	Actions/Comments
Performance concerns - KPIs		
% Council housing rent and arrears collected	Target not met	<p>Collection rate of 92.28%, slightly below the target of 93.60%. Staff continue to support tenants affected by the pandemic giving debt & benefit advice and support to assist them manage their rent payments.</p> <p>We are continuing to progress more formal recovery in line with Government guidance and keep our legal paperwork and proceedings updated as new timescales are coming into force under the new COVID housing legislation.</p> <p>Testing on the new housing system has begun again for the upgrade which has impacted on day-to-day workloads.</p> <p>The annual inhouse rents audit has been completed in Quarter 1 and the draft report has been submitted.</p>
Amount of planned savings achieved	Target not met	<p>184k against a target of 379k - All savings are set to be achieved in the general fund. The £195k saving from the new housing system in the HRA will not be achieved in 2021/22 as the 2nd phase of implementation will take place later in the year.</p>
% Stage 1 corporate complaints fully responded to in required time	Target not met	<p>89% responded to in required time (8 out of 9), slightly below the target of 90%, compared to 91% in the previous quarter and 86% in Q1 2020-21.</p>
% FOI responded to within 20 days	Target not met	<p>85.71% responded to within time, slightly below the target of 86%.</p>

Delivering corporate priorities: KPIs Q1 2021/22

PI Status		Long Term Trends		Short Term Trends	
	Alert		Improving		Improving
	Warning		No Change/Not applicable		No Change/Not applicable
	OK		Getting Worse		Getting Worse

KPI	Direction of Travel	Q1 2020/21	Q2 2020/21	Q3 2020/21	Q4 2020/21	Current Value	Target	Short Term Trend	Long Term Trend	Status
		Value	Value	Value	Value					
Number of SMEs supported	Aim to Maximise	106	48	64	80	67	50			
% Repairs to council-owned properties completed within agreed timescales (emergency/urgent repairs combined)	Aim to Maximise	N/A	N/A	N/A	N/A	N/A	90			N/A
Total number of empty homes (6 months +) brought back in use through direct action	Aim to Maximise	0	59	89	99	26	5			
% Council Tax collected	Aim to Maximise	28.96	56.40	83.89	98.11	29.27	30.00			
% Council housing rent and arrears collected	Aim to Maximise	92.95	92.55	96.47	97.41	92.28	93.60			
% Non-domestic rate collected	Aim to Maximise	25.86	51.52	77.26	94.24	26.38	27.50			
% Sundry debt collected	Aim to Maximise	45.79	50.61	66.39	97.01	46.16	45.79			
Amount of planned savings achieved	Aim to Maximise	156K	156K	156K	141k	184k	379k			
Average days to process new benefit claims (total)	Aim to Minimise	26.35	15.63	16.59	16.42	17.08	22.00			
Average days to process change of circumstances	Aim to Minimise	3.15	3.13	2.76	1.73	4.09	8.40			
% Major applications within statutory or extension of time	Aim to Maximise	75	93.75	60	85.71	100	60			
% Non-major applications within statutory or extension of time limit	Aim to Maximise	73.77	78.57	74.84	73.46	82.98	70			
% Stage 1 corporate complaints fully responded to in required timescales	Aim to Maximise	86	78	100	91	89	90			
% FOI responded to within 20 days	Aim to Maximise	92.19	85.16	81.88	85.80	85.71	86			
The average waittime – in minutes – before a customer is seen by an advisor	Aim to Minimise	N/A	N/A	N/A	N/A	-	-			

APPENDIX B

KPI	Direction of Travel	Q1 2020/21	Q2 2020/21	Q3 2020/21	Q4 2020/21	Current Value	Target	Short Term Trend	Long Term Trend	Status
		Value	Value	Value	Value					
The average waittime – in minutes – before a customer phone call is answered by an advisor	Aim to Minimise	1.91	2.36	1.53	2.73	2.87	5.00			
% of people accessing benefit forms and taxation direct debit forms online in relation to other channels	Aim to Maximise	70.15	64.06	64.52	81.95	69.32	50.00			
Corporate health and safety: the number of incidents report in the last 12 months (rolling year)	Aim to Minimise	0	1	2	0	0	3			
Average days sick per FTE (full time employee) rolling 12 months	Aim to Minimise	6.9	5.8	5.56	3.78	3.96	5.00			
Amount of business rates retained	Aim to Maximise	11.2	11.2	11.2	11.2	11.2	7.5			
Council tax base	Aim to Maximise	31469	31927	32035	32183	32279	32258			
% Stage 2 corporate complaints fully responded in required time	Aim to Maximise	100	58.3	100	83.33	100	90			
Number of missed waste collections	Aim to Minimise	N/A	199	254	349	170	243			
Residual household waste per household (kg)	Aim to Minimise	148	141	145	146	TBC	N/A			N/A
% Household waste recycled	Aim to Maximise	49.02	49.88	39.92	38.2	TBC	N/A			N/A
% Active members participating in one or more sessions a week	Aim to Maximise	N/A	N/A	N/A	N/A	N/A	-		N/A	
% Conversions to full membership from participants in health referral programmes	Aim to Maximise	N/A	N/A	N/A	N/A	N/A	-		N/A	
% Participants completing health referral programmes	Aim to Maximise	N/A	N/A	N/A	N/A	N/A	-		N/A	
Memberships at combined leisure centres	Aim to Maximise	N/A	2,441	N/A	N/A	N/A	-		N/A	
Average days to re-let standard void types	Aim to Minimise	N/A	N/A	N/A	33.26	23.53	26			
Average days to re-let major void types	Aims to Minimise	N/A	N/A	N/A	52.11	43.75	45			

Context indicators

Q1 2020/21

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	89,100	90,600	n/a
% of the district population of working age (16-64)	annual	61.4	61.1	below average
% of the district population aged 65+	annual	19.9	20.1	above average
% working age population in employment	quarterly	78.2	78.2	above average
% working age population claiming Job Seekers Allowance	quarterly	0.6	0.8	below average
% working age population qualified to Level 4+ (annual measure)	annual	34.7	30.4	below average
% working age population with no qualifications (annual measure)	annual	6.9	#	n/a
Total Gross Value Added (£)	annual	1,930m	2,110m	n/a
Business births	annual	480	580	n/a
% business survival rate (2-year)	annual	77.8	74	above average
Median Gross Weekly Pay for Full-Time Workers £ (Workplace- based)	annual	589.9	588.8	above average
Unemployment Rate - % of 16-64 working age population	quarterly	2.7	2.7	below average
% adults defined as overweight or obese (annual measure)	annual	63.5	69.6	above average
% children defined as overweight or obese (at year 6) (annual measure) (reported in Q4)	annual	31.96	33.59	above average



Report Reference Number: E/21/19

To:	Executive
Date:	9 September 2021
Status:	Key Decision
Ward(s) Affected:	All
Author:	Peter Williams, Head of Finance
Lead Executive Member:	Cllr C Lunn, Lead Member for Finance & Resources
Lead Officer:	Karen Iveson, Chief Finance Officer

Title: Financial Results and Budget Exceptions Report to 30th June 2021

Summary:

Whilst the majority of financial impacts of Covid-19 were in 2020/21, it continues to have an impact on this financial year. We continue to report monthly to MHCLG the estimated impacts of this on our income streams and cost base, affecting both the General Fund and the HRA.

At the end of Q1, current estimated full year revenue outturn estimates indicate surpluses of (£60k) for the GF and (£155k) for the HRA. The key variances are highlighted in the report with further detail in Appendix A. Recommendations are included in the report to approve virements for £223k from the additional resource contingency to planning to support the team to operate at full capacity and reduce the backlog of applications and £130k to help support additional resources required to address the exceptional pressure from gypsy and traveller applications and enforcement.

A number of savings were put back to 2024/25 as part of the recent Medium Term Financial Strategy paper. General Fund planned savings are currently forecast to deliver at (£184k), details can be found in Appendix B. The £195k saving in the Housing Revenue Account for the housing system however will not be achieved this year as it is predicated on the implementation of phase 2 of the housing system which will not happen until later in the year.

The capital programme is currently underspent by (£1,422k) at the end of quarter 1. Of this, (£363k) is forecast to be underspent at the year end, which is all in the General Fund. The majority relates to disabled facilities. Headlines can be found in the report below with a more detailed analysis in Appendix C.

Programme for Growth projects spend was £412k in quarter 1, £239k of which was staffing costs with the majority of the remainder on visitor economy, transforming

cities fund and towns masterplanning. Project by project progress is shown in Appendix D.

The MHCLG return submitted for June indicates an overall estimated gross impact on Council finances of £2,730k across both the General Fund and HRA when compared to pandemic budget levels.

Recommendations:

Recommendations:

It is recommended that:

- i) The Executive endorse the actions of officers and note the contents of the report;
- ii) The Executive approve re-profiled capital programmes and Programme for Growth as set out at Appendices C and D.
- iii) The Executive approve the virement of £222.658k from the additional resource contingency of £500k to help with the planning backlog and to deal with new major renewable energy applications and Nationally Significant Infrastructure Projects as outlined in section 3 and point 3.7.
- iv) The Executive approve the virement of £130k from the additional resource contingency of £500k to help with exceptional pressures associated with gypsy and traveller applications and enforcement appeals as outlined in section 3 and point 3.8.

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 budgets and capital programmes were approved by Council on 18 February 2021, this report and associated appendices present the financial performance as at 30 June 2021 and a full year forecast against these budgets.
- 1.2 In the first quarter of this financial year, the country has continued under some levels of Covid-19 restrictions. Many staff have continued to work from home and some resources continue to be diverted towards the Council's response.
- 1.3 The Council continues to administer emergency grants for businesses and test and trace payments in 2021/22 and this is expected to continue for some months to come.
- 1.4 The estimated financial impacts for the year as a result of Covid-19 have been recorded in monthly returns to the Ministry for Housing, Communities and

Local Government (MHCLG). This equates to £2.7m of additional pressures on income and costs when compared to pre-pandemic budget levels.

