



Meeting: **POLICY REVIEW COMMITTEE**  
Date: **TUESDAY, 13 MARCH 2018**  
Time: **5.00 PM**  
Venue: **COMMITTEE ROOM - CIVIC CENTRE, DONCASTER ROAD, SELBY, YO8 9FT**  
To: **Councillor J Deans (Chair), Councillor M Hobson (Vice-Chair), Councillor J Cattanach, Councillor M McCartney, Councillor K Arthur, Councillor D Hutchinson and Councillor J Shaw-Wright**

## Agenda

- 1. Apologies for Absence**
- 2. Disclosures of Interest**

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

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

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

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

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

- 3. Minutes (Pages 1 - 8)**

To confirm as a correct record the minutes of the meeting of the Policy Review Committee held on 16 January 2018.

- 4. Chair's Address to the Policy Review Committee**

**5. Policy for the Management of Selby District Council Owned Trees - PR/17/8 (Pages 9 - 20)**

To consider and comment on the Draft Tree Management Policy.

**6. Policy Review Committee Work Programme 2017/18 and Planning for 2018/19 (Pages 21 - 24)**

To consider the current Policy Review Committee Work Programme for 2017/18 and to start to plan for the following 2018/19 year. Copies of the current Work Programme and the draft 2018/19 Work Programme are included for information.

*G Marshall*

**Gillian Marshall, Solicitor to the Council**

**Dates of next meetings (5.00pm)**

Tuesday, 17 April 2018

Enquiries relating to this agenda, please contact Victoria Foreman on 01757 292046 vforeman@selby.gov.uk.

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## Minutes

### Policy Review Committee

Venue:	Committee Room
Date:	Tuesday 16 January 2018
Time:	5.00pm
Present:	Councillors J Deans (Chair), K Arthur, J Cattnach, D Hutchinson, Mrs M McCartney, C Pearson, Mrs J Shaw-Wright.
Officers Present:	Karen Iveson, Chief Finance Officer, Angela Crossland, Head of Community, Partnerships and Customers, Sarah Thompson, Housing and Environmental Health Service Manager, Simon Parkinson, Private Sector Housing Officer, Michelle Dinsdale, Senior Policy and Performance Officer, Alex Dochery, Economic Development Officer, Sharon Cousins, Licensing Manager, Rachel Crossley, Customer Business Analyst
Others Present:	Ruth Tiernan, Selby Big Local

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#### **7. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor M Hobson. Councillor C Pearson was in attendance as a substitute for Councillor Hobson.

#### **8. DISCLOSURES OF INTEREST**

There were no declarations of interest.

#### **9. MINUTES**

The Committee considered the minutes of the meeting held on 13 June 2017.

#### **RESOLVED:**

**To approve the minutes of the Policy Review Committee held on 13 June 2017 for signing by the Chair, subject to the amendment of minute number 2. – Timing of Meetings to read:**

**‘To agree that the meetings of the Policy review Committee would commence at 5pm for the forthcoming Municipal Year.’**

## **10. CHAIR’S ADDRESS**

The Chair had no address for the Committee.

## **11. TACKLING DEPRIVATION WITHIN SELBY DISTRICT**

The Committee received a presentation from Officers on the Council’s work and policies aimed at supporting residents living in areas of high deprivation, and were asked to review the effectiveness of the policies.

The Committee noted that Officers had recently looked at data and statistics concerning levels of deprivation within Selby District; it had been identified that generally the District was a prosperous area with low levels of deprivation, ranked 254 out of England’s 326 Local Authorities by the Index of Multiple Deprivation.

However, Members were made aware that there were two small areas within Selby Town with comparatively high levels of deprivation. These areas were an area to the north of Selby Town centre near Charles Street and Flaxley Road, which ranked within the 10% of the most deprived areas in England, and an area near Abbots Road estate in the south of Selby Town which ranked within the 20% most deprived areas in England.

The presentation went on to provide an overview of deprivation levels in Selby District and the District’s particular strengths and challenges, before emphasising the need to take a long term, whole system approach to various challenges. It was explained to Members that it was important to take a strategic look at the issues in question and what the Council could do to achieve the most impact to improve quality of life across the District.

Members welcomed a representative from Selby Big Local to the meeting who gave an update on their work and future priorities for the high deprivation areas of Selby Town.

The Committee discussed the matter in detail and raised a number of points, as set out below.

- Members asked how areas of deprivation in other areas of the District were identified. Officers explained that understanding community resilience and engagement was key in order to identify issues and facilitate and support change.

- The Committee noted the relevant links of the work on deprivation to a recent report circulated to Members on 'Children's Lives in North Yorkshire' produced by the Children's Society, and how population density in the areas identified as deprived could affect the scale of the problem.
- Members agreed that some residents were harder to contact, and that significant effort would need to be made in order to reach these people; access or barriers to services, such as affordable housing, was a key reason for deprivation. Officers explained that being able to connect with hard to reach groups was the main reason that one of the Council's Neighbourhood Officers moved her weekly surgery to a local school, to increase visibility and accessibility for these residents.
- Concerns were raised by the Committee around the levels of housebuilding in some areas, such as Sherburn, and that such housing was not necessarily accessible by low skilled workers in the area. Transport for employment in areas such as Sherburn, in particular bus provision, was also raised as an issue by the Committee. Officers confirmed that they had been discussing the matter with local employers on the Sherburn Industrial Estate and local bus service provider Arriva and felt that some headway was being made in addressing the issue.
- Members emphasised the importance of working with local schools to raise the aspirations of children from the areas identified as deprived, in order to try and break the cycle of deprivation.

**RESOLVED:**

- i) **To note the content of the presentation.**
- ii) **To endorse the strategic approach to improving quality of life across the District outlined in the presentation, which focused on fostering inclusive growth to improve prospects for all of the District's residents, and supporting residents and local communities.**

**12. DRAFT REVENUE BUDGET AND CAPITAL PROGRAMME 2018/19 AND MEDIUM TERM FINANCIAL PLAN**

The Committee received a report from the Council's Chief Finance Officer setting out the Executive's draft budget proposals and were asked to provide comments as part of the consultation process.

Members noted that the report presented the draft revenue budget, capital programme and outline Programme for Growth for 2018/19 to 2020/21. The 2018/19 budgets showed a forecasted deficit of £6k (before further planned savings) on the General Fund and a £885k surplus on the Housing

Revenue Account, which was required to fund the housing capital programme. Over the next 3 years a total funding shortfall of £3.7m was forecast on the General Fund. The report identified a number of mounting budget pressures and acknowledged that an increase in General Fund savings was required. £2.4m of reserves had been earmarked previously to support the revenue budget pending delivery of savings. To date £377k had been used, with a further £668k planned to be used in 2018/19, and £81k in 2019/20. The on-going use of reserves to support the revenue budget in this way was not sustainable and as part of the next refresh of the Medium Term Financial Strategy, options for future savings would be sought in the context of emerging budget risks.

Members queried various aspects of the report, including funding for housing purchases, the move of the Contact Centre and its staff to the Civic Centre, council housing rents, renewable energy business rates and the Council's use of reserves.

The Committee noted that there were still significant savings to be made by the Council and that further reductions in funding by the government were likely.

In response to the Executive's request for savings ideas, the Committee felt that the Better Together Programme with North Yorkshire County Council could be developed and explored further in order to share other services and potentially save additional money. The Chief Finance Officer undertook to feed this back to the Executive.

**RESOLVED:**

- i) To note the Draft Revenue Budget, Capital Programme 2018/19 and Medium Term Financial Plan.**
- ii) To recommend that Officers explore further the future development and scope of the Better Together programme with a view to achieving future savings.**

**13. EXECUTIVE HIRE WORKING GROUP UPDATE**

The Committee received a report from the Licensing Manager and were asked to note and endorse a number of changes to the application process and conditions upon the grant of discreet vehicle licences, and to agree the appointment of Policy Review Committee Members to a Working Group to look at the necessary amendments to the Licensing Policy.