2. Main Report

General Fund Revenue

2.1 Latest forecasts show an expected full year surplus of (£60k).

2.2 The table below shows the summary position at the end of June 2021.

General Fund Account Q1 2021/22	Revised Budget	Latest Approved Budget	Forecast	Forecast Variance
Corporate Services & Commissioning	7,171	7,171	7,197	26
Economic Regeneration & Place	5,822	5,822	5,824	2
Corporate / Finance	(598)	(598)	(912)	(314)
Legal, Democratic, Licensing, Electoral & Land Charges	1,060	1,060	1,095	35
Contingency	1,232	1,232	1,424	192
Net Service Expenditure	14,687	14,687	14,628	(60)
	0			
Contribution to / from reserves	2,798	2,798	2,798	0
Other Accounting Adjustments	147	147	147	0
Council Tax	(5,875)	(5,875)	(5,875)	0
Business Rates & Associated Grants	(2,402)	(2,402)	(2,402)	0
Collection fund Deficit / (Surplus)Share	(9,322)	(9,322)	(9,322)	0
Shortfall / (Surplus)	34	34	(25)	(60)
Budget Savings Left to Deliver	(34)	(34)	(34)	0
Net Revenue Budget	0	0	(60)	(60)

2.3 The main forecasted variances against the General Fund are:

- The return on property funds has improved since the budget was set. It was anticipated the return would be halved to £100k as a consequence of covid-19, but the first quarter figures indicate an outturn of £160k for the year although given economic uncertainty, this should be viewed with caution.
- Additional new burdens grants that were not known about at the time the budget was set total (£192k) are offset by increase in the contingency budget as the money is expected to be spent in year.
- Car parking income is expected to fall £55k short of target, with ongoing restrictions resulting in reduced footfall in the town centre and fewer people commuting to workplaces. Similarly, lifeline income is also expected to fall short of target with little growth in the customer base, a £56k shortfall in income is expected.

- The commercial waste service has seen an increase in contract income which is expected to be (£39k) higher than budget this year this is due to a combination of fee increases, customer retention and gain. At the same time there is anticipated a reduction in disposal costs based on latest costs which is expected to result in a (£21k) saving, so a (£60k) increase in the profitability of the service.
- Salaries are expected to be over budget by £105k due to a low number of vacancies in the services and some vacant posts being filled by ongoing agency appointments.
- Savings of (£31k) on the streetscene recycling gate fees from increased volumes offset by commodity payments which are estimated based on costs to date driven by an increase in the material price for paper and card sales, plus an additional (£17k) of other waste service income, based on quarter 1 figures.
- There is a £47k saving on the drainage board levies due to the difference in inflation on the fees compared to what was assumed in the budget.

Housing Revenue Account (HRA)

2.4 Latest forecasts show a (£155k) surplus which will result in an increase in the transfer to the major repairs reserve from £3,239k to £3,394k.

2.5 The table below shows the summary position at the end of June 2020. Full details of forecast variances against budget are set out at Appendix A.

Housing Revenue Account – Q1 2021/22	Budget £000's	Forecast £000's	Variance £000's
Net Revenue Budget	8,713	8,412	(301)
Dwelling Rents	(12,302)	(12,156)	146
Net (Surplus) / Deficit transferred to Major Repairs Reserve	(3,589)	(3,744)	(155)

2.6 The main forecasted variances against the HRA surplus are:

- (£499k) saving on interest and borrowing charges following reduced requirements this year based on current anticipated progress in the housing development programme.
- The £195k saving which would be generated from the implementation of the housing system will not be achieved in year due to delays in implementation of phase 2 plus continuing requirement of resources as a result of covid-19.
- Lower rent collection based on trends at the end of Q1 which indicate a £146k shortfall over the year.

Planned savings

- 2.7 Many of the savings were pushed back to 2024/25 as part of the latest Medium Term Financial Strategy. Three savings remain in the General Fund totalling £184k and all are currently expected to be achieved.
- 2.8 The HRA has a budgeted savings target for 2021/22 of (£195k) which relates to efficiency savings following implementation of new Housing and Asset Management System. The second phase of the implementation is due to go live later in 2021/22 but delays and continuing covid priorities means that savings are unlikely to be realised in the current financial year and have been forecast out.

Details of all planned savings can be found in Appendix B.

Capital Programme

Capital Programme 2020/21	Actual Year to Date £k	Budget Year to Date £k	Year To Date Variance £k	Full Year Budget £k	Full Year Forecast £k	Full Year Variance £k
GF	50	480	-430	2,781	2,418	-363
HRA	1,100	2,092	-992	11,232	11,232	0
Total	1,150	2,572	-1,422	14,013	13,650	-363

- 2.9 The capital programme shows a forecast underspend of (£363k) which is all in the general fund.
- 2.10 In the General Fund the variance of (£363k) is made up of:
- Disabled facilities grants – there was a substantial carry forward from 2020/21 plus a considerable grant for 2021/22. Covid-19 has had an impact on the ability to carry out works in quarter 1, so it is expected that £353k of the £813k budget will be spent in 2022/23.
 - A small saving on the purchase of the additional vehicle for the waste collection fleet.
- 2.11 The HRA currently has an underspend at the end of the first quarter of £1.0m, but it is expected at this stage that this will catch up by the end of the year.

Programme for Growth (PfG)

Programme For Growth 2021/22	Actual Year to Date £k	Full Year Budget £k	Full Year Forecast £k	Full Year Variance £k
Total	412	8,799	7,934	865

- 2.12 Following approval of additional projects, the total programme for growth for delivery from 2021/22 onwards is £23,824k. £412k of this was spent in the first quarter of which £239k was spent on salaries.
- 2.13 New projects approved in the recent Medium Term Financial Strategy include £2m investment into the community legacy fund, increase in funds for the

transforming cities fund project and budgets to support projects at Sherburn, Tadcaster and Burn.

2.14 Project by project detail can be found in appendix D.

3. Approval of Additional Funding for Planning

3.1 The Planning Service is facing very high number of applications (circa 40% up on last year) but is making progress in tackling the backlog of applications created by this increased demand and the impacts Covid had on the service. Full staffing capacity is needed to maintain this progress.

3.2 There are currently several vacant posts that despite best efforts it has not been possible to fill. These posts are currently occupied by agency staff generating costs over and above the established budgets. In addition, both Development Management and Enforcement are facing considerable backlogs. Workloads would need to be reduced by around 30 – 35% to bring in line with staffing levels. This backlog is a product of the impacts of Covid, vacancies and increased application numbers.

3.3 Over and above the backlog and increased application numbers there are some more recent additional pressures relating to:

- a number of key Nationally Significant Infrastructure Projects (NSIP's) and Development Consent Orders (DCOs) e.g. the Drax Bio Economy Carbon Capture & storage Project and the National Grid related pipeline project;
- the need to progress the Reserved Matters application for Kellingley Colliery by early 2022 to secure a major inward investment into the site;
- the significant increase in Gypsy & Traveller applications and related enforcement and legal work.

3.4 These additional pressures are one-off fixed-term work pressures that the existing structure was not designed to accommodate and will be difficult to resource. It is also worth noting that excluded from this list are several significant major developments that are being dealt with within the existing service capacity e.g. Eggborough Power station redevelopment; Staynor Hall; Sherburn 2; Gascoigne Wood Rail Freight Interchange; Crosshills urban extension.

3.5 There are four key requests:

To continue to deliver the service at the existing structure level and address the planning and enforcement backlogs

- Additional costs generated by employing agency staff and to provide additional resource to help continue tackling the backlog. Since the middle of May the Planning Service has been fully staffed for the first time in 18 months through permanent employees and use of some agency staff. The actual backlog is in the order of 250

cases. Since the beginning of May the planning backlog has been reduced by approximately 5-7 applications per week reducing the backlog by over 60 applications. This is a step in the right direction and a significant achievement given that the number of applications compared to last year is up approximately 40%. The Enforcement backlog has reduced by nearly 50 cases over the same period a real achievement given the number of complex and time-consuming new cases the service is dealing with. Recently there has been some lost capacity with a senior planning officer leaving and agency contracts would end in September leading to a significant loss of capacity which will seriously impede our ability to sustain the progress in reducing the backlog. Therefore the service is asking for the agency contracts to be extended until December and the additional Enforcement post to be funded until March 2022. Progress will be kept under review and be reported at Q2. Previous funding was provided for the Planning Service in September 2020 to tackle the backlog. This funding provided some additional resource in enforcement that has helped tackle this issue, but in Development Management was used to largely support the costs of agency staff that were filling posts on the structure. The funding would cover the following additional costs:

	£
Extension of agency contracts until end of December 2021	128,368
Extension of enforcement post to end of March 2022	33,790
Flexible pot for additional hours across all agency posts	20,000
Total Additional Costs	182,158

- **Kellingley Colliery reserved matter application**
 - To progress the planning application to the timescales needed to unlock this major development opportunity (by January 2022);
 - will require additional resource from agency;
 - the estimated cost of this proposal is between £32k - £39k (based on 3 days for 5 months).
 - To be recharged to Harworth Estates and it is recommended that both income and expenditure budgets be adjusted accordingly.
- **Nationally Significant Infrastructure Projects (NSIPs), Development Consent Orders (DCOs) and other renewable energy related applications - to deal with the additional workload required to progress these**
 - Will require an additional 1 FTE resource at Senior Planning Officer level;
 - nearly £300k in fees for just two of these applications has been received recently;
 - the cost of a senior post for 12 months is £40.5 k including on costs.

- 3.6 Financial Procedure Rules do not permit virement of income. Whilst there has been an upturn in planning application fees in recent weeks, the quarter 1 forecast shows that planning income is on target to be on budget for 2021/22 although is still below the original base budget for the service prior to the Covid related reduction approved as part of the revenue budget. However, indications at this early stage of the year do suggest that the budget is likely to be exceeded if potential large applications are submitted as anticipated later in the year. The volatile nature of planning income means that it would not be prudent to commit potential income over budget at this stage in the year – a slow-down in other applications could see income levels fall over the remainder of the year but ultimately should planning fee income exceed budget, the contingency would be repaid. The position will be monitored through future quarterly finance reports.
- 3.7 The approved revenue budget recognised the resource pressures being experienced by key services and provision was made to enable in year support should this be needed. Funding is therefore available within Corporate Contingency to cover these additional costs and, with the exception of the rechargeable costs of up to £39k to Harworth Estates, **a drawdown of £222,658k is requested.**
- 3.8 In addition further support is required to deal with exceptional pressures associated with gypsy and traveller (G&T) applications and enforcement appeals. This will require a dedicated specialist G&T planning resource which would be sourced through a specialist consultancy. The estimated cost of this bespoke work is £50k plus a further £80k estimated legal support costs for the two major public inquiries taking place in early 2022. The two public Inquiries for Hillam and A63/Lumby could last over 10 days requiring external legal support including Counsel. Any separate court actions would incur additional costs above this and an assessment of further costs would be undertaken should this be necessary. **£130k is recommended for drawdown from Contingency to cover the initial estimated costs.**
- 3.9 £500k is included in the approved revenue budget for additional resource pressures which is sufficient to cover the recommend drawdowns at paragraphs 3.7 and 3.8. Should planning income ultimately exceed budget then the drawdown will be repaid in part or full as appropriate.

4. Alternative Options Considered

- 4.1 Not applicable.

5. Implications

5.1 Legal Implications

- 5.1.1 There is a legal requirement to balance the budget. In addition, any actions to tackle the deficit position need to avoid any potential for contractual or legal dispute as well as following appropriate governance.

5.2 Financial Implications

There are no financial implications beyond those highlighted in the report.

5.3 Policy and Risk Implications

There are no specific policy or risk implications beyond those highlighted in the report.

5.4 Corporate Plan Implications

The financial position and performance against budget is fundamental to delivery of the Council Plan, achieving value for money and ensuring financial sustainability.

5.5 Resource Implications

The pandemic has put considerable pressure on the Council to deliver all of its priorities from the Council plan in addition to the new requirements as a result of covid-19. An additional £500k has been put into the 2021/22 budget to cater for additional staffing requirements to deal with backlogs of work as a result of the pandemic.

5.6 Other Implications

None.

5.7 Equalities Impact Assessment

There are no equalities impacts as a direct result of this report.

6. Conclusion

- 6.1 The general fund at the end of quarter 1 is forecasting a (£60k) surplus for the year whilst the housing revenue account is forecasting a (£155k) surplus.
- 6.2 The council is still suffering considerable losses in 2021/22 against pre-pandemic budgets.
- 6.3 There continues to be increased pressure on resources and capacity to deliver the Council's priorities with covid-19 and local government reorganisation both likely to require considerable resource throughout the financial year.

7. Background Documents

None.

8. 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.

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GF Management Accounts 2021-22
Results as at 30th June
General Fund
Appendix A

	Previous Year Actuals	Original Budget	Latest Approved Budget	Year to Date		Annual Total	Variances		Comment
	Actual	Budget	Budget	Actual	Budget	Forecast	Year to date Actual	Full Year Forecast	
	£k	£k	£k	£k	£k	£k	£k	£k	
Income									
Investment Income	-646	-300	-300	-13	-75	-360	62	-60	Property fund revenue return performance higher than estimated when the budget was set. Return expected to be approximately £160k v a budget of £100k.
Recharges	-11,293	-11,375	-11,443			-11,443			
Customer & Client Receipts	-4,364	-4,828	-5,398	-1,063	-994	-5,363	-69	35	The impact of Covid 19 on services has led to a stagnant customer base on the lifeline service £56k and £55k on Car Parks, footfall has not increased leading to low usage, as restrictions ease this position may improve. Offsetting this is Commercial Waste is forecasting an improved position of (£39k), this is due to maintaining and increasing the customer base through the pandemic. Other waste service income is expected to exceed income by (£17k).
Government Grants	-10,772	-11,502	-11,631	-2,411	-2,367	-11,642	-44	-11	Housing Benefit resource management grant (£18k) received offset by reduced Admin Subsidy £7k
Other Government Grant	-2,686	-1,823	-1,823	-737	-456	-2,015	-282	-192	
Other Grants/Contributions Etc	-30,615	-965	-1,121	-677	-640	-1,158	-37	-37	Additional New Burdens funding received for Local Elections & Domestic Abuse Support
Budget Savings Required		-34	-34			-34			
Total Service Income	-60,376	-30,828	-31,751	-4,901	-4,531	-32,015	-370	-264	
Expenditure									
Employees	8,423	8,456	9,098	2,199	2,408	9,204	-209	105	£68k of Vacancy factor has been identified to date leaving £290k still to be achieved (£358k Target). Forecast indicates a £105k overspend against salaries at this stage. This position is expected to change as as the year goes on as more payroll data is available
Premises	815	815	949	387	398	960	-11	11	£16k shortfall anticipated on NNDR, the majority relates to William Jaques House which forms part of the TCF project, this partly offset by small repair and utility savings at the Contact Centre premises.
Supplies And Services	37,454	8,366	12,545	1,640	1,736	12,491	-96	-54	A net saving is currently forecasted (£31k) for the recycling service on gate fees and commodity payments, this is quite volatile and is influenced by volume of waste and prices of recyclable materials, (£10k) is forecasted in Business Support for office running costs and (£21k) on Trade Waste Disposal based on actual payments to date. There is a forecasted shortfall on B&B provision of £14k for homeless services, this is still impacted by the pandemic.
Transport	114	145	145	26	36	143	-10	-2	Various car allowance savings across services as a result of reduced travelling due to Covid-19 restrictions.
Benefit Payments	10,268	11,610	11,610	2,358	2,347	11,610	11		
Support Services	8,201	8,085	8,085			8,085			
Third Party Payments		-23	881			881			
Drainage Board Levy	1,739	1,814	1,807	880	904	1,760	-24	-47	Inflation increases anticipated when setting the budget were higher than actual levies.
External Interest Payable	77	75	75			75			
Contingency		2,400	1,208			1,400		192	
Total Service Expenditure	67,090	41,745	46,404	7,490	7,829	46,609	-338	205	
Accounting - Non Service budgets									
Total Accounting & Non Service Budgets	-6,714	-10,917	-14,653	1,051	1,051	-14,653			
Net Total				3,640	4,349	-60	-708	-60	

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HRA Management Accounts 2021-22
Results as at 30th June
HRA

Appendix A

	Previous Year Actuals	Latest Approved Budget	Year to Date		Annual Total	Variances		Comment
	Actual	Budget	Actual	Budget	Forecast	Year to date Actual	Full Year Forecast	
	£k	£k	£k	£k	£k	£k	£k	
Income								
Investment Income	-101	-38			-38			
Garage Rents	-102	-107	-17	-27	-107	10		
Housing Rents	-12,010	-12,302	-2,279	-3,076	-12,156	796	146	Early forecasts suggest a shortfall in rents against budget. This follows the ongoing impact of Covid-19 on households.
Customer & Client Receipts	-501	-150	-31	-28	-154	-3	-4	Small increase in Ousegate Hostel Rent due to occupancy levels and recharges to former tenants.
Recharges		-18		-5	-10	5	8	Internal rechargable works on corporate buildings have not been taking place due to Covid-19 restrictions, therefore no charges raised to date.
Total Service Income	-12,714	-12,616	-2,327	-3,135	-12,466	807	150	
Expenditure								
Employees	69	123	17	31	121	-14	-1	Potential for small savings on Cleaning Staff and Housing Enforcement officer.
Premises	825	730	187	183	731	5		
Supplies And Services	1,189	1,293	260	279	1,293	-19		
Support Services	2,742	2,788			2,983		195	Delays in implementation of the housing system phase 2 combined with resources still being required to deal with the pandemic mean that the saving of £195k will not be achieved this year.
Transport	189	147	53	54	147	-1		
Debt Management Expenses	40	6			6			
External Interest Payable	1,915	2,065			1,870		-195	Only small amount of borrowing anticipated to support the HDP Capital Programme in 21/22, therefore savings anticipated.
Contingencies		75			75			
Provision for Bad Debts	35	271			271			
Total Service Expenditure	7,004	7,497	518	546	7,496	-28	-1	
Accounting & non service budgets								
Total Accounting & Non Service Budgets	5,710	5,119			4,815		-304	Only a small amount of borrowing anticipated for the HDP Capital programme in 2021/22.
Net Total			-1,809	-2,589	-155	779	-155	

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Appendix B : Planned Savings

Strategic Category	Lead	General Fund - Potential Saving	Budget Risk	2021/22 Planned Savings Budget £000's	2021/22 Planned Savings Forecast	2021/22 Planned Savings Variance	2022/23 Planned Savings £000's	2023/24 Planned Savings £000's	Commentary
Growing resources	Suzan Harrington	Asset rationalisation	Medium	0	0	0	0	100	This saving relates to the lease for the Contact Centre at Market Cross Selby. The saving will be realised when the lease expires and has therefore been reprofiled to 2023/24.
Growing resources	Dave Caulfield	Business Rates Growth	High	0	0	0	100	200	The Council's Economic Development Strategy will proactively foster new inward investment and indigenous business growth. This 'saving' is however high risk due to uncertainties regarding the BRR system reset. This cautious target assumes that the reset brings the Council out of its current safety net position and enables modest year on year growth to be realised. Delays to business rates retention system reset mean that this target is delayed a further year and proposed targets have been reprofiled accordingly.
Total Growing Resources			0	0	0	0	100	300	
Transforming	Suzan Harrington / Stuart Robinson	Process improvements /on-line transactions	High	0	0	0	0	162	The Channel shift project is currently being delivered and savings from this are starting to be recognised. Further programmes to role out digitalisation are delayed due to covid-19, and any potential benefits from this may not be made in the short term due to additional workload pressures as a result of the pandemic across the Council. Saving reprofiled to 2023/24.
Transforming	Suzan Harrington	Introduce CT Penalty Scheme - NEW	Medium	5	5	0	5	5	Council Tax Penalty Scheme was not being enforced due to covid-19 but has now been reintroduced.
Transforming	Dave Caulfield	Planning service review	Low	11	11	0	11	11	The planning service review has concluded with an annual recurring saving of £11k
Total Transforming				16	16	0	16	178	
Commissioning	Suzan Harrington	Contract renegotiations	Low	168	168	0	168	168	Savings from contract negotiations
Total Collaboration & Commissioning			0	168	168	0	168	168	
Total				184	184	-	284	646	