Members noted that the Executive Hire Group had met on 12 December 2017 for the second time to consider conditions to be placed on discreet vehicle licences and amendments to the application process.

The Committee discussed the membership of the Working Group and nominated the Chair, Vice Chair and Councillor Mrs J Shaw-Wright. The nominations were subsequently agreed by the Committee.

**RESOLVED:**

- i) To note and endorse the following changes to the Application Process:**
  - (a). That a formal application form be used for applications for a discreet vehicle licence, which should be accompanied by 3 references from potential customers who would use the executive service (Appendix 1).**
  - (b). That the Licensing Committee should consider executive hire vehicle suitability on a case by case basis, aided by the submission of photographs of the vehicle with the application for a discreet licence.**
  - (c). That the applications for discreet licenses continue to be considered by the Licensing Committee until such time as Members are satisfied that consideration can be delegated to officers.**
- ii) To note and endorse the following Conditions upon the Grant of Discreet Vehicle Licences:**

**That it be made a condition upon the grant of a discreet vehicle licence that:**

- (c). The vehicle must only be used for executive hire – this included no school contracts, or other contracts that involved the transport of children, young people, or vulnerable adults.**
- (d). The private hire licence plate must be carried in the vehicle at all times, although they need not be visible to the passenger.**
- (e). The driver of the vehicle must wear visible photo identification at all times.**
- (f). The executive hire vehicle is kept to a high standard both internally and externally at all times.**
- (g). The exemption certificate (granting the discreet vehicle licence) is displayed on the left of the dashboard/ bottom left of the windscreen.**

- (h). **A record is kept of all executive hire contracts undertaken by the vehicle and is to be made available for inspection by the Council's Licensing and Enforcement officers upon request.**
- (i). **A dress code is adhered to by drivers, to include a collar and tie.**
- (j). **The Discreet plate is renewed annually.**
- iii) **That a working group made up of members from both the Policy Review Committee, namely the Chair and Vice Chair of the Committee and Councillor Mrs J Shaw-Wright, and the Licensing Committee meet in the coming weeks to work with officers to propose the necessary amendments to the Taxi Licensing Policy for Executive approval.**

#### **14. WHEELCHAIR ACCESSIBLE VEHICLES POLICY REVIEW**

The Committee received a report from the Licensing Manager and were asked to nominate members to serve on a Working Group to consider the review of the Wheelchair Accessible Vehicles Policy.

Members noted that in March 2017 the Licensing Committee was asked to note the coming into force of provisions within the Equalities Act 2010 which made it illegal for taxi drivers of designated wheelchair accessible vehicles to discriminate against wheelchair users, unless they were certified as exempt from the requirements to assist.

The Licensing Manager explained that the Licensing Authority needed to take steps to review the policy and procedures, and work with the trade to ensure that they were aware of their obligations.

The Committee were informed that the Licensing Team were still awaiting a confirmed date for the consultation on the Department for Transport's statutory/best practice guidance; it was recommended that the Licensing Authority proceed to review the legislation and existing guidance in line with the Council's Taxi Licensing Policy, considering the Council's approach to the new legislation.

The Committee discussed the membership of the Working Group and nominated the Chair, Vice Chair and Councillor Mrs J Shaw-Wright. The nominations were subsequently agreed by the Committee.

#### **RESOLVED:**

**That a Working Group be formed made up of Members from both the Licensing Committee and Policy Review Committee, namely the Chair, Vice Chair and Councillor Mrs J Shaw-Wright, to consider the following questions:**



- What a Wheelchair accessible vehicle is;
- If a list should be created under Section 167 of the Equalities Act 2010, which would identify taxis or private hire vehicles which conform to such accessibility requirements as the licensing authority thinks fit; and
- The policy for exempting drivers on medical and/or physical grounds.

## **15. PRIVATE SECTOR ASSISTANCE POLICY**

The Committee received a report from the Housing and Environmental Health Service Manager, and were asked to note the contents of the report and make comments on the policy.

Members noted that the Private Sector Assistance Policy set out how the Council would deal with housing in the private sector, specifically the provision of housing assistance. The Private Sector Assistance Policy had been considered by the Executive on 4 January 2018, and introduced some new discretionary grants and loans. The policy would be consulted on and to return to the Executive in April 2018 for final approval and adoption.

The Committee asked Officers about the policy, specifically about the expected budget for discretionary disabled facilities grants and emergency repairs.

Members were pleased to note that assistance had already been offered over the Christmas period to a vulnerable resident who required emergency repairs to a household boiler. Officers identified the connection between the Private Sector Assistance Policy and efforts in tackling deprivation, which had been considered by the Committee earlier in the meeting.

### **RESOLVED:**

**To note the contents of the report.**

## **16. POLICY REVIEW COMMITTEE WORK PROGRAMME 2017/18 AND PLANNING FOR 2018/19**

The Committee considered the work plan for the rest of the 2017/18 year, and the draft work plan for 2018/19.

The Chair requested that the Committee's Annual Reports for 2017/18 and 2018/19 be added to the work programme for agreement in April 2018 and April 2019 respectively.

Members were advised that consideration the Tree Management Policy could not wait until the April 2018 meeting of the Committee. As such, the

provisional meeting of the Committee on 13 March 2018 would be convened to examine the policy. Members were asked to ensure that this date was in their diaries.

Lastly, the Chair asked Members to think about topics they would like to look at in 2018/19, and send any suggestions to him and the Democratic Services Officer.

**RESOLVED:**

- i) To include the Policy Review Committee's Annual Report on both the 2017/18 and 2018/19 Work Programmes for consideration in April 2018 and April 2019 respectively.**
- ii) To consider the Tree Management Policy at the provisional meeting of the Committee on 13 March 2018.**
- iii) To note the Committee's Work Programme for the remainder of the 2017/18 year, and the proposed plan for the 2018/19 year.**
- iv) To ask Committee Members to suggest topics they would wish to see on the 2018/19 Work Programme, and to send these to the Chair and Democratic Services Officer.**

The meeting closed at 6.40pm.



## Public Session

Report Reference Number: PR/17/8

Agenda Item No: 5

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**To:** Policy Review  
**Date:** 13 March 2018  
**Author:** Aimi Brookes, Contracts Team Leader and Caroline Sampson Paver, Commissioning and Procurement Team Leader  
**Lead Officer:** Julie Slatter, Director of Corporate Services and Commissioning

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**Title: Policy for the Management of Selby District Council Owned Trees**

### Summary:

Selby District Council has statutory responsibility for the management and maintenance of trees on Council owned land. The Council now intends to formalise and publicise this policy and approach to managing trees. This will allow the Council to more efficiently manage the trees on Council owned land. It will also enable a consistent approach to managing the range of enquiries and requests for works that it receives, and ensure that risks are managed effectively to ensure public safety.

The purpose of this report is to set out the draft policy and seek the views of the Policy Review Committee to inform the consultation draft of the policy prior to a period of formal public consultation.

### Recommendations:

**To consider and comment on the Draft Tree Management Policy.**

### Reasons for recommendation

To ensure the Policy Review Committee have the opportunity to influence and inform the development of the draft policy.

#### 1. Introduction and background

- 1.1 Selby District Council has statutory responsibility for the management and maintenance of trees on Council owned land.

1.2 The Council currently has no policy or guidelines in place for this and although there is no legal requirement for us to do so, the adoption of a policy will ensure that the Council is directing its resources effectively to focus on its statutory functions, effective risk management and public safety.

## **2 The Report**

2.1 As there is currently no written policy, there has been an inconsistent approach to tree management and maintenance and on occasion works have been carried out to trees, to resolve an issue that is not the obligation of the Council, but that of a third party. A formal written policy will remove the inconsistency, and provide officers with additional support when advising residents on the Council's legal obligations.

2.2 The policy sets out the legal responsibilities that the Council has for trees in its ownership, and explains clearly what we will and won't do in dealing with a full range of scenarios that might impact on our trees and communities.