Low Risk		11	11	0	11	11
Medium Risk		173	173	0	173	273
High Risk		0	0	0	100	362
Total		184	184	0	284	646

Strategic Category	Lead	HRA - Potential Saving	Risk	2021/22 Planned Savings Budget £000's	2021/22 Planned Savings Forecast £000's	2021/22 Planned Savings Variance £000's	2022/23 Planned Savings £000's	2023/24 Planned Savings £000's	Update/Comments
Transforming	Suzan Harrington	Process improvements /on-line transactions	Medium	195	0	195	195	195	The new housing/asset management system is in the process of being implemented and phase 2 will be implemented in 2021/22 but a combination of resource pressures and the time it will take to implement phase 2 and adapt to the new system make the saving unlikely this year. This will be kept under review following implementation.
Total			-	195	-	195	195	195	

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Appendix C : 2020/21 Selby District Council Capital Programme - To 30 June 2021

										<u>Approved Programme & Carry Forward Proposal</u>		
General Fund	Original Budget Incl C/F	Revised Budget	Year to date Revised Budget	Year to date Actual	YTD Variance	Forecast	Carry Forward	Year End Variance	Comments	Forecast 22/23	Forecast 23/24	Forecast 24/25
Transforming Customer Services	106,575	106,575	0	0	0	106,575	0	0	Covid-19 and other delays have prevented the start of work on the reception alterations delaying the contact centre move. It is hoped that procurement of the contractor will be progressed with work being completed at the end of September 2021 with the contact centre operating from the Civic as soon as possible Covid allowing. The project is expected to be on budget. In addition the Call centre on the first floor of the extension is now operational working within Covid guidelines			
Website Development	10,000	10,000	2,500	0	-2,500	10,000	0	0	This project is to enhance the platform to allow for future development of the website. Discussions with NYCC will commence in Q2 2021/22 to discuss the scope of the project.			
GIS System	31,380	31,380	7,845	0	-7,845	31,380	0	0	This project forms part of the Contact Centre re-opening project. This capital budget will fund the software requirements as required (Appointment System)			
Benefits & Taxation System upgrade	21,380	21,380	5,345	0	-5,345	21,380	0	0	This budget is linked to software upgrades supporting Channel Shift as part of the Digital Strategy	15,000	15,000	15,000
IDOX Planning System	15,000	15,000	3,750	1,000	-2,750	15,000	0	0	To support the IDOX suite of software applications for upgrades and patches as part of the IDOX Roadmap. This ensured that we remained PSN compliant throughout 2021/22	15,000	15,000	15,000
ICT - Servers	30,000	30,000	7,500	0	-7,500	30,000	0	0	Capital to be used to support the Server upgrades in-line with software compatibility.			
ICT - Software	4,694	4,694	1,174	0	-1,174	4,694	0	0	Budget committed to the Digital Workforce Project and the implementation of Microsoft 365 Tools - training has now been completed and invoice is expected July.			
Adobe Licence Replacement	15,000	15,000	3,750	0	-3,750	15,000	0	0	Licences replacement programme due 2021/22.			
Finance System Replacement	0	0	0	0	0	0	0	0	Replacement for the finance system has been reforecast into 2022/23.	150,000		
Committee Management System	3,000	3,000	750	0	-750	3,000	0	0	ModernGov software upgrade expected in 2021/22 as part of legislative changes			
Upgrade to Assure from M3	8,500	8,500	2,125	0	-2,125	8,500	0	0	This budget is to migrate from M3 to Assure software as part of the Digital Transformation programme. The Assure migration is expected to Go Live in Q3 2021/22			
Cash receipting System	32,500	32,500	8,125	0	-8,125	32,500	0	0	Income Management Software replacement project. The budget for this project will be used for the capital purchase of the system, training and consultancy on the new software due to GO LIVE in Q3 2021/22.			
Northgate Revs & Bens	3,600	3,600	900	0	-900	3,600	0	0	Budget required for system upgrades following legislative changes in relation to e-billing in line with the Digital Strategy			

Appendix C : 2020/21 Selby District Council Capital Programme - To 30 June 2021

General Fund	Original Budget Incl C/F	Revised Budget	Year to date Budget	Year to date Actual	Year to date Variance	Forecast	Carry Forward	Forecast Variance	Comments	Forecast 22/23	Forecast 23/24	Forecast 24/25
Asset Management Plan - Leisure & Parks	47,891	47,891	11,973	0	-11,973	47,891	0	0	IHL are currently gathering quotes for the planned maintenance work for this year and inspections are taking place to identify works that will be required during 2022/23 so these costs can be fed into budget setting later this year.	9,005	17,746	
Committee Room Microphone system	65,000	65,000	16,250	0	-16,250	65,000	0	0	Specification is written and tenders have been invited for the Committee Room microphone system. Consideration is being given to alternative options such as renting equipment following LGR, in all likelihood this equipment will still be required at the Civic Centre irrespective of the LGR outcome.			
Car Park Ticket Machines	22,473	22,473	5,618	1,147	-4,471	22,473	0	0	Implementation of the revised car park tariffs was delayed whilst technical issues relating to acceptance of card transactions was resolved. Implementation of the revised car park tariffs and associated machine upgrades is now completed and operational.			
Industrial Units Maintenance	25,000	25,000	6,250	0	-6,250	25,000	0	0	An initial report detailing the options has been provided to LT for consideration. Further work is now required to develop a formal business case for each option. Given the nature of the options being considered it is considered inappropriate to seek approval to invest the existing capital funds at this time. Improvements to the industrial units are subject to the outcome of a report to Executive in respect of the future direction. We are awaiting information regarding demand from colleagues in ED to inform the recommendations of the report. Progress has been delayed in respect of provision of demand information due significant resource pressures resulting from further Covid19 restrictions and additional support requirements for local businesses. The forecast has been revised to £25k 21/22 for unforeseen costs with the balance in 22/23.	229,400		
Industrial Units Investment	0	357,553	0	0	0	357,553	0	0	New Bid approved at Council on 22 July 2021. Major updating of industrial units including energy efficiency, panel erosion and refurbishments.	282,610	300,669	
Car Park Improvement Programme	520,168	520,168	130,042	0	-130,042	520,168	0	0	Work to progress improvement to Back Micklegate and Micklegate car parks was delayed in order to maximise funding options through external funding bids such as the Heritage Action Zone funding; however delays have also been encountered due to discussions with Landowners. Plans to focus delivery on Portholme Crescent whilst these issues are addressed have been scaled back to enable the space to be utilised as a walk-in testing centre for Covid-19. Work to install the first of Electrical Vehicle Charging Points (EVCP) is now complete, with points in South Parade and Back Micklegate car parks operational. As we start to move towards pre-Covid norms we are now starting to revisit delivery of the car park improvement programme and are working closely with colleagues in the Economic Development and Regeneration team to maximise funding available for improvements at Britannia car park, Tadcaster.			
ICT - Channel Shift 2 Website & Intranet	16,720	16,720	4,180	0	-4,180	16,720	0	0	Citizens Access Portal (Revenues) is anticipated to go Live in Q2 2021/22 with Citizens Access Portal (Benefits) in Q3 2021/22. The remaining budget will be used for e-forms development through 2021/22			
ICT - Channel Shift 3 Website & Intranet	18,000	18,000	4,500	0	-4,500	18,000	0	0	Channel shift Phase 3 - Housing management CX Portal project which has been delayed will commence throughout 2021/22 once Channel Shift 2 has been completed and the Civica CX Phase 2 project has commenced. This project is linked to the Income Management System replacement project.			
ICT - Disaster Recovery Improvements - Software / Hardware	17,790	17,790	4,448	0	-4,448	17,790	0	0	This budget is for improvements aligned to Microsoft requirements & Disaster Recovery Improvements in 2021/22. A number of Oracle server upgrades will be required throughout the year to ensure that they remain compatible following software upgrades.			
ICT - End User Devices - Software / Hardware	54,760	54,760	13,690	0	-13,690	54,760	0	0	Budget is required for replacement hardware in relation to the digital workforce strand of the digital strategy. £43k has been raised as an order waiting for devices to be delivered for Cllrs and new starters and central stock this summer. The remaining will be required for high spend items such as monitors especially with any breakages and return to workplace requirements to support a soft hybrid environment - jabras/ cameras etc.	49,500	49,500	49,500