2.3 The 'Tree Management Explained' section of the policy breaks down the main enquiries that the Council receives into a number of themed areas and explains how we will respond to these enquiries.

- Risk Management – the Council's approach to risk management
- Trees Causing Shade, Overhanging or Encroaching on Property – clarifying the Council's approach to 'right to light' and other common enquiries
- Trees Causing Obstruction or Interference – management of the Council's trees in relation to buildings and infrastructure
- Naturally Occurring Tree Behaviours – the Council's approach to natural occurrences which may be perceived as a nuisance such as leaf and blossom fall
- Trees Relating to Buildings and Structures – the Council's approach to allegations of structural damage
- Trees Within SDC Property Gardens – tenant responsibilities
- Routine Tree Maintenance – the Council's approach to routine tree maintenance.

2.4 The policy does not include information relating to planning issues, TPO's and trees in conservation areas or high hedges as there is already existing policy and legislation that covers these areas. Additional information will be made available on the Council's website signposting residents to this.

### **3 Legal/Financial Controls and other Policy matters**

#### **Legal Issues**

3.1 The draft policy takes into account the Council's statutory obligations principally under the following acts:

- The Highways Act 1980
- The Occupiers' Liability Act 1957 & 1984
- The New Roads and Streetworks Act 1991
- The Health and Safety at Work Act 1974
- The Wildlife and Countryside Act 1981 and
- The Town and Country Planning Act 1990.

The draft policy has been developed with guidance from the Council's Legal Team and will ensure that we are meeting our legal obligations with regards to tree maintenance.

#### **Policy Issues**

3.2 Providing a consistent approach to Council owned trees via a policy links to the delivery of Corporate Plan priorities – 'to enjoy life' through the contribution of trees to a healthy environment; 'to make a difference' as the policy will help people to self-serve most enquiries; whilst supporting the Council to 'deliver great value' by communicating well with customers, and increasing productivity by only dealing with our statutory obligations.

#### **Financial Issues**

3.3 Formalisation of the management and maintenance of Council owned trees will help to ensure that the Council is directing its funding effectively and only on those works which we have a legal obligation to carry out.

#### **Impact Assessment**

3.4 Due consideration has been given to equality, diversity and community issues, and a screening document has been completed.

3.5 The key findings of the screening acknowledge that the Council has the discretion to take into consideration special circumstances of tenants with protected characteristics and fund additional works to trees, if it is considered necessary and beneficial, outside of the Policy.

### **4. Conclusion**

4.1 The Policy Review Committee are being asked to provide comment to inform the development of a draft policy prior to formal public consultation.

## **5. Background Documents**

Equality, Diversity and Community Impact Screening Document

### **Contact Officers:**

Aimi Brookes, Contracts Team Leader/Caroline Sampson Paver,  
Commissioning and Procurement Team Leader  
abrookes@selby.gov.uk/csampson@selby.gov.uk

### **Appendices:**

Appendix A: Policy for the Management of Selby District Council Owned  
Trees



## Draft Policy for the Management of Selby District Council Owned Trees





## Contents

Introduction	2
Scope of the Policy	2
Our Woodlands	2
Privately owned trees	2
Trees relating to construction or planning matters	3
Tree management Policy objectives	3
Tree management explained	4
Legal responsibilities	6
Contact details	7
Review	7

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## **Introduction**

Trees are beautiful. They provide social, environmental, economic and health benefits. Selby District Council has a Corporate Plan priority of 'Making Selby District a great place to enjoy life'. We believe that trees and our approach to management and maintenance of Council owned trees, as set out in this policy contributes to that. Trees are an essential part of our district, improving air quality and absorbing and storing carbon dioxide helping to combat climate change. They intercept rainwater to help prevent localised flooding, help reduce noise pollution and provide a canopy and habitat for wildlife, improving the overall amenity value of the area.

## **The Scope of the Policy**

The Council is responsible for the maintenance of the majority<sup>1</sup> of trees on Council owned land and this policy sets out how we will meet our obligations but also how we will ensure that we safeguard and maximise the benefits that trees provide. This policy focuses on the responsibilities of the Council but other parties and organisations also have responsibility for the management and maintenance of trees.

## **Our Woodlands**

The Council owns a number of areas of woodland in the District, which are home to a variety of different species and are open for the enjoyment of the public

- Brayton Barff (jointly owned by the Council and Yorkshire Water)
- Hambleton Hough (managed by Yorkshire Wildlife Trust)
- Barlow Common Nature Reserve (managed by Yorkshire Wildlife Trust)

## **Privately owned trees**

All tree owners have a legal responsibility to ensure that trees under their control do not pose unreasonable risks to others. If you are concerned about the condition of a privately owned tree and its perceived risk, or branches or roots that are growing over your boundary you should contact the owner and make them aware.

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<sup>1</sup> Exceptions include trees within tenants gardens and areas of woodland managed by third parties on the Council's behalf.

### Trees relating to construction or planning matters

This policy does not cover matters relating to construction or planning matters as this is covered under separate guidance and legislation. Further information can be found at [www.selby.gov.uk/TreeManagement](http://www.selby.gov.uk/TreeManagement)

### Tree Management Policy Objectives

The Council has three main policy objectives when carrying out tree works:

- To deal with any legal responsibilities
- To remove any evident or present defect
- To retain the amenity and character of the area

The Council and contractors working on its behalf will work in accordance with current industry best practice, BS3998 standard and comply with appropriate legislation and policy.

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## Tree Management Explained

The table below sets out how the Council will address common issues relating to the trees it owns and manages. It explains the priorities for these works and how resources will be directed to ensure we consistently meet the policy objectives as set out above.

<b>Risk Management</b>	
<b>Tree Issue</b>	<b>What the Council will / will not do</b>
<b>Dangerous Tree</b>	The Council has a statutory responsibility to maintain trees under its control in such a way that their condition or location does not pose unreasonable risks to people or property. We prioritise identified risks to ensure that the most serious are attended to first. Please report any concerns regarding a dangerous tree to the Council.
<b>Trees causing shade, overhanging or encroaching on property</b>	
<b>Tree Issue</b>	<b>What the Council will / will not do</b>
<b>Trees touching buildings</b>	Where a Council owned tree is physically touching a building, we will assess and take appropriate action before potential damage is sustained.
<b>Right to light issues</b>	The Council will not remove or prune a Council owned tree in order to mitigate shade.
<b>Trees causing obstruction or interference</b>	
<b>Tree Issue</b>	<b>What the Council will / will not do</b>
<b>Obstruction to pavements</b>	We will undertake appropriate work to ensure that that Council owned trees do not obstruct footpaths or pavements that are part of a highway or street and that a 2.5m clearance is maintained over the footpath.
<b>Obstruction to highways</b>	We will take appropriate action to ensure that Council owned trees do not obstruct a highway or adopted road and that a minimum of 5.2m height clearance is maintained.
<b>Obstruction to highway sight lines, traffic lights or highway information signs</b>	We will take appropriate action to ensure that Council owned trees do not obstruct sight lines on highways or adopted roads, or where they obstruct traffic lights or highway information signs.
<b>Trees obstructing street lights</b>	We will undertake work to Council owned trees to ensure that statutory street lighting levels are maintained.
<b>Trees obstructing a view</b>	We will not remove or prune trees in order to improve a view from a property.
<b>Telephone wires in trees</b>	We will not prune or remove a Council owned tree to remove or reduce interference with telephone wires. Issues should be reported to your telephone service provider.