Appendix C : 2020/21 Selby District Council Capital Programme - To 30 June 2021

General Fund	Original Budget Incl C/F	Revised Budget	Year to date Budget	Year to date Actual	Year to date Variance	Forecast	Carry Forward	Forecast Variance	Comments	Forecast 22/23	Forecast 23/24	Forecast 24/25
ICT - Digital Workforce - Telephones - Mobile Working	11,770	11,770	2,943	0	-2,943	11,770	0	0	Budget is for replacement Mobile hardware in relation to the digital workforce strand of the digital strategy. c.25 trades tablets are being purchased in Q2 and for rollout this year as current tablets are nearing end life.	9,500	9,500	9,500
South Milford Retaining Wall	15,000	15,000	3,750	0	-3,750	15,000	0	0	We are still awaiting confirmation from the parish priest as to whether approval for the improvement works to the wall will need to go through a Faculty application (similar to Listed Building Approval). It is currently unknown how long the process will take. The budget has been carried forward into 21/22 pending approval for the works to be carried out.			
Waste Collection Fleet	200,000	200,000	0	0	0	190,570	0	-9,430	An order has ben raised for the additional 26 tonne RCV. Delivery is expected around August this year. The balance of this budget will not be required.			
Council Play Area Maintenance	197,730	197,730	0	0	0	197,730	0	0	A contract has been awarded for the works at Grange Road, Tadcaster. Works are planned to commence early August and should be completed within 4 weeks. Consultation on the designs for Charles Street, Selby will be completed before the end of July. We have signed up to a framework agreement for the procurement of the remaining four play areas over the next two years.	100,000		
Replacement of Vehicle Fleet	3,510	3,510	878	0	-878	3,510	0	0	The Council's replacement commercial vehicle fleet has now arrived and is fully operational.			
Purchase of Land	937,500	0	0	0	0	0	0	0	This budget has been removed as part of the MTFS approval			
New Build Projects (Loans to SDHT)	2,800,000	0	0	0	0	0	0	0	This budget has been removed as part of the MTFS approval			
Private Sector - Home Improvement Loans	27,720	27,720	6,930	6,833	-97	27,720	0	0	RAS Loans remain an important tool in providing support for emergency repairs in homes owned by vulnerable people. We completed 3 RAS loans in the first quarter of 2021/22, 2 for new heating and hot water systems and 1 for a new bathroom. Historically, RAS loans are repaid to the council upon sale of the property allowing them to be recycled into new loans. This allows more vulnerable households to receive the help they need. We have already received 1 repaid loan in 2021/22. In the whole of 2020/21 we received 3 repaid loans.			
Empty Property Grants	84,886	84,886	21,222	9,000	-12,222	84,886	0	0	Empty Homes Grants remain popular and are an excellent way of sourcing private rented accommodation for vulnerable households at risk of homelessness. We have completed 1 Empty Homes Grants in the first quarter of 2021/22, which provided a three bedroom house to a homeless family. A further 3 grants are currently progressing ensuring that our private rented portfolio for homeless households continues to grow.	80,000		
Disabled Facilities Grants (DFG)	813,357	813,357	203,339	31,776	-171,563	460,000	353,357	-353,357	Covid-19 is still impacting on the supply chain for contractors and increasing costs causing some delay in completing adaptations. Due to the substantial budget £817k (DFG grant £503k- £314 carry forward) an additional Technical Officer has been temporary recruited 2 days a week for up to six months. At this early stage it is difficult to forecast an accurate outturn but the aim is for at least a 75 completions in 21/22 compared with 50 last year. The balance is forecasted to be spent in 2022/23 subject to review throughout this financial year.	755,717	402,360	
Total General Fund	6,160,904	2,780,957	479,775	49,756	-430,019	2,418,170	353,357	-362,787		1,695,732	809,775	89,000

Appendix C : 2020/21 Selby District Council Capital Programme - To 30 June 2021

Housing Revenue Account	Original Budget Incl C/F	Revised Budget	Year to date Budget	Year to date Actual	Year to date Variance	Forecast	Carry Forward	Forecast Variance	Comments	Approved Programme & Carry Forward Proposal		
										Forecast 22/23	Forecast 23/24	Forecast 24/25
Housing & Asset Management System	103,660	103,660	0	0	0	103,660	0	0	The remaining capital balance is expected to be paid following the Phase 2 project completion in 2021/22.			
St Wilfrid's Court	93,733	93,733	0	0	0	93,733	0	0	The programme scoping meeting identified requirement for significantly more investment than is available in the current budget. The current budget will therefore be utilised to address some of the higher priority issues identified during visit, as well as any essential health and safety related works. Government changes to the roadmap for easing restrictions has meant works to finalise the scoping works and subsequent issue of tenders has not been able to progress as planned. It is now anticipated tenders will be issued in Q3.			
Environmental Improvement Plan	108,152	108,152	27,038	0	-27,038	108,152	0	0	This funding is earmarked to support a scheme being led by colleagues in the Contracts and Procurement Team. Work to progress the scheme has been delayed due to Covid-19.			
Housing Development Project	1,701,273	1,701,273	0	0	0	1,701,273	0	0	Programme for the development of HRA properties on phase 2 small sites. Starts on these sites has been delayed due to Covid and is anticipated in 2021/22. Work including, feasibility studies, asbestos surveys and garage clearance has been completed. Planning permission for development of three schemes has now been secured and is anticipated to be issued for tender in Q2 2021/22 with a view to build commencement in Q3 2021/22. The forecast has been adjusted to reflect the build over 2 financial years.	1,700,000		
Housing Acquisition and Development	0	299,000	0	0	0	299,000	0	0	New Bid approved at Council on 22 July 2021. To extend the New Build/Acquisitions programme to maximise spend of s106 affordable housing commuted sums. Spend subject to 'self-financing business case'	5,691,000		
Community Centre Refurbishment	64,377	64,377	0	0	0	64,377	0	0	The Fire Risk Assessment works identified at Grove House have now been completed except for the installation of the new entrance doors and door entry system which are on order. Work to identify further requirements outlined for other community centres under the FRA process is required. Progress on delivery of the programme remains paused whilst we address other priority works which have been generated as a result of the various service suspensions resulting from Covid-19.			
Empty Homes Programme - Improvements to Property	200,000	600,000	0	971	971	600,000	0	0	This supports the Empty Homes Programme and is available to purchase Empty properties that will be brought back in to use and let through the HRA and former council properties sold through the Right to Buy. We purchased 7 properties in 2019/2020, the work to improve these properties to a lettable position was delayed due to the pandemic but now works are complete and these are now let. 3 further properties are expected to be purchased in 21/22 which will complete the programme.	0	0	0

Appendix C : 2020/21 Selby District Council Capital Programme - To 30 June 2021

Housing Revenue Account	Original Budget Incl C/F	Revised Budget	Year to date Budget	Year to date Actual	Year to date Variance	Forecast	Carry Forward	Forecast Variance	Comments	Forecast 22/23	Forecast 23/24	Forecast 24/25
Energy Efficient Programme	856,084	856,084	214,021	108,055	-105,966	856,084	0	0	The multiple lockdowns experienced during the past year as a result of Covid-19 severely impacted the ability of our major works contractors to complete the programme identified. The situation was further exacerbated by customer refusals due to concerns around virus transmission, shielding, self-isolation etc., and material shortages. Approximately 300 properties have been identified for survey and potential upgrade in 2021/22; which picks up properties which we were unable to complete in 2020/21 due to Covid19, material shortages etc., as well as additional ones due this year. Material availability and cost increases pose a significant risk to delivery of the programme which we will continue to monitor closely.	510,225	520,430	
Health and Safety Improvement Programme	1,010,552	1,010,552	252,638	120,504	-132,134	1,010,552	0	0	The multiple lockdowns experienced during the past year as a result of Covid-19 severely impacted the ability of our major works contractors to complete the programme identified. The situation was further exacerbated by customer refusals due to concerns around virus transmission, shielding, self-isolation etc., and material shortages. A programme of 585 properties requiring electrical tests have been issued to our contractor partner, which is likely to generate significant remedial works for completion. This year's programme picks up properties omitted from last year due to customer access refusal resulting from Covid19, self-isolation, shielding etc., as well as additional properties falling due this year. Material and resource availability, coupled with increasing costs remain significant risks to delivery of the programme which we will continue to monitor closely.	554,675	565,770	
Property Refurbishment Programme	5,013,864	5,013,864	1,253,466	718,952	-534,514	5,013,864	0	0	The multiple lockdowns experienced during the past year as a result of Covid-19 severely impacted the ability of our major works contractors to complete the programme identified. The situation was further exacerbated by customer refusals due to concerns around virus transmission, shielding, self-isolation etc., and material shortages. A programme of 411 properties have been issued to our contractor partner for survey and/or improvement works. The programme includes properties omitted from last year's programme due to Covid19, self-isolation, shielding etc., as well as a significant number of new properties falling due this year. Unfortunately access continues to be a significant concern, with circa 60 properties already omitted from the programme due to refusal of works. Aside from customer refusals, material and resource availability, coupled with rising costs represent significant risks to delivery and we will continue to monitor these closely.	3,677,796	3,740,890	
Property Investment Programme	1,381,030	1,381,030	345,258	152,012	-193,246	1,381,030	0	0	The multiple lockdowns experienced during the year as a result of Covid-19 severely impacted the ability of our major works contractors to complete the programme identified. The situation was further exacerbated by customer refusals due to concerns around virus transmission, shielding, self-isolation etc., and material shortages. A programme of 585 properties has been issued to contractor partner for survey and/or remedial works to install or upgrade carbon monoxide detection. The programme includes properties omitted from last year's programme due to Covid19, self-isolation, shielding etc., as well as additional properties falling due this year. Material and resource availability, coupled with rising costs present significant risk to programme delivery and we will continue to monitor this closely.	427,133	435,680	
Total HRA	10,532,725	11,231,725	2,092,421	1,100,494	-991,927	11,231,725	0	0		12,560,829	5,262,770	0
Total Capital Programme	16,693,629	14,012,682	2,572,195	1,150,250	-1,421,945	13,649,895	353,357	-362,787		14,256,561	6,072,545	89,000

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Appendix D : Programme for Growth 2020/21 Financial Year Project Updates
Multi Year schedule for the project lifespan

Project	Lead Officer	Multi-Year Project Budget	Position @ 30 June 2021		Project Budget Remaining	Update	Phasing of future spend Q1		
			In Year Spend 21/22	Forecast			Forecast 21/22	Forecast 22/23	Forecast 23/24
Healthy Living Concepts Fund	Angela Crossland	53,281	0	53,281	53,281	Of the remaining £53,281 in this fund - £10k allocated to develop active travel sustainable travel packs in line with the visitor economy niche trails work, £30k allocated to development of project with Yorkshire Wildlife Trust for Barlow Common to develop project and funding bids as they arise (Barlow Common delayed due to Covid). Remaining £13k will support public health initiatives identified as part of covid recovery plans.	53,281	0	0
Visitor Economy (Tourism & Culture)	Angela Crossland	1,021,761	40,244	1,021,761	981,517	Delivery of the Visitor Economy Strategy and the Cultural Development Framework for the District. This is a multi-year programme which includes the cultural programme for the HSHAZ, visitor place-making and marketing, product development and sector support. Much of the investment is to be used as match funding against investment from external funding partners. Cultural Delivery Framework is in place with detailed delivery plan. Events Officer is in post.	359,670	427,145	234,946
HAZ Selby Stories	Angela Crossland	60,000	(22,375)	60,000	82,375	Project total £150,950 over 3 years. £60,000 from P4G, £89,500 from Historic England grant. Payment schedule from HE: 21/22 £49,225, 22/23 £26850, 23/24 £13, 425. Programme includes wide-ranging cultural activity in Selby town centre, including performance, exhibitions, artist residencies and testing of outside event spaces (e.g. amphitheatre). Year to date credit relates to grant income received in advance.	16,484	24,984	18,533
Low Carbon Resources	Stuart Robinson	135,000	8,729	135,000	126,271	This funding is to recruit a Low Carbon Projects Officer. Officer recruited and commenced in April 2021. Officer is progressing the agreement and delivery of activity in the Low Carbon Action Plan.	45,000	45,000	45,000
Marketing Selby's USP	Stuart Robinson / Communications	152,912	0	152,912	152,912	Funding is used to support employment of and additional Communications & Marketing Officer - to support place related marketing - and the development of place branding marketing collateral. The Officer is in place. Whilst development of place branding case studies slowed in the second half of 2020/21 as we prioritised response to the pandemic and recruited a replacement Communications & Marketing Manager, the delivery of this project is now being re-energised following the successful recruitment to this post.	50,971	50,971	50,970
Retail Experience - STEP	Duncan Ferguson	63,781	15,733	63,781	48,048	Town centre revitalisation and strategy work is underway. Work to deliver on priorities in line with the town centre strategy and revitalisation action plans. Work being prioritised on digital development in line with recent LEP support and post Covid19 planning.	63,781	0	
Legal Support	Julian Rudd / Alison Hertley	139,000	0	139,000	139,000	Legal Support for agreements and advice associated with the P4G programme / projects	47,000	46,000	46,000
Towns Masterplanning (Regeneration)	Duncan Ferguson	626,531	62,903	626,531	563,628	Work was originally commissioned in 2019/20 from the People and Places consultancy (Chris Wade) to develop town centre revitalisation plans and prepare for Future High Streets Fund application. The final part of Chris Wade's work is programmed now to finish in September 2021. Further work continues to assess new commissions to continue relevant masterplanning work and action plans for each town centre. A contribution from this fund has been used to support the Places and Movement Study, in partnership with NYCC Highways and YNY LEP. The next phase of the Places and Movement Study, taking on board recent consultation outcome, will be supported through this fund. It is anticipated that plans for local delivery will align with reprioritisation for town centres as part of new Corporate Plan period 2020+ and covid recovery planning. Funding of £50k has been previously used to support the MHCLG Reopening High Street Safely Fund (RHSSF) and the re-branded 21/22 Welcome Back Fund.	626,531	0	
Strategic Sites Masterplanning	Duncan ferguson	270,685	1,200	270,685	269,485	Funded due diligence work for strategic sites masterplanning, including Selby Station Gateway. Future costs will include consultancy costs for development of feasibility/ viability assessments, Business Cases, surveys, design, legal and valuation fees.	245,685	25,000	0

Project	Lead Officer	Multi-Year Project Budget	In Year Spend 21/22	Forecast	Project Budget Remaining	Update	Forecast 21/22	Forecast 22/23	Forecast 23/24
Access to Employment	Iain Brown / Julian Rudd	19,282	0	19,282	19,282	Projects within this budget will be targeted at supporting social mobility to give unemployed people in areas of higher deprivation in Selby District access to current and future employment opportunities e.g. connecting people to employment opportunities at Sherburn, the former Kellingley Colliery, Church Fenton etc. Future initiatives being reviewed against this budget include the opportunity to support future LCWIP projects linking residential communities with employment hubs and opportunities related to electric bike programmes.	19,282	0	
Growing Enterprise	Iain Brown / Julian Rudd	271,426	384	271,426	271,042	Budget to support one of the 10 priorities in Economic Development Framework (EDF) 2 year delivery programme as approved at the January 2019 Executive. New post COVID initiatives will be funded through the coming year (2021/22)- to include a widening of the skills support programme and work specifically with Start-up businesses initiated during and after COVID restrictions are lifted. The additional P4G budget awarded over the next 3 years will be used to support businesses displaced by the TCF land assembly to relocate within the district. A new post COVID Business Delivery Plan is currently being developed with the focus on providing a targetted Business programme through to march 2023, event and activities will be funded from this budget. Approval will be sought through Q2	166,426	70,000	35,000
Selby TCF Revenue	Duncan ferguson	56,542	0	56,542	56,542	This allocated Budget relates to the grant recovery for 2019/20 recovered from WYCA in 2020/21. The budget will be used for potential non recoverable revenue costs relating to TCF.	56,542		
HAZ	Caroline Skelly	19,556	3,023	19,556	16,533	The Project Fund is a match contribution to the successful High Streets Heritage Action Zone (HAZ) bid. Programme delivery commenced 1st April and this fund is part of a 4 year programme profile. A programme of community engagement activities has been created in Q1 including artist workshops for young people and audio recording sessions to collect the stories of Selby residents as part of the community engagement strand of the project.	11,556	5,000	3,000
Empty Homes	June Rothwell Simon Parkinson	3,751	0	3,751	3,751	This budget supports the work of the private sector housing team and the empty homes officer to bring empty homes back into use. Overall the project is very successful and the Empty Homes Officer has directly helped bring 99 empty homes back into use during 2020/21. The majority of this success is achieved through offering advice and assistance to owners. At times, we need to utilise our enforcement powers to secure empty homes and to eradicate issues that are a statutory nuisance or prejudicial to health to neighbours. This budget specifically contributes to this area of enforcement work.	3,751	0	
Selby District Housing Trust	June Rothwell Phil Hiscott	34,850	0	34,850	34,850	This fund is to support SDHTs role in the more ambitious HDP approved by Executive in January 2018. A new officer has now been appointed to support the SDHT. The Trust have taken occupation of an additional 17 new affordable homes in 2018/19 delivered through new build and Section 106 acquisitions and a further 12 Section 106 acquisitions in Q1 2019/20. SDHT continue to work with SDC colleagues on the affordability and viability of new properties coming forward via the Housing Development Programme. Discussions with external providers regarding possible S106 acquisitions are also ongoing.	20,000	14,850	
Stepping Up' Housing Delivery	June Rothwell Phil Hiscott	4,938	0	4,938	4,938	The Project will support the implementation of the Housing Development Programme approved by the Executive in January 2018. Seeking opportunities to maximise the social and economic benefits of the Council's asset portfolio. As Government restrictions continue to ease we will be looking to recommence works to deliver the Council's Housing Development Programme. An Affordable Housing Strategy has been agreed by the Executive and is being pregressed.	4,938	0	
Olympia Park	Iain Brown / Julian Rudd	4,733	0	4,733	4,733	The outstanding Olympia park fess have now been settled in full and there are no further outstanding costs. The remaining balance within this budget will be transferred to P4G budget Strategic Sites Masterplan SD0422.	4,733	0	
Making our Assets work	Duncan ferguson	52,551	7,389	52,551	45,162	The budget is targeted at funding due diligence work to bring the Council's own land assets to the market and see them developed. These include small garage sites, Portholme Rd, Egerton Lodge, Barlby Rd depot, Bondgate and Burn airfield. This budget will be used to fund the feasibility, surveys and technical work to enable the Council's own land assets to be brought forward for development to deliver housing and other beneficial uses.	32,551	20,000	0

Project	Lead Officer	Multi-Year Project Budget	In Year Spend 21/22	Forecast	Project Budget Remaining	Update	Forecast 21/22	Forecast 22/23	Forecast 23/24
Housing development Feasibility Work	Phil Hiscott	289,368	3,656	289,368	285,712	Housing development feasibility project to identify viability of sites for development. Phase 2 feasibility costs have been transferred to the individual development budgets for three identified sites; Camblesforth, Hambleton and Sherburn in Elmet. It is expected that Burn will progress to planning in Q1 2021/22. These sites will progress to tender stage in Q2 2021/22. A proportion of the costs have been incurred as abortive fees against sites which will not be progressing.	139,368	100,000	50,000
Asset Strategy	Phil Hiscott	80,000	0	80,000	80,000	Work to review/agree the brief has been completed. It is anticipated tenders for completion of the work will be issued in Q2 2021/22 subject to the outcome of the Local Government Review. Works have been delayed due to Covid-19. The Property Service staff review has commenced, which will provide capacity to progress this work. A brief for the Strategy has been prepared and is being updated, the target date for this is 30 Sept 2021. The disposal part of the Portholme Road site to Aldi has completed providing a £30K capital receipt.	80,000	0	
Finance Support	Peter Williams	139,000	0	139,000	139,000	Business Case development & Financial monitoring / reporting	46,000	46,000	47,000
High Street shop fronts	Caroline Skelly	100,000	1,968	100,000	98,032	The Project Fund is a match fund contribution to the successful High Streets Heritage Action Zone (HAZ) bid. Programme delivery commenced 1st April and this fund is part of a 4 year programme profile. Discussion with property owners and Historic England has begun regarding the Property Improvement Grants. P4G money allocated for professional fees of the HSHAZ architectural team from Buttress architects	33,000	43,000	24,000
New Lane Public Realm	Caroline Skelly	200,000	0	200,000	200,000	The Project Fund is a match fund contribution to the successful High Streets Heritage Action Zone (HAZ) bid. Programme delivery commenced 1st April and this fund is part of a 4 year programme profile. The project is under development with other SDC and NYCC projects that relate to the New Lane work to align across the District.	50,000	100,000	50,000
Selby TCF Capital	Duncan Ferguson	8,221,570	45,984	8,221,570	8,175,586	This budget will be used to acquire strategic development sites consistent with the Councils regeneration and commercial development opportunities and to match fund acquisitions as part of the TCF bid submission. The current live project and spend to date relates to the purchase of a site near Selby Station to provide new access to platform 2 and additional car parking. A significant amount of funding from this budget has been put forward as match funding within the Council's TCF proposals for Selby Station including contingency for the purchases of property.	1,075,000	3,146,570	4,000,000
Low Carbon projects (Phase 1) CAPITAL	Angela Crossland / Dave Caulfield	250,000	3,800	250,000	246,200	Phase 1 project delivery fund to support approved projects flowing from the Low Carbon Working Group - projects subject to business case approval by the Executive. Low Carbon Officer recruited and in place beginning 2021-22. The project spend will be determined in accordance with low carbon action plan. Early indications including tree planting initiative and development of community led ideas (Just Transition project). The latter would be towards end of 21/22.	125,000	125,000	0
Town Regen Selby	Duncan Ferguson	1,000,000	0	1,000,000	1,000,000	A Forward Framework and Action Plan has been prepared. This work was led by Chris Wade and funded from the current Town Master planning P4G project. Work now is moving into project delivery stage and the fund will be used to 1):develop detailed projects 2) provide budget for implementation of projects.	50,000	950,000	0
Town Centre Tadcaster	Duncan Ferguson	500,000	0	500,000	500,000	Work led initially by Chris Wade identified early priorities for the town. Work now is moving into project delivery stage and the fund will be used to 1):develop detailed projects 2) provide budget for implementation of projects.	100,000	400,000	0
Town Centre Sherburn	Duncan Ferguson	500,000	0	500,000	500,000	A Forward Framework and Action Plan has been prepared. This work was led by Chris Wade and funded from the current Town Master planning P4G project. Work now is moving into project delivery stage and the fund will be used to 1):develop detailed projects 2) provide budget for implementation of projects.	50,000	450,000	0
Places and Movement Study	Duncan Ferguson	2,000,000	0	2,000,000	2,000,000	10% match from Selby District Council to enable a future Levelling Up Fund bid. Levelling up Fund bids for Priority Two places such as Selby District will need to be "exceptionally high quality" and focus on tangible and visible place transformation including strong focus on arts, culture, and heritage for the 3 main town centres Selby, Sherburn and Tadcaster. By effectively combining the transformative aspirations set out in the District's Cultural Development Framework and Visitor Economy Strategy, Selby High Street Heritage Action Zone Project as well as the emerging Local Plan, we may be able to submit a bid for Levelling Up Funding that achieves the exceptionally high-quality criteria set for Priority Two locations.	0	2,000,000	0