<b>Trees interfering with TV, satellite or internet signal</b>	We will not remove or prune a tree to improve TV reception or satellite signal. Issues should be reported to your service provider.
<b>Trees and solar panels</b>	We will not prune or remove Council owned trees to facilitate the installation of solar panels to a neighbouring property.
<b>Naturally occurring tree behaviours that may be perceived to be a 'nuisance'</b>	
<b>Tree Issue</b>	<b>What the Council will / will not do</b>
<b>Poisonous fruit</b>	Where evidence can clearly demonstrate that vulnerable people are likely to be exposed to a Council owned tree that bears poisonous fruit, appropriate action may be considered.  However It is not common practice to prune a Council owned tree because it is alleged to bear poisonous fruit.
<b>Fallen leaves and blossom</b>	We will not prune or remove a Council owned tree to reduce autumn leaf fall or tree blossom.
<b>Tree Pollen, sap and fallen fruit</b>	We will not prune or fell a Council owned tree to remove or reduce pollen, sap or fruit falling on to surfaces.
<b>Trees and personal medical complaints</b>	We will not prune or fell a Council owned tree where a request has been made to do so because of a personal medical complaint.
<b>Bird droppings</b>	We will not prune or fell a Council owned tree in order to remove or reduce bird droppings. Nor will we remove bird droppings from private land.
<b>Wild Animals/insects</b>	We will not prune or fell a Council owned tree to remove or reduce alleged problems caused by wild animals or insects.
<b>Trees relating to buildings and structures</b>	
<b>Tree Issue</b>	<b>What the Council will / will not do</b>
<b>Trees alleged to be causing building subsidence or damage to underground services</b>	Allegations of damage will be considered on a case by case basis. You should contact the Council as soon as possible with evidence of the damage.
<b>Trees causing trip hazards</b>	Allegations of the trip hazard will be considered on a case by case basis.
<b>Trees within SDC property gardens</b>	
<b>Tree Issue</b>	<b>What the Council will / will not do</b>
<b>Can Selby District Council tenants plant trees in their gardens?</b>	Tenants who wish to plant trees or shrubs in their gardens should seek consent from the Council, who will then consider the request.
<b>The maintenance of trees and hedges in Selby District Council tenants gardens</b>	Tenants have an obligation to maintain their gardens in accordance of the terms of their Tenancy Agreement.

<b>Responsibility for trees in the garden of a former Selby District Council property</b>	Trees standing within the footprint of a former Council property that has passed into private ownership are the responsibility of the owner.
<b>Routine tree maintenance</b>	
<b>Tree Issue</b>	<b>What the Council will / will not do</b>
<b>Tree planting and replacement</b>	We are committed to increasing the District's tree canopy cover and maximising the benefits that trees deliver. New trees are planted in appropriate locations when funding opportunities are made available.
<b>Disposal of green waste</b>	Wherever possible where the Council is carrying out works to trees, green waste and branches will be shredded and spread locally.
<b>Trees alleged to be too big or too small</b>	We will not prune or fell a Council owned tree because it is perceived to be too big or too small for its location. Where other issues exist tree pruning or removal may be considered.
<b>Vandalised trees</b>	Reports of vandalised trees will be investigated and the most appropriate action taken.

### Legal Responsibilities

Statutory obligations dictate how the Council must manage trees that are within areas of its control; these are principally the Highways Act 1980 and the Occupiers' Liability Act 1957 & 1984.

Statutes such as the New Roads and Streetworks Act 1991; Health and Safety at Work Act 1974 and the Wildlife and Countryside Act 1981 govern how contractors working within the District must operate.

The Town and Country Planning Act 1990 places a duty upon the Council to assess the impact of tree loss within the District; where the loss is likely to have a significant impact upon the local and wider landscape the Council must consider protecting trees through the Tree Preservation Order process.

Some trees are legally protected by a Tree Preservation Order or because they are located within a Conservation Area. The Council will obtain planning permission before undertaking any work on a legally protected tree.

### Contact Details

Selby District Council Customer Contact Centre – 01757 705101 [info@selby.gov.uk](mailto:info@selby.gov.uk)  
[www.selby.gov.uk](http://www.selby.gov.uk)

### Review

The policy will be reviewed in line with any relevant changes in legislation or procedures.

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**Policy Review Committee Work Programme 2017/18**

<b>Date of Meeting</b>	<b>Topic</b>	<b>Action Required</b>
<b>13 June 2017</b>	Work Programme	To agree the Policy Review Committee Annual Work Programme 2017/18.
	Welfare Reform Update	To review the impact of the Welfare Reform changes in Selby District.
<b>25 July 2017</b>	Empty Homes Strategy 2017 onwards	To review the Empty Homes Strategy 2017
	Parks Bylaws (The Regulation of Pleasure Grounds)	To review the adoption of new Park Bylaws (The Regulation of Pleasure Grounds).
<b>3 October 2017 (moved from 12 September 2017) CANCELLED</b>	Taxi Licensing Policy	To consider the Taxi Licensing Policy – <b>moved to January 2018</b>
	Medium Term Financial Strategy	To review the Council's Medium Term Financial Strategy – <b>removed, to be considered by Full Council on 19<sup>th</sup> September 2017</b>
<b>16 January 2018</b>	Financial Budget	To review the Council's Budget.
	Briefing on Deprivation Levels	To receive a briefing on the Council's work to improve levels of deprivation and support residents living in high deprivation zones.
	Taxi Licensing Policy	To consider the Taxi Licensing Policy.
	Wheelchair Accessible Vehicles Policy	To consider the Wheelchair Accessible Vehicles Policy.
	Private Sector Assistance Policy	To consider the Private Sector Assistance Policy.

	Work Programme 2017/18 and Work Programme Planning for 2018/19	To consider the current Work Programme for 2018/19 and begin to plan the Committee's Work Programme for the 2018/19 year.
<b>13 March 2018</b>	Tree Management Policy	To consider the Tree Management Policy.
<b>17 April 2018</b>	PLAN Selby	To review PLAN Selby.
	Welfare Reform/Universal Credit	Briefing by officers on the government's Welfare Reform agenda to bring to the attention of the Committee the impact, if any, of the changes to the benefits system on residents of the Selby District.
	Affordable Housing Supplementary Planning Document	To consider the draft Affordable Housing Supplementary Planning Document.
	Parks and Open Spaces Byelaws	To consider the revised Parks and Open Spaces byelaws ahead of agreement by Council.
	Work Programme Planning for 2018/19	To finalise and agree the Committee's Work Programme for the 2018/19 municipal year.

Potential items for 2018/19 municipal year:

- Empty Homes Strategy

The following dates are also in the Democratic Services calendar for provisional meetings if required: 14 November 2017 and 13 March 2018.



### Policy Review Committee Work Programme 2018/19

Date of Meeting	Topic	Action Required
<b>Tuesday 12 June 2018</b>	Work Programme 2018/19	To consider the Work Programme for 2018/19.
	Policy Review Committee Annual Report 2017/18	To consider the annual report for the Policy Review Committee 2017/18.
	Corporate Debt Policy	To consider the proposals for the Council's Corporate Debt Policy.
<b>Tuesday 24 July 2018</b>	Implementation and impact of GDPR Regulations	To consider the implementation and impact of the new GDPR (General Data Protection Regulation) that came into force on 25 May 2018.
	Work Programme 2018/19	To consider the Work Programme for 2018/19.
	Empty Homes Strategy	To consider the Empty Homes Strategy.
<b>Tuesday 11 September 2018</b>	Universal Credit/Welfare Reform Rollout – Update	To consider an update on the rollout of Universal Credit in Selby District.
	Taxi Licensing Policy	To reconsider the Council's Taxi Licensing Policy following consultation.
	Work Programme 2018/19	To consider the Work Programme for 2018/19.

<b>Tuesday 15 January 2019</b>	Work Programme 2018/19 and Work Programme Planning for 2019/20	To consider the current Work Programme for the rest of 2018/19 and begin to plan the Committee's Work Programme for the 2019/20 year.
	Financial Budget 2019-20	To review the Council's Budget.
<b>Tuesday 16 April 2019</b>	Work Programme Planning for 2019/20	To finalise and agree the Committee's Work Programme for the 2019/20 year.

The following **provisional** dates are also in the Democratic Services calendar for provisional meetings if required: **13 November 2018** and **12 March 2019**.

Items for 2019/20

- Annual Report of the Committee for 2018/19 – consider at first meeting of 2019/20 municipal year