Project	Lead Officer	Multi-Year Project Budget	In Year Spend 21/22	Forecast	Project Budget Remaining	Update	Forecast 21/22	Forecast 22/23	Forecast 23/24
Burn	Julian Rudd	500,000	0	500,000	500,000	Additional works associated with promoting Burn Airfield as a new settlement through the Local Plan. This includes flood modelling and mitigation; highways and transport design and assessments; legal advice on development options/collaboration; ecology and landscape; viability; urban design and planning; ground conditions; utilities and infrastructure; green infrastructure and ecology;	500,000		
Sherburn Projects	Duncan Ferguson	1,150,000	0	1,150,000	1,150,000	Investment in Sherburn including Eversley Park improvements, conversion of flat green bowling pitch, tennis court improvements and a land assembly opportunity for a new car park.	200,000	950,000	0
Tadcaster Projects	Duncan Ferguson	500,000	0	500,000	500,000	New projects in Tadcaster.	0	500,000	0
Community Legacy Fund	Angela Crossland	2,000,000	0	2,000,000	2,000,000	Investment in the Community Legacy Fund with Two Ridings to generate grants to be spent in the Selby District. Subject to appropriate due diligence being carried out.	2,000,000		
New programme resources	Extended Leadership Team	261,000	0	261,000	261,000	Additional staffing resources: Planning Projects Officer, Regenerations Town Centre Co-ordinator. The start date for these appointments is anticipated to be February 2021, the forecast has been adjusted into 2023/24	87,000	87,000	87,000
Staffing costs		2,723,907	239,236	2,723,907	2,484,671	This covers all the P4G funded posts across SDC including the extensions to contracts approved in the budget. These posts support delivery of this P4G programme. It also covers the additional core staffing costs in a number of teams required to deliver the Council's corporate growth ambitions including the Economic Development and Regeneration team (to deliver the Economic Development Framework 2 year action plan) and key posts in Communities and Partnerships, Planning and Marketing and Communications.	1,151,690	1,173,520	398,697
Contingency		419,072	0	419,072	419,072	The funding we are receiving from the West & North Yorkshire Business Rates pool for the Tour de Yorkshire and UCI £200k has been put back into P4G contingency to fund essential work on the asset management strategy. Also the balance remaining on Tadcaster Linear Park has been transferred back to P4G contingency.	419,072		
		23,824,497	411,874	23,824,497	23,412,623		7,934,312	10,800,040	5,090,146



Report Reference Number: E/21/20

To: Executive
Date: 9 September 2021
Status: Non-Key Decision
Ward(s) Affected: All
Author: Christopher Chapman, Accountant
Lead Executive Member: Councillor Lunn, Lead Member for Finance & Resources
Lead Officer: Karen Iveson, Chief Finance Officer, S151

Title: Treasury Management – Quarterly Update Q1 2021/22

Summary:

This report reviews the Council's borrowing and investment activity (Treasury Management) for the period 1st April to 30th June 2021 (Q1) and presents performance against the Prudential Indicators, which have been updated following approval of a revised Medium-Term Financial Strategy and Capital Programmes.

Investments – On average the Council's investments held in the NYCC Investment pool totalled £74.7m over the quarter at an average rate of 0.18% and earned interest of £34.0k (£24.5k allocated to the General Fund; £9.5k allocated to the HRA) which is £5k above the year to date budget. Interest rates remain at unprecedentedly low levels and as older investments with higher rates are maturing they are being replaced by new investments at the currently depressed rates. In this regard forecast returns could be in the region of £116k, a budget deficit of £2k.

A prudent forecast has been made in this respect, assuming decreasing invested cash balances as funds are utilised for the annual capital programme. The interest forecast will be kept under review as the year progresses. The Bank Rate of 0.10% is expected to remain in place for at least the next two years, until September 2023.

In addition to investments held in the pool, the Council has £4.77m invested in property funds as at 30 June 2021. The funds achieved 3.81% revenue return and 2.50% capital gain.

This resulted in revenue income of £44.7k to the end of Q1 and an 'unrealised' capital gain of £116.3k. These funds are long term investments and changes in capital values are realised when the units in the funds are sold.

Borrowing – Long-term borrowing totalled £52.833m at 30th June 2021, (£1.6m relating to the General Fund; £51.233m relating to the HRA). Interest payments of £1.912m are forecast for 2021/22, a saving of £0.015m against budget. The Council had no short-term borrowing in place as at 31 June 2021.

Prudential Indicators – the revised capital programme (per approved MTFS) has been incorporated into forecasts for expenditure and financing and updated prudential indicators are set out at Appendix A. The Council's affordable limits for borrowing were not breached during this period.

Recommendation:

- i. That Executive note the actions of officers on the Council's treasury activities for Q1 2021/22 and approve the revised Prudential Indicators set out at Appendix A to the 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.

1. Introduction and background

- 1.1 This is the first monitoring report for treasury management in 2021/22 and covers the period 1 April to 30 June 2021. 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. The Council's Treasury Strategy, including the Annual Investment Strategy and Prudential Indicators was approved by Council on 18 February 2021.
- 1.4 The two key budgets related to the Council's treasury management activities are the amount of interest earned on investments £118k (£80k General Fund, £38k HRA) and the amount of interest paid on borrowing £1.927m (£75.2k General Fund, £1.852m HRA).

2. The Report

Market Conditions and Interest Rates

2.1 The Council's treasury advisors Link Asset Services – Treasury Solutions summarised the key points associated with economic activity in Q1 2021/22 up to 30 June 2021:

- Bank Rate remained unchanged at 0.1%, with this rate now expected to continue for some time;
- the Bank of England announced it is to undertake a review of its current policy to raise interest rates first before unwinding quantitative easing;
- the annual inflation rate in the United Kingdom rose to 2.1% in May from 1.5% in April: this is the first time that the measure has been above the Bank of England's 2% target since July 2019; and
- COVID-19 vaccines have boosted confidence that life in the UK could largely return to normal during the second half of 2021, with forward looking business surveys anticipating a strong economic recovery.

Interest Rate Forecasts

2.2 The current interest rate forecasts (last update 10th May) of Link Asset Services – Treasury Solutions are as follows:

<i>Date</i>	<i>Bank rate</i>	<i>5 year PWL^B*</i>	<i>10 year PWL^B*</i>	<i>25 year PWL^B*</i>	<i>50 year PWL^B*</i>
Current rates	% 0.10%	% 1.21%	% 1.65%	% 2.05%	% 1.85%
June 2021	0.10%	1.20%	1.70%	2.20%	2.00%
Sept 2021	0.10%	1.20%	1.70%	2.20%	2.00%
Dec 2021	0.10%	1.30%	1.70%	2.30%	2.10%
March 2022	0.10%	1.30%	1.80%	2.40%	2.20%
June 2022	0.10%	1.30%	1.80%	2.40%	2.20%
Sept 2022	0.10%	1.40%	1.90%	2.40%	2.20%
Dec 2022	0.10%	1.40%	1.90%	2.50%	2.30%
March 2023	0.10%	1.40%	1.90%	2.50%	2.30%
June 2023	0.10%	1.40%	2.00%	2.50%	2.30%
Sept 2023	0.25%	1.50%	2.00%	2.50%	2.30%
Dec 2023	0.25%	1.50%	2.00%	2.50%	2.30%
Mar 2024	0.25%	1.50%	2.00%	2.60%	2.40%

* Net of certainty rate 0.2% discount

2.3 After the Bank of England took emergency action in March 2020 to cut Bank Rate to 0.10%, the Monetary Policy Committee has left the rate

unchanged at its subsequent meetings. As shown in the forecast table above, an increase in Bank Rate from 0.10% to 0.25% is now forecasted for September 2023 as an indication that the Bank of England will be moving towards some form of monetary tightening around this time

Annual Investment Strategy

2.4 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

2.5 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 Council's Annual Investment strategy and Lending List has been aligned to that of NYCC.

2.6 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.

2.7 The Council's investment activity in the NYCC investment pool up to Q1 2021/22 was as follows:-

• Balance invested at 30 June 2021	£72.9m
• Average Daily Balance Q1 21/22	£74.7m
• Average Interest Rate Achieved Q1 21/22	0.18%
• Total Interest Budgeted for 2021/22	£118k
• Total Forecast income for 2021/22	£116k

2.8 The average return to Q1 2021/22 of 0.18% compares with the average benchmark returns as follows:

• 7 day	-0.08%
• 1 month	-0.07%
• 3 months	-0.04%
• 6 months	-0.02%
• 12 months	0.04%

Borrowing

2.9 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.

- 2.10 The TMSS indicated that there was no requirement to take external borrowing during 2021/22 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 to optimise the timing of external debt.
- 2.11 The Council approved an Authorised Borrowing Limit of £78m (£77m debt and £1m Leases) and an Operational Borrowing Limit of £73m (£72m debt and £1m Leases) for 2021/22.
- 2.12 The current 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 be in a position to repay the debt over 30 years. £1.26m is budgeted for 2021/22.
- 2.13 The combination of the long-term loan repayment in 2020/21, and the Council's voluntary MRP strategy, has meant the Council was in an under-borrowed position of £3.5m as at 30 June 2021. This means that capital borrowing (external debt) is currently lower than Council's underlying need to borrow. This is an increase of £0.1m from the under-borrowed position of £3.6m reported at year-end 20-21.
- 2.14 The Council's external borrowing requirements continue to be reviewed on an on-going basis to ensure the borrowing strategy reflects the latest capital programme needs and forecast borrowing rates.
- 2.15 The 2021/22 Treasury Management Strategy has forecast an under-borrowed position of £5.27m by the end of 21/22 as further loans were anticipated to be made to support the Selby District Housing Trust and further expenditure was anticipated to fund the Purchase of Land under the General Fund Capital Programme. As approved within the latest Medium Term Financial Strategy, these schemes will no longer take place and no new borrowing is now planned. As a result of these changes, the council is expected to instead be in an under-borrowed position of approximately £1.5m by the end of the 21/22 financial year. This position will be kept under review as part of the subsequent quarterly Treasury Management Reports.
- 2.16 Plans to undertake any additional long term borrowing in the short/medium term will be kept under review while borrowing rates remain low, as the HRA Extended Housing Delivery Programme will continue to progress.

Capital Strategy

- 2.17 The Capital Strategy was included as part of the Council's Annual Treasury Management and Investment Strategy 2021/22, approved in

February 2021. 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.

- 2.18 A revised capital programme was approved by Council in July 2021 as part of a refreshed Medium-Term Financial Strategy. The revised capital expenditure programmes and associated financing are:

Capital Programmes	2021/22 £000	2022/23 £000	2023/24 £000
General Fund - General	3,428	2,176	1,442
General Fund – P4G	5,697	7,147	4,078
HRA	11,232	12,560	5,263
Total	20,357	21,883	10,783
Financing:			
Capital Receipts	3,099	1,971	1,180
Grants and Contributions	1,747	1,205	1,005
Borrowing	0	0	0
Reserves	13,428	12,794	8,598
S106 Commuted Sums	2,083	5,913	0
Total	20,357	21,883	10,783

- 2.19 The revised capital programmes reflect removal of Housing Trust Loans and land acquisitions and the associated borrowing.
- 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.

Housing Delivery Programme Loans

- 2.21 The Housing Delivery Programme has delivered a number of successful schemes so far, in partnership with Selby & District Housing Trust. Whilst no further schemes are planned, existing loans to fund provision of affordable homes in the District continue. The forecast income for the year in addition to standard treasury returns is £118k, which is approximately £113k over the forecasted standard interest that would be achieved on cash investments.

Scheme	Loan Rate %	Principal Outstanding 30 June 2021 £	Interest Q1 21/22 £	Interest Full Year £
Kirgate, Tadcaster	4.56%	182,373	2,223	8,708
St Joseph's St	4.20%	198,103	2,175	8,520
Jubilee Close, Ricall	3.55%	536,299	4,494	18,826
Ulleskelf	4.87%	1,049,193	12,817	50,562
Ousegate	3.65%	849,425	7,921	31,146
Average Rate / Total Principal and Interest	4.19%	2,815,394	29,440	117,762

Commercial Property Investments

- 2.22 To date there have been two Commercial Property acquisitions, one in Selby town and one in Tadcaster, both buildings are ex-Natwest Bank Properties. The first acquisition was a Tadcaster property, which completed during Q2 18/19. The second in Selby, which completed towards the end of Q3 18/19 and was subsequently sold in July 2020 generating small surplus of around £10k. Plans for the future of the Tadcaster property are currently being considered.

Property Funds

- 2.23 The position on Property Funds at 30 June 2021 is as follows:

In Year Performance

Fund	Bfwd Investment £k	Valuation as at 30-Jun-21 £k	In Year Performance Q1 21/22			
			Capital Gain / (Loss)		Revenue Return	
			£k	%	£k	%
Blackrock	2,394.96	2,442.35	47.4	1.98	19.6	3.26
Threadneedle	2,225.82	2,324.77	69.0	3.06	25.1	4.39
Total	4,650.78	4,767.13	116.3	2.50	44.7	3.81

Total Fund Performance

Fund	Original Investment £k	Valuation as at 30-Jun-21 £k	Total Performance			
			Capital Gain / (Loss)		Revenue Return	
			£k	%	£k	%
Blackrock	2,502.50	2,442.35	(107.5)	(4.30)	214.8	3.29
Threadneedle	2,439.24	2,324.77	(183.4)	(7.52)	281.2	4.46

2.24	Total	4,941.73	4,767.13	(291.0)	(5.89)	495.9	3.86
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Investments held in Property Funds are classified as Non-Specified Investments and are, consequently, long term in nature. Valuations can, therefore, fall and rise over the period they are held. Any gains or losses in the capital value of investments are held in an unusable reserve on the balance sheet and do not impact on the General Fund until units in the funds are sold.

2.25

Following a fall in Fund Capital Values in the initial months of 2020 as a result of Covid-19, the remainder of the 2020/21 financial year saw the value of both funds slowly recovering towards pre-Covid levels. This trend has continued into Q1 of 2021/22, with both funds demonstrating a combined capital gain of £116.3k in this initial period. Both funds have also continued to generate a positive revenue return, amounting to £41.9k in Q1 of 2021/22.

3.0 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 There are no legal implications as a direct result of this report.

4.2 Financial Implications

4.2.1 The financial implications are set out in the report.

5.0 Other Treasury Management Developments

5.1 CIPFA published their response to the Treasury Management Code and Prudential Code consultations on 24 June 2021. Following a review of the initial consultation, CIPFA have confirmed the changes that will be taken forward into revised versions including proposals for strengthening the Prudential and Treasury Management Codes with a focus on proportionality, clarification around the definition of commercial activity and officer/member training. CIPFA intends to publish the revised Codes in December 2021. All changes will then need to be reflected in the 2022/23 Treasury Management Strategy.

5.2 In addition to the changes being introduced by CIPFA, on 28 July 2021 the Ministry of Housing, Communities & Local Government (MHCLG) published a policy paper – Local Authority Capital Finance Framework: Planned Improvements. The paper sets out the government's plans for

strengthening the current capital financing system while protecting the principles of local decision making. The paper sets out plans for improving the Government's role as steward of the local government financial system through data collection and risk prevention. The Government are currently reviewing the Prudential Framework and will be engaging with stakeholders on individual proposals as they are developed and through consultation where appropriate.

6. Conclusion

- 6.1 The ongoing impact of the pandemic, and the speed and nature of the economic recovery seen, will continue to have an impact on the Council's investment returns. Forecasts continue to predict slow recovery, with no change in Bank of England Base Rate until later 2023 at the earliest.
- 6.2 The Council's debt position is in line with expectations with no further in year loans to the Selby District Housing Trust, and no expenditure to purchase new land as part of the capital programme, anticipated, as approved under the latest Medium Term Financial Strategy. Opportunities to optimise the Council's debt portfolio will continue to remain under review.
- 6.3 The Prudential Indicators have been updated to reflect the revised capital programme approved as part of the refreshed MTFS. The Council operated within approved Strategy Indicators for the quarter, with no breaches on authorised limits.

7. Background Documents

None

Contact Details

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Appendices:

Appendix A – Prudential Indicators as at 30 June 2021

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Prudential Indicators - As at 30 June 2021

APPENDIX A

Note	Prudential Indicator	2021/22 Indicator - TM Strategy	2021/22 Updated Indicator - MTFS	Quarter 1 Actual
1	Capital Financing Requirement £'000	58,105	53,682	56,361
	Gross Borrowing £'000	52,833	52,833	52,833
	Investments £'000	53,216	53,216	80,534
2	Net Borrowing £'000	-383	-383	-27,701
3	Authorised Limit for External Debt £'000	78,000	78,000	52,833
4	Operational Boundry for External Debt £'000	73,000	73,000	52,833
5	Limit of fixed interest rates based on net debt %	100%	100%	100%
	Limit of variable interest rates based on net debt %	30%	30%	0%
6	Principal sums invested for over 364 days			
	1 to 2 years £'000	20,000	20,000	0
	2 to 3 years £'000	15,000	15,000	0
	3 to 4 years £'000	5,000	5,000	0
	4 to 5 years £'000	5,000	5,000	0
7	Maturity Structure of external debt borrowing limits			
	Under 12 months %	20%	20%	0.00%
	1 to 2 years %	20%	20%	0.00%
	2 to 5 years %	50%	50%	0.00%
	5 to 10 years %	50%	50%	0.00%
	10 to 15 years %	50%	50%	3.00%
	15 years and above %	90%	90%	97.00%

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.

Agenda Item 13

